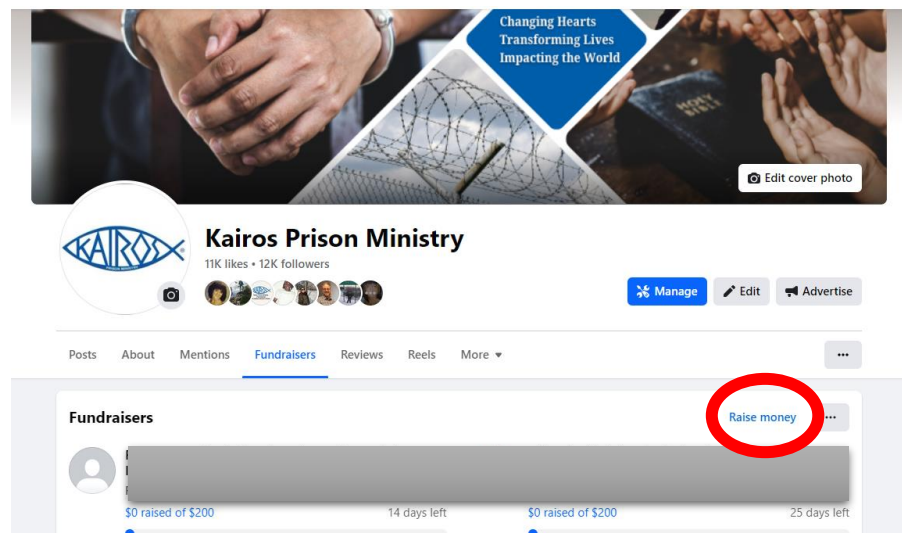


Facebook Fundraisers – How to Set Them Up

1. Go to the [Kairos Prison Ministry Fundraisers Page](https://www.facebook.com/kairosprisonministry/fundraisers) (www.facebook.com/kairosprisonministry/fundraisers)
2. Click the “Raise money” link.
3. Name the Fundraiser while including your State or Advisory Council name in the title.
This step is very important to ensure funds are forwarded to your Advisory Council!

Your State and Advisory Council name must be in the name of the Fundraiser for KPMI to distribute the funds you raise to your Advisory Council!



How Funds are Disbursed:

1. Funds are disbursed from Paypal around the 25th of the month and include all donations since the prior disbursement. Merchant fees apply and are taken out of donations.
2. The International Office will keep a running total for each fundraiser noting the designation.
3. At the close of the month, and after Facebook Funds have been received at the International Office, checks will be issued to the State Treasurer. States will receive a breakout of donations by Advisory Council for each campaign name and the Advisory Council they are designated to.
 - a. At the State level, the income “Individuals/Friends of Kairos” should be selected in QuickBooks and KairosDonor. The donors receive tax receipts from Facebook.
 - b. The reporting is generic, and does not share donor addresses, emails, or phone numbers. Therefore, detailed information is not shared.