

## **Kairos E-News #2 - 11/1/11**

### **Current News for Kairos Volunteers**

**Kairos Outside Forms** - The Kairos Outside Team Application and Guest Reservation Form have been updated. Communications preferences have been added so that it is clearer if someone does not regularly use or check e-mail.

**Shopping Cart** - There were several issues with determining actual costs for Shipping and Handling using the PayPal Shopping Cart on the website. If and when those issues get resolved, the shopping cart may return, but until then, it has been removed. To order from KPMI, download the Supply Ordering form and send it in.

**www.MyKairos.org in Español** - The www.Mykairos.org website has a lot to offer our Spanish-speaking volunteers. Many of the pages have a Spanish translation, as well as many of the important documents (including this one). The pages and documents can be accessed by clicking on the "Muestre Esta Página en Español" button at the bottom of the left-hand menu. This button appears at the bottom of each Navigation Menu where a translated page is available.

**E-News Subscription Service** - If you want to automatically subscribe to the E-News as they come "hot off the press", you can do that from either the Home Page of the website or the E-News page in the Newsroom of the www.MyKairos.org website. As always you can unsubscribe at any time.

**E-News Submissions** - If you have a newsworthy item to share with the entire Kairos volunteer community, send it to [enews\\_submission@MyKairos.org](mailto:enews_submission@MyKairos.org) and it will be considered for the next Kairos E-News. Publicity for Kairos Weekends will remain on the Kairos Kalendar.

**Advisory Council Operating Procedures Update** - The International Council Communications Improvement Ad-Hoc Committee is currently in the process of revising the Advisory Council Operating Procedures. If you would like to have something considered, please send the details to [acopreview@MyKairos.org](mailto:acopreview@MyKairos.org)

**State Chapter Committee Operating Procedures Update** - The International Council Communications Improvement Ad-Hoc Committee will soon be revising the State Chapter Committee Operating Procedures. If you would like to have something considered, please send the details to [sccop@MyKairos.org](mailto:sccop@MyKairos.org)

**E-Mail Tip for Improved Communications** - When you forward an e-mail, remove all of the unimportant stuff (addresses of previous recipients, previous responses, header information such as date, subject, and previous sender) from the body of the message before you hit send. This does a couple of things. It reduces the number of e-mail addresses that a spammer gets should they come across that particular e-mail and it lets the reader get directly to the message you intend for them to read without a lot of scrolling. Don't forget to take out the FW: in the subject line. Some people automatically discard forwarded messages.

**Share the E-News** - Not everyone is subscribed to the Kairos E-News. Share this information with your State Chapter Committee, Advisory Council and your community.

**If you want to unsubscribe from the Kairos E-News, go to the www.MyKairos.org Home page and use the on-screen form.**

**The www.MyKairos.org Website Development Team**