

## AKT Registration Instructions

Anyone who wishes to take any of the Advance Kairos Training (AKT) courses (Kairos Inside; Kairos Outside; or Kairos Torch) or is asked by their Area Committee (AC) to take it so they can be an upcoming leader must take the following steps:

- 1) If a volunteer is nominated by their AC to be a weekend leader, the AC must complete a Weekend Leader Nomination form and submit it to the Virginia State Committee (SC). The submission of the Nomination form **DOES NOT** register the volunteer for AKT.
- 2) Once a volunteer is nominated, or he/she decides they wish to attend one of the three AKT courses, the volunteer must research available AKT offerings by going to the National website ([www.mykairos.org](http://www.mykairos.org)) and clicking the **Kairos Kalendar** option and then the **AKT Kalendar Only** line. Planned weekends are added about 6-months in advance. Each February an AKT Inside course sponsored by the Virginia AC is held in the Richmond area. Check the Virginia website ([www.kairosva.org](http://www.kairosva.org)) for the exact dates and additional information.
- 3) Next the volunteer must print out a Universal AKT registration form from the National or State website and complete it. Go to [www.mykairos.org](http://www.mykairos.org) and click the Downloads icon, then scroll down to the Training section and open the Universal AKT form.
- 4) AKT courses OUTSIDE of Virginia:
  - a. If the volunteer is attending a course OUTSIDE of Virginia, they must download and complete reimbursement form from the Virginia website. To get a copy, go to [www.kairosva.org](http://www.kairosva.org), select TEAM TOOLS, next DOCUMENTS & FORMS, then FORMS, next FINANCIAL FORMS and lastly click on EXPENSE REIMBURSEMENT FORM.
  - b. To complete the Expense Reimbursement Form, on the name line enter who the check should be made out to; (i.e. Kairos of NC). On the address line enter the name and address of the person to whom the check should be sent. At the bottom of the first section, on the OTHER EXPENSES line, write in AKT and the amount of payment. *(Personal checks WILL NOT be accepted for any AKT course.)*
  - c. The Expense Reimbursement Form and the Universal AKT Registration form should be sent to the respective AC Donor coordinator. That individual will verify that the volunteer's attendance is in fact being sponsored by the AC, then sign off approval at the bottom of the reimbursement form and send both forms to the State Financial Secretary.
  - d. Be sure and keep a copy of both forms; it might be a good idea to email a copy of the registration form to the respective state AKT coordinator with a note that the actual registration form and a check will follow.

- 5) AKT Courses sponsored by the Virginia State Committee:
  - a. If the volunteer is attending a course INSIDE Virginia, complete the registration form, have it approved by the AC chair (The AC chair can write “approved” and sign it.) The registration form is sent to the VA State AKT Coordinator either by snail mail or email. Check [www.kairosva.org](http://www.kairosva.org) for contact information.
  - b. DO NOT send a reimbursement form or check. In the week after the AKT in Virginia, the coordinator will send a list of the people who attended from each AC and the appropriate funds will be transferred from the AC account to the AKT account. *(If you need to cancel, please do so BEFORE the deadline specified in the registration form, otherwise your AC will be charged.)*
- 6) Each AC should be budgeting for at least two individuals to attend AKT each year. Normally the volunteer pays for the gas to get to the training. If the AKT is out of state and flying is necessary, it is up to the AC to determine how his extra cost will be handled.
- 7) If a volunteer wishes to cover the cost of the AKT course themselves, they should make a “donation” to the AC in the appropriate amount and then the AC will arrange to have a state check sent in the manner covered above. The donation check would be payable to Kairos of Virginia and deposited by the AC Treasurer in the same manner as any other donation check.
- 8) If a volunteer who is NOT in the rotation to be a weekend leader wishes to attend AKT, they must work through their AC. If money is not available in the AC budget for an extra person to attend, that volunteer may be asked to make a “donation” to the AC. The registration should then be processed in the appropriate manner as stated above.
- 9) If the volunteer is attending an AKT in another state, and additional reimbursement has been approved, the volunteer must complete another Request for Reimbursement form, attach all receipts and submit to their AC Donor Coordinator for approval.

CONTACT PERSONS IF YOU HAVE QUESTIONS

State Financial Secretary (SFS): Wauneta Montaque [kairosva.financialsecretary@gmail.com](mailto:kairosva.financialsecretary@gmail.com)

State Treasurer (ST): John (Bucky) Hammond [jshammond2@gmail.com](mailto:jshammond2@gmail.com)

Virginia AKT Coordinator: Jim Templeton [kairos531@comcast.net](mailto:kairos531@comcast.net)