Checklist for Working in Federal Institutions

1. **Identify the federal institution where you want to offer the Kairos Inside program. Speak with Evelyn Lemly about your desire to pursue offering Kairos Inside at the institution.**

(The State Chapter Committee or its designated representative(s) will manage this step.)

Consider the following when determining if the facility is right for Kairos:

   a. Make sure that the security level of the institution meets our guidelines. **We cannot do Federal Camps.*
   b. Ensure that you have sufficient volunteers or the ability to recruit them to support the institution.
   c. Volunteers must not be taken from other communities to run these programs.

2. **Read the guidelines for working in Federal Institutions developed by KPMI.**
   a. The guidelines can be obtained from Kairos Prison Ministry International.

3. **Contact the institution and make an appointment to meet with the Chaplain regarding Kairos.**

   This should be an introductory meeting only to:
   i. Introduce Kairos.
   ii. Determine whether the institution is interested in offering Kairos Inside Program.
   iii. Ask about training dates and contact the Volunteer Service Coordinator to get the process started

**If the institution is interested in moving forward, proceed to Step 4. If the institution is not interested, or offers reasons for declining the program, notify KPMI so we can explore options through our FBOP contacts.*

4. **Establish an Advisory Council.**
   Make sure when submitting the paperwork to form your Advisory Council that you list all the yards/units at the facility, by name, so that they will be established in the Kairos Messenger database when you are ready to add yards/units at the institution.
   a. Once your Advisory Council is established, begin recruiting volunteers and raising funds.

**Remember… Recruiting and raising funds are the Advisory Council's responsibility and should be going on throughout the year – not just when you are preparing for a Weekend.*

5. **Once the Advisory Council is established and the Institution Liaison is in place, schedule a second meeting with the Chaplain to move forward with the Kairos Inside program.**
    a. The purpose of this second meeting is to secure dates for the first Kairos Weekend, Instructional Reunion, and Continuing Ministry.

6. **Contact KPMI and let us know as soon as the second meeting date has been scheduled.**

**We need to know that are working with the institution, and we need to let our contacts at the FBOP know that the process is moving forward at the institution.*

7. **Begin working with the institution to badge your volunteers**.
    a. See the KPMI Guidelines for working with federal institutions for specific information on what is required to badge volunteers in federal institutions.
    b. If they tell you that only a certain number of volunteers can be badged contact KPMI so that we can let our contacts at the FBOP know.
    c. Badging a volunteer takes time, so you must start the process as soon as you know you will be working at the institution.

8. **Once the date is determined, let KPMI know so they can write your MOU and the supporting documents that require approval from the FBOP.**
    a. It takes at least 90 days for an MOU to be approved by the FBOP, so make sure the date of the Weekend is at least 6–12 months in the future.

9. **Identify who will be leading the Weekend, Weekend Leader, Observing Leader, and get approval for them from the State Chapter Committee, and send them to Advance Kairos Training.**

10. **Begin planning and preparing for the Weekend.**

Once you begin planning your Weekend, KPMI will be communicating with you regarding the MOU and other documents as needed.

****Remember… the Advisory Council must be established before you even start thinking about having a Weekend or the Weekend dates.***

****The Advisory Council and volunteers must be dedicated to working at the federal institution – do not take volunteers from other state facilities.***

Do not undertake this process half-heartedly.

Do not use the approach you use with your states or enter into working with a federal institution thinking "We are going to do this like we have always done it!"

If you are going to run the program in a federal institution, you must be prepared to run your program well and according to the Kairos Inside Program Manual without exception.

The FBOP is watching us, and every community working in federal institutions needs to understand that if you don't follow the MOU and the rules that have been established, we could lose our FSA program status and our ability to offer Kairos at all federal institutions.