

## Obtain a Copy of the KairosDonor Software for a New or Existing Advisory Council

1. The State Financial Secretary provides the following information to the Kairos Prison Ministry International Office using the form found on the [mykairos.org](http://mykairos.org) or the [kairosdonor.com](http://kairosdonor.com) websites.

On the [mykairos.org](http://mykairos.org) website click on the “Supply Ordering” on the vertical menu on the left side of the Home Page. Then scroll down to the “KairosDonor Orders by Phone, E-Mail, Mail or FAX” section and open the form in Adobe Acrobat or Microsoft Word format. Now submit the form by either phoning 407-629-4948; by e-mailing the form to [order@kpmi.org](mailto:order@kpmi.org); by mailing the form to KPMI, 100 DeBary Plantation Blvd, DeBary, FL 32713; or, by FAXing the form to 407-629-2668 with a follow-up call to 407-629-4948 to confirm receipt.

On the [kairosdonor.com](http://kairosdonor.com) website click on the red button under “Common Forms” then open the “KairosDonor Order Form” by clicking the “Display” button to the right of the name of the form. Now submit the form by either phoning 407-629-4948; by e-mailing the form to [order@kpmi.org](mailto:order@kpmi.org); by mailing the form to KPMI, 100 DeBary Plantation Blvd, DeBary, FL 32713; or, by FAXing the form to 407-629-2668 with a follow-up call to 407-629-4948 to confirm receipt.

Complete the form by following the instructions in paragraphs 1.a – 1.e.below.

- a. Name of the Advisory Council – this name must comply with the Standard Naming Convention and must not exceed 35 characters including spaces.
  1. Kairos Inside ministry names will be the name of the prison, no abbreviations. If the State name is part of the name of the prison, use the two letter State abbreviation (Ex: Texas becomes TX). Things like CI, CF, Unit, Correctional Complex, Correctional Facility or Correctional Center will not be included. When the prison name is the name of a person with a middle initial, the middle initial will be dropped.
  2. Kairos Outside ministry names will be in the format KO + City or Area (Ex: KO North Texas, KO San Diego).
  3. Kairos Torch ministry names will be the name of the Prison followed by the word “Torch” (Ex: Century Torch).
- b. The name, shipping address, telephone number and email address of the State Financial Secretary.
- c. The name, shipping address, telephone number and email address of the Advisory Council KairosDonor Coordinator (Model 1) or Financial Secretary (Model 2 – CA and TX only).
- d. The name, address, telephone number and email address of the Advisory Council Treasurer.

e. The name, address, telephone number and email address of the Advisory Council Chairperson

2. The KPMI Office will instruct the KairosDonor provider to:

a. In the case of an existing Advisory Council, verify that the name of the Advisory Council is in the current KairosDonor Advisory Council listing for the respective State and add it if necessary;

b. In the case of a new Advisory Council, add the new Advisory Council name to the KairosDonor Advisory Council listing for the respective State;

c. Ship a copy to the Advisory Council Financial Secretary/KairosDonor Coordinator; and.

d. Bill KPMI for the cost of the copy of KairosDonor and the shipping costs.

3. A newly updated CD will be mailed to the Advisory Council KairosDonor Coordinator (Model 1) or Financial Secretary (Model 2 – CA and TX only). The CD will have the Advisory Council name that was provided to the KPMI Office in the KairosDonor Advisory Council listing for the respective State.

4. The State (Model 1), or Advisory Council (Model 2) will be billed by KPMI for the CD and the shipping. The State/Advisory Council Financial Secretary will make payment to KPMI per the KPMI invoice and payment process.