

## Advanced Kairos Training (AKT) in 2020 Virginia Announcement:

Date: **Friday-Sunday, February 14-16, 2020:**

Type: **Kairos Inside only:**

City: **Richmond, VA:**

Location: **Richmond Hill, 2209 East Grace Street, Richmond, VA 23223; (804) 783-7903.**

**(Do not send applications or AKT funding to this address.)**

**ARRIVAL SPECIFICS:** Plan to arrive by 5:30 PM. Evening prayers are at 6 PM followed by dinner at 6:30. Training will begin at 7:15 PM. Limited parking is available within the Richmond Hill compound so carpool if possible. Gates are locked at night. The Richmond Airport (RIC) serves the area. Distance from airport to retreat center is about 6 miles with travel time of approximately 15-45 minutes via taxi, depending on time of day. If you let us know when you are arriving, we will try to arrange transportation. You will receive the name and cell number of the driver prior to your departure. If we can't arrange transportation or your flight is late, taxis are available. Your departure time should be at 2 pm or later. Some of our VA volunteers will be glad to take you back to the airport.

**REGISTRATION:** Please download and complete your application (found at [http://www.mykairos.org/docs/kpmi/akt\\_registration\\_form.pdf](http://www.mykairos.org/docs/kpmi/akt_registration_form.pdf)). Scan a copy and email to your Advisory Chair, who will send it to your Donor Coordinator. Send a copy to Jim Templeton at [Jtemple354@comcast.net](mailto:Jtemple354@comcast.net). **(OUT OF STATE VOLUNTEERS: SEE INSTRUCTIONS BELOW.)** Your Donor Coordinator will sign the application and send to your State Financial Secretary. If you have trouble scanning the completed application, enter all of the information in the body of an email in the same basic format.

**COST:** \$245 for double. A limited number of singles are available but CANNOT be guaranteed before you arrive. The cost is the same. Fee includes: two nights lodging (Friday and Saturday), all training materials, and the following meals: dinner Friday; three meals on Saturday, and breakfast on Sunday. The commuter fee is \$145, which includes all of the above except the lodging.

**VIRGINIA VOLUNTEER PAYMENT INFORMATION AND CONTACT INFO:** Virginia volunteers should **NOT send any money**. Have your registration form signed by your AC Chair and have the Donor Coordinator email a copy to [Jtemple354@comcast.net](mailto:Jtemple354@comcast.net) and [kairosva.financialsecretary@gmail.com](mailto:kairosva.financialsecretary@gmail.com) approving your attendance. After the AKT, there will be an internal funds transfer between your AC's account and the AKT account. If you have questions, please call Jim Templeton, 703-864-7275. **Virginia volunteers'** payment will be handled by an internal transfer. Applicants should NOT request a check from the State.

**OUT OF STATE VOLUNTEER PAYMENT INFORMATION AND CONTACT INFO:** For out-of-state participants, you must send your application to Jim Templeton at [Jtemple354@comcast.net](mailto:Jtemple354@comcast.net) and to your home State Financial Secretary, who will send a check payable to **Kairos of VA** along with a second copy of your application to: Advanced Kairos Training, %Jim Templeton, 102 Marble Court, Locust Grove, Va 22508. (Alternate Address: 8885 Navarre Pkwy, Navarre, FL 32566. Please call 703-864-7275 before sending check to verify best address.) **NO PERSONAL CHECKS** can be accepted. If you have questions, please call Jim Templeton, 703-864-7275. Out-of-state volunteers should also include a second copy with their payment. Registration for out-of-state volunteers cannot be confirmed until the payment is received, but we will hold a slot for you as long as we know payment is on the way, but **NO LONGER** than the registration deadline. Registration forms and payments for out-of-state volunteers **must be received by January 31, 2020**. (That is assuming we have received your application in advanced)

**CANCELLATIONS:** If you are unable to attend, let Jim Templeton know ASAP. Cancellation costs will depend on actual costs to Kairos of VA. No-Shows will be charged the full amount.

**WHAT TO BRING:** Attendees need to bring only personal items and their **Silver Kairos Program Manual**. Towels and bedding will be provided. Restrooms are “down the hall” so a robe and slippers are recommended. Please note that all participants need to be in attendance for the entire weekend to get credit for the training.

**SCHEDULE:** The Friday evening program will be completed by about 9:30 PM. Saturday will start around 8:30 and complete by about 9 pm. Sunday we should complete by noon but don't schedule any return flights until 2 pm or later.