

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

1. The State Financial Secretary (Model 1 & Model 2) or the Area Financial Secretary (Model 3) provides the following information to the Kairos Prison Ministry International Office using the attached form:
 - a. Name of the Advisory Council - this is the name as it does appear or as it is to appear in the State QuickBooks Class listing. It must be spelled, spaced, and capitalized exactly the way that you want it to appear in QuickBooks and must not be longer than 21 characters including spaces. Also, include if it is an Inside, Outside or Torch unit and the gender of the participants.
 - b. The name, shipping address, telephone number and email address of the Advisory Council Financial Secretary/KairosDonor Coordinator.
 - c. The name, address, telephone number and email address of the Advisory Council Treasurer.
 - d. 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 Financial Secretary/KairosDonor Coordinator. 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. In the case of a new Advisory Council or an existing Advisory Council that was not in the KairosDonor Advisory Council listing, the first time that transactions are exported to the State QuickBooks from the Advisory Council, a new Class will be created in QuickBooks for the new or existing Advisory Council.
4. The State (Model 1), Area (Model 3) or Advisory Council (Model 2) will be billed by KPMI for the CD and the shipping. The State/Area/Advisory Council Financial Secretary will make payment to KPMI per the KPMI invoice.



KAIROSDONOR- ORDER FORM

Please E-mail order@kpmi.org to confirm your order was received!

ALL the Information below MUST be filled out completely

State or Area - Financial Secretary Placing the Order:

Name:

Area # (FL only)

Advisory Council Name Selected: _____

(Must be 21 characters or less and be consistent with the naming convention used for other Advisory Councils in the State)

What Ministry is it: KI Men, KI Women, KO, KT Boys or KT Girls? (Circle One)

Advisory Council Financial Secretary (Also, the [Ship To:](#))

Name:

Address:

City/State/Zip:

Phone:

E-mail:

Advisory Council Treasurer

Name:

Address:

City/State/Zip:

Phone:

E-mail:

Advisory Council Chairperson

Name:

Address:

City/State/Zip:

Phone:

E-mail:

E-MAIL TO: order@kpmi.org or **MAIL** or **FAX** this **ORDER FORM** TO:

Kairos Prison Ministry International, Inc., 6903 University Blvd. Winter Park, FL 32792

Fax: (407) 629-2668 or Phone: (407) 629-4948