




KairosMessenger Reports





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Reports



- Reports Provide Indicators of Advisory Council Stability
- Are Advisory Councils Holding Elections?
- Are People Holding Multiple Positions/Votes?
- Are New Members Being Elected?
- Are Vacancies Filled Timely?
- Reports Quickly Identify Areas Requiring Focus

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Report Categories

Organization

- State Document Completions
- State and Advisory Council Elections
- Duplicate Person Elections
- Election Status Report
- Prison Admin
- Facilities/Hotel

Reports


- Election Status Report
- Weekend Program History
- Training – AKT and Virtual

Volunteers

- Active/Inactive/Prospective Volunteers
- Volunteer Profiles

Programs

- Kalendar
- Leader Reports
- Weekend Program History
- Participants
- Excellence Initiative
- Continuing Ministry




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ORGANIZATION REPORTS




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Organization Dashboard

- Organization
- Dashboard
- Member List
- Elections
- Leadership
- Prison Admin
- Facilities/Hotels



Organization Dashboard - Level 1
Summary display of ministry excellence indicators for the Advisory Council, State, and Country

Country: State: Advisory Council:

Select Data for this Setting

Statistics are based on two six-month periods (January-June and July-December) that preceded the current six-month period.


Advisory Council **State** Country

Annual Reporting Status	Status	Date Completed	Documents
Covenant Agreement Received	✓	1/04/2023	View Document
State Election Complete	✓		
State Year End Report Received	✓	1/16/2023	View Document
Advisory Councils Verified-1st Half	✗		
Advisory Councils Verified-2nd Half	✗		

Your Organizational work can be improved. Click the "More Dashboard Details" button for more details.

[More Dashboard Details](#)


- Shows State Documents Due by January of each year
- Can [View Documents] Submitted



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Organization Dashboard

- Organization
- Dashboard
- Member List
- Elections
- Leadership
- Prison Admin
- Facilities/Hotels



Organization Dashboard Level 2 Details
This "Level 2" dashboard displays the items that contribute to the Level 1 status display. Click the tab to see the specific element that contributed to the summary dashboard display.

Country: State: Advisory Council:

Select Data for this Setting


Elections Entered

Six Month Period	% Completed
Jan-June 2021	88.8
July-Dec 2021	88.8
Jan-June 2022	88.7
July-Dec 2022	88.9

The "% Advisory Council Elections Recorded" shows the number of Advisory Council positions that were recorded as being elected by the end of the 6-month period as a percentage of the total number of ACDP required Advisory Council positions (plus any reserve positions added at the Advisory Council).

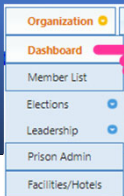

Want more detail? Click the "Print Detailed Report" button.

- Leave Advisory Council Blank to get data on ALL Advisory Councils
- [More Dashboard Details] shows % Advisory Council Elections Recorded
- For previous 2 years based on 6-month periods
- Select Advisory Council to view their data




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Organization Dashboard

- [Print Detailed Report] Shows details of each Advisory Council contributing to total
- See who is having trouble filling their seats


Use in conjunction with Duplicate Person Elections Report (see next slide)




KairosMessenger					
% Advisory Council Position Elections Completed					
Advisory Council	Jan-June 2021	July-Dec 2021	Jan-June 2022	July-Dec 2022	Recent
Allred	100.0	79.0	100.0	100.0	
Amarillo Torch	43.0	43.0	46.0	46.0	
Belo	100.0	94.0	100.0	86.0	
Boyd	93.0	93.0	100.0	100.0	
Edgeport	0.0	100.0	100.0	100.0	

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Elections to Multiple Positions Report



- Shows Persons Elected to Multiple Positions/Advisory Councils
- No one can serve in more than 1 position or on more than one Advisory Council or on Advisory Council and State Chapter in voting positions




EXCEPTION: person can serve on Advisor Council and New Start (1 position each) for 1 year



KairosMessenger				
Elections to Multiple Positions				
State	Advisory Council	ID	Name	Role
Texas	Giddings Torch	30,265	Dickson De La Haye	KairosDonor Coord/Fin Secy
Texas	Giddings Torch	30,265	Dickson De La Haye	Continuing Ministry Coordinator
Texas	Connally	31,193	Bud Parrish	Data Coordinator
Texas	Connally	31,193	Bud Parrish	Communications Coordinator

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Election Status Report



- Shows all Advisory Councils with elected Chair and Secretary
- Shows Total Number of Elected Members
- Shows Number of Active Volunteers and Total Volunteers

Organization ▾

Dashboard

Member List

Elections ▾ Advisory Council

Leadership ▾ State Chapter


Prison Admin Duplicate Person Elections

Facilities/Hotels Election Status Report

KairosMessenger 3/28/2023


Election Status Report 2023 1

Country	State	Advisory Council	Volunteers		# Officers	Authorized 2023 Chair	
			Active	Total		Authorized 2023 Secretary	
United States	Texas	Allred	186	392	13	Tom Venhaus	David Ross
United States	Texas	Amarillo Torch	25	33	0		
United States	Texas	Beto	197	488	13	Mike Hollie	Beth Norris
United States	Texas	Boyd	180	378	12	Don Christie	Billy Young



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Rosters – Quick Contacts



Organization ▾

Dashboard

Member List


Elections ▾ Advisory Council

Leadership ▾ State Chapter

Prison Admin Duplicate Person Elections

Facilities/Hotels Election Status Report

Organizational Roster Listing



You can print a copy of the Advisory Council membership, or your Advisory Council Roles, or your State Chapter Committee roster.

Advisory Council:


Selected Year:

[Print Election History](#) Print History of Elections

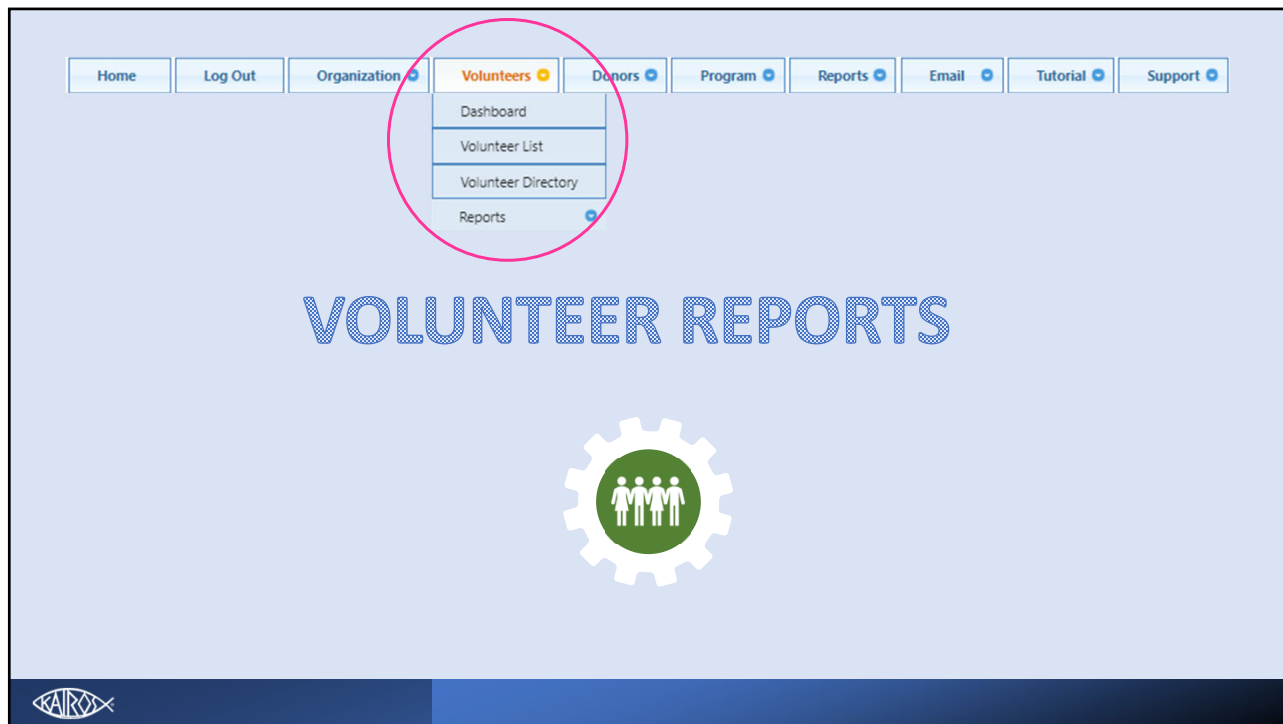
[Print Advisory Council Roster](#) List of Roles and Elected Persons

[Print State Chapter](#) State Chapter Committee

- Leave Advisory Council blank to get all rosters
- Quick Contact Sheet of elected members
- Can be pulled for State Chapter and Advisory Councils (Section 5)



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Volunteers Dashboard

- Volunteers
- Dashboard
- Volunteer List
- Volunteer Directory
- Reports

- Shows % First Time Team Members
- Good indicator of recruitment

% First Time Team Members

Six Month Period	% First Time Team
Jan-June 2021	32.8
July-Dec 2021	28.2
Jan-June 2022	24.8
July-Dec 2022	23.3

The percentage of Kairos Weekend team volunteers that are first time team members. This data comes from the Weekend Leader's Report that is uploaded after the Weekend. A person with no assigned job or a team with less than 6 team members are not counted, and if no Weekend occurred during a period, there are obviously no team statistics.

Active and Inactive Volunteers

Six Month Period	Inactive Volunteers	Active Volunteers
Jan-June 2021	6,577	10,440
July-Dec 2021	5,734	11,920
Jan-June 2022	4,158	13,920
July-Dec 2022	3,480	10,440

The number of active and inactive team members. This data comes from the Weekend Leader passing on their Etra data.

- See Active and Inactive Volunteers
- Identify Recruiting/Retention needs
- Both Reports print together

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Volunteer List

Volunteers

- Dashboard
- Volunteer List
- Volunteer Directory
- Reports

- How many volunteers are active/inactive?
- How many volunteer records have missing email addresses?
- How many volunteer records are incomplete (missing most contact information)?
- How many volunteer records are missing demographic info?

Yellow is "Inactive"

Advisory Council: --Select Advisory Council--

Apply Filter: Click to Apply Your Selection

Green background indicates that the person is an "Active" volunteer. Yellow background indicates that the person is deceased. Red background indicates that the person should not be contacted. Orange background indicates a problem with the email address. Click "column heading" to sort on that column and search for records matching the search entry.

ALL Active Inactive Entry List Prospect Missing Info

Advisory Council is displayed in blue if the person primarily serves at a different location.

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Starr		Texas	KO Amarillo		KO		Starr
A'Hearn	Christine A'Hearn	Texas	KO Corpus Christi		KO		Christine
Aakoi	Cletus Aakoi	Texas	Polunsky		KI	lwifinshztrng@gmail.com	Cletus
Abbott	Ben Abbott	Texas	Briscoe		KI	abbott_b@aol.com	Ben
Abbott	Doug Abbott	Texas	Hightower				Doug
Abbott	Kathy Abbott	Texas	Hightower		KI		Kathy
Abbott	Nancy Abbott	Texas	Briscoe		KI	nancyabbottnba@gmail.com	Nancy
Abbott	Pat Abbott	Texas	KO Houston		KO		Pat
Abel	Casey Abel	Texas	Bridgeport		KI		Casey
Aberdschan	Robert Aberdschan	Texas	Wallace		KI	peabodypuppy55@gmail.com	Robert

Print Volunteer List

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Volunteer List

Volunteers

- Dashboard
- Volunteer List
- Volunteer Directory
- Reports

Volunteer report can be Filtered and Printed

Abel Casey Abel Texas Bridgeport

Aberdschan Robert Aberdschan Texas Wallace

Print Volunteer List

Print Volunteers Menu

Select a Volunteer Category

All Volunteers: Active Volunteers: Inactive Volunteers: Prospect:

Select Options to Include

Musician: Clergy:

Continuing Ministry: Prison Entry List:

DOC Training:

- Ensure Data is in Volunteer Records

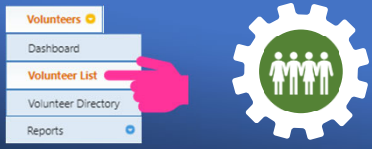
KAIROS Messenger
 Volunteer List
 InactiveVolunteers

3/30/2023
1

Advisory Council	Volunteer Name	Active	Prison	DOC	Ministry	Email Address	Cell Phone
		Music	W/E - CM	Entry	Trained		
KO Las Vegas	Donna Allen	L			KO	donna@fakemail.com	
Central Prison	c.a. Ally-Galther	L			KI	ca.allygalter@fakemail.com	

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Volunteer List – Missing Info Tab



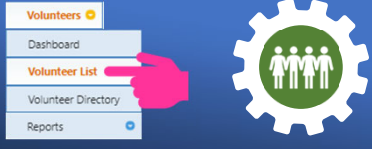
- If we can't communicate with volunteers, we lose them
- Data Clean-up is being trained to Advisory Council Secretaries and Data Coordinators
 - These 2 roles are the only ones that can modify volunteer record data
- Leave Advisory Council Blank to see ALL on report

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	Text Name
Starb		Texas	KD Amario		KD		Starb
A'Hearn	Christine A'Hearn	Texas	KD Corpus Christi		KD		Christine
Aldo	Oliver Aldo	Texas	Houma		KI	olaldrich@gmail.com	Oliver
Abbott	Ben Abbott	Texas	Briscoe		KI	abottb@tel.com	Ben
Abbott	Doug Abbott	Texas	Hightower		KI		Doug
Abbott	Kathy Abbott	Texas	Hightower		KI		Kathy
Abbott	Nancy Abbott	Texas	Briscoe		KI	nancyabbott10@gmail.com	Nancy
Abbott	Pat Abbott	Texas	KD Houston		KD		Pat
Abel	Clay Abel	Texas	Briggspott		KI		Clay
Aperovich	Robert Aperovich	Texas	Weslaco		KI	aperovichruss1@gmail.com	Robert



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Volunteer List – Missing Info Tab



- Summary at the end shows scope of missing information
- Orange highlight in email filed means missing or bad email

Requested Items for Print		KairosMessenger Bad/Missing Contact Information				3/30/2023		
		Bad Email	No Cell	No Home Phone	Demographics	Email Address	Bad Email Address	Cell Phone
Summary:		Bad/Missing Email	Missing Cell Phone	Missing Home Address	Missing Demographics	Home Address		Home Phone
No Bad Emails:	52					jakeallen@nowhere.com		702-654-7890
No Missing Emails:	27					784 Amy Way Spring Valley, NV 89901		
No Cell Phone:	40					aa.allygaiter@fakemail.com		
No Home Phone:								
No Home Address:	35							
Missing Demographics:	28							
Total Volunteers:	56					springguy@juno.com		
						5678 Your Street Arrolime, NV 89905		

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Volunteer Directory

- Filter for Desired Output
- Identify Recruiters
- Print Deceased Members for Annual Conference
- Identify People not Serving on Weekends

Volunteers ▾

- Dashboard
- Volunteer List
- Volunteer Directory
- Reports

Advisory Council Volunteer Directory

You have three kinds of options:

- The first is to select who do you include or exclude
- The second is whether to print the Recruiting Group & Denomination/Church
- The third is whether to print the persons' history info or not.

[Click for Volunteer Directory Instructions.](#)

Advisory Council: <Select Advisory Council> ▾

History Option:

- Include ALL persons
- Include only with NO History
- Include only if history AFTER date*
- Include only if history BEFORE date*
- Exclude if NO History
- Include only Clergy
- Include only Deceased
- Include Only Speaker Bureau
- Include Only "Recruiting" Group

Include or exclude volunteers from other Advisory Councils who have served on your Weekends

Include "Other" AC: Include "Other" AC Volunteers Exclude "Other" AC Volunteers

*Select a Date below if you checked a "date" option above.
(Note: Currently, Weekend history dates before the Fall of 2016 are not reliable)

*Select Date:

If you want to display Denomination/Church, you must enter a Recruiting Group name.
If you want ALL recruiting groups (and Churches), enter a ?; otherwise only the requested Group will be printed.

Recruiting Group: Enter Recruiting Group (auto includes Denomination/Church)

Print History Option: Print Full History Don't Print History

[Print Volunteer Directory](#)

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Volunteer Profile Report

- Are We Recruiting Diversity?
- Report Includes:
 - Number of volunteers
 - Average Age
 - Ethnicity
 - Denomination

Volunteers ▾

- Dashboard
- Volunteer List
- Volunteer Directory
- Volunteer Profiles
- Reports

KairosMessenger
3/30/2023

Volunteer Profile

Nevada -

	Active	Inactive	Total
Number of Volunteers			
Volunteer Average Age			
Gender:			
Male			
Female			
Unknown			
Ethnicity			
Caucasian			
African American			
Hispanic			
Asian			
Native American			
Unknown			
Denomination			
Assembly of God			
African Methodist Episcopal (AME)			
Baptist			

- You Must Make Selection to See Data
- Ensure Demographics Data is in Volunteer Records

Volunteer Profile Report

Select options to define the volunteer profile(s) desired

[Click for Support: Easy Steps Guide](#)

Print State Stats (1 page)

Print All Advisory Councils' Stats (1 page/AC)

Print Selected Advisory Council Status (1 page)

Advisory Council: <Select Advisory Council> ▾

[Print Volunteer Profile](#)

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- Dashboard
- Kairos Kalender
- Weekends**
- Continuing Ministry

Leader Reports
Weekend Program History
Participant Info
Excellence Initiative

PROGRAM REPORTS

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Kairos Kalender

- See upcoming or past weekends
- See AKT Training Events
- See Virtual Training Events

Kairos Kalender

Select a tab for a "Monthly Calendar" or a printable list of specific types of events
[Click for Super Easy Instructions](#)

Select Date and Country Filter Options for the "Monthly Calendar"
(If none selected, Calendar starts with the current month and all countries)

From Date: [mm/dd/yyyy] To Date: [mm/dd/yyyy] If you enter a "To Date" you must have a "From Date"

Select Country: [Select Country]

Apply Your Filter [Click to Apply Your Selection](#)

Monthly Calendar | Weekends | AKT Training | Virtual Training

The Monthly Calendar tab displays all events for the selected month.
Click on a day to get a detailed list for the day and printable detailed information.
OR, use the tabs for filtered information and details.

[Click to Register/Update Weekends](#) | [Manage Contacts](#) | [Prayer/Volts.net](#)


March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

[Event Details: CA-Columbia CI Main #210], [Event Details: FL-Morrey Veterans CI #220], [Event Details: FL-Moruya CI #200], [Event Details: CA-Salinas Valley #910], [Event Details: MO-Maryland County #310], [Event Details: OH-Lebanon - LACI #210], [Event Details: MO-Boonville #410]

→ Filter by Date
 → Use tabs to navigate to events
 → Events have print options

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Leader Reports



- Program
- Dashboard
- Kairos Kalender
- Weekends**
- Continuing Ministry

- Leader Reports
- Weekend Program History
- Participant Info
- Excellence Initiative

- Leave filter blank to see all
- Print the report by highlighting and selecting Print Leader Report
- Things to look for include:
 - Is team member information complete
 - Is demographic information being completed
 - Are participants/guest demographics completed
 - Are DOC numbers included


Kairos Weekends
View uploaded Weekend Leader's Reports

Select Advisory Council:

Apply Filter [Click to Apply Your Selection](#)


Advisory Council	Wk/End No	Date	Death Row	Ad. Serv	Program	Gender	Weekend Leader
KO Las Vegas	10	1/04/2019			Kairos Outside	Women	
Central Prison	10	5/02/2019			Kairos Inside	Men	
Central Prison	4	11/09/2017			Kairos Inside	Men	Mike Bronson

[PrintLeaderReportList](#) Print the List of Leader Reports
[Print Leader Report](#) Print Selected Leader Report



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Weekend Program History Report



- Program
- Dashboard
- Kairos Kalender
- Weekends**
- Continuing Ministry

- Leader Reports
- Weekend Program History**
- Participant Info
- Excellence Initiative

- Shows Upcoming Registered Weekends
- Shows if Leader and Excellence Initiative Reports are Done
- Shows if AKT attendance is within 12-24 months of Weekend
- Shows if Ezra is ordered 6-9 months prior to Weekend
- Shows if Observing Leaders are AKT Trained prior to serving in the role


KairosMessenger
Weekend Program History
From: 1/01/2021 Thru: 3/30/2023

N in first column means No Calendar entry

Texas - Allred									
WE #	Yard	WE Date	Weekend Leader	AKT Attend	Ezra Ordered	Ldr Report	EI Report	Observing Leader	O/L AKT
38		3/23/2023	Zeke Guerrero	3/08/2019	12/08/2022			John Tomlinson	
37		9/29/2022	Eddie Peacemaker	3/08/2019	10/30/2019	Done	11/05/2022	Zeke Guerrero	3/08/2019

Texas - Amarillo Torch

WE #	Yard	WE Date	Weekend Leader	AKT Attend	Ezra Ordered	Ldr Report	EI Report	Observing Leader	O/L AKT
------	------	---------	----------------	------------	--------------	------------	-----------	------------------	---------



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Participant Info

1 Look up a specific participant or a report by Advisory Council

2 Note tabs for programs

3 Total number of participants listed above grid

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Excellence Initiative Reports

- Leave Advisory Council blank to see all
- Highlight report and [Print the Selected EI Report]

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Continuing Ministry Report

Program

- Dashboard
- Kairos Kalendar
- Weekends
- Continuing Ministry

✓ All Events
Instructional
Prayer & Share
Reunion
1 Day Retreat
2 Day Retreat

Advisory Council	Ministry	Date	Type Event	Type Gathering	# Participants	# Team	# In
Allred	Kairos Inside	5/24/2021	Reunion	In Person	201	25	5
Allred	Kairos Inside	8/25/2020	Prayer & Share	In Person	250	2	
Allred	Kairos Inside	8/15/2020	Reunion	In Person	200	25	
Allred	Kairos Inside	8/13/2020	Instructional	In Person	42	20	
Allred	Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2	
Allred	Kairos Inside	8/10/2020	Retreat	In Person	350	30	
Allred	Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2	

Continuing Ministry Report Options

Advisory Council: Allred

You must enter a "From Date" and a "To Date" for the period of interest

From Date: ? To Date: ?

Type Ministry: ALL Kairos Inside Kairos Outside Kairos Torch

Type Event: ALL Prayer & Share Reunion 1 Day Retreat 2 Day Retreat Bible Study

Type Gathering: ALL In Person

Print Statistics Only:

[Print Continuing Ministry](#)

View
Print Continuing Ministry
Print Attendance Form

- Filter by Advisory Council, Date and Event Characteristics

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- Ministry Dashboard
- Election Status Report
- Training

TRAINING REPORTS

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Training History

- Reports
- Ministry Dashboard
- Election Status Report
- Weekend Program History
- Training

Training History
AKT

- Keep search simple
- Who is attending Training for ACT, AKT, Continuing Ministry, KairosMessenger, Kairos Donor, Institutional Liaison, Torch 101

Training History
Make Selections to filter the list and click the Apply Filter button

Yellow is "inactive"

Advisory Council: <Select Advisory Council>

Training Category: <Select Training Category>

Type Training: <Select Type Training> Must select a "Training Category" first

Training Style: <Select Training Style>


Volunteer Name: Carrie Oakey

From Date: mm/dd/yyyy To Date: mm/dd/yyyy


Apply Filter Click to Apply Your Selection

State	Ad Council	Train Category	Type Train	Train Style	Volunteer Name	Train Date	Train Event Name
Nevada	Demo - KI	Organization	ACT	Physical	Carrie Oakey	5/14/2016	Advisory Council Training
Nevada	Demo - KI	Organization	AC Secretary	Virtual	Carrie Oakey	10/13/2021	Election Management
Nevada	Demo - KI	Programs	AKT	Physical	Carrie Oakey	2/20/2015	2015-2-20-Georgia-Forayth-Kairos Inside

Print Training History



www.MyKairos.org
has Upcoming
Training Events On
Training Tab



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AKT Training

- Reports
- Ministry Dashboard
- Election Status Report
- Weekend Program History
- Training

Training History
AKT

Registrations by AKT Event	AKT Event Registrations
Registrants by State	AKT Schedule

- View AKT Event Registrations
 - Click on Event to see Who is Registered from your State
- View AKT Registrant by State
 - View a Report of All AKT Registrants Filtered by Date or
 - View a Report of AKT Registrants from a Particular Advisory Council
- See the Upcoming Schedule of AKT's

List AKT Schedules
AKT Events from the past 30 days and forward within your authority


Type AKT: Regular AKT Mini AKT ALL Types

Yellow "City" indicates the AKT is Completed Yellow # Registered = New
Red "City" = AKT Cancelled - Red "Capacity" = Capacity not changeable Orange # Registered = Full

Country	State	City	Start Date	Ministry Program	Capacity	# Registered
United States	Texas	Amarillo	4/28/2023	Kairos Inside	35	35
United States	Texas	Amarillo	4/28/2023	Kairos Outside	20	11
United States	Colorado	Denver	5/05/2023	Kairos Inside	25	12
United States	Texas	Huntsville	6/02/2023	Kairos Inside	40	36
United States	Texas	Huntsville	6/02/2023	Kairos Outside	20	10
United States	Maryland	Baltimore	6/09/2023	Kairos Inside	30	11
United States	Maryland	Baltimore	6/09/2023	Kairos Outside	20	3
United States	North Carolina	Raleigh	7/14/2023	Kairos Inside	45	25
United States	North Carolina	Raleigh	7/14/2023	Kairos Outside	15	3
United States	Florida	St. Johns	8/18/2023	Kairos Inside	30	23

First
Previous
Next
Last

Print AKT Schedule



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KairosMessenger

