Recruiting website additions

1. Presentations/Outreach

A .Venues

1) churches-see Colorado guide for making contacts- <http://www.kairosofcolorado.org/docs/KairosOfColoradoRecruitingGuidelines_Rev05.docx>

 2) festivals and fairs (mission fairs, county fairs)

 3) seminaries and church affiliated universities and schools

 4) other 4th day communities

B. Booths at churches/festivals

1. Get started early with planning, points of contact, materials, etc.; many Fair committees will require significant advance registration to secure space.
2. Assess the particular venue (County Fair) to determine appropriate Kairos involvement
	1. If only one AC is geographically convenient in location to the venue, etc…
3. Have the local AC form a temporary special subcommittee to organize the event; if you have full ACOP 14 roles filled on the AC, this group may simply be comprised of the Outreach /Recruiting Coordinator & Fundraising/Sponsorship Coordinator.  They will likely need some help.
4. Select someone to be the primary point of contact (PoC) so that communication with the venue will be consistent and clear, i.e., no multiple paths of communication; one person with a backup.
5. You want to get trifolds with information about all three ministries, interest cards, banners, posters, samples of agape, placemats, prayer chain sample, a sign-up sheet for closings in the area, a sign-up sheet for prayer, maybe some cookies.  Anything to draw attention from a crowd that will mostly be just passing by. Consider having a canopy available in case of rain.
6. Your temporary subcommittee will need to have clear instruction from venue about when the booth must be “manned”.  Times for setup, teardown, costs, etc.  Is electrical available?
7. Based on times the booth is to be manned, you will need to solicit several (or many) volunteers to take “shifts” 2hr, 4hr, etc.  Best to have 2 to 3 at a time, much more effective if folks passing by see interaction already taking place.
8. Make sure your booth volunteers bring comfort items, large fan, video screen if allowed, Kairos media materials, chairs, coolers for water, etc.
9. Have volunteers discuss beforehand how to engage at various levels of interest and be able to describe multiple levels of possible involvement: prayer, cookie bakers, agape generators, funds’ support, volunteers, etc.
10. Recruiting presentations are being offered by Bobby Shipman. See attachment.

C. Presentation outline-

1) A complete outline is available at <http://www.mykairos.org/docs/recruit/presentationguide.pdf>. It is called Outreach 2 presentation guide and has step by step instructions to follow for a successful presentation.

D. Advertise Kairos using human interest stories on local TV, newspaper, radio or local community newspapers.

1. Retention/mentoring new recruits

 See attached files for Recruiting/Retaining and Mentoring

1. Best Practices

A. Put a link to Volunteer and Guest Best Practices <http://www.mykairos.org/docs/recruit/bestpractices.pdf>

B. Letters to be used for thanking and recruiting former volunteers, donors and closing guests will be available. See attached files.

 C. Save the date cards, sample attached.

D. Wear nametags that say “Ask me about Kairos”. Carry business cards or handmade cards with your contact information.

E. Use Facebook to make series of announcements about your Kairos weekend 5-6 months before your weekend for recruiting. 6 weeks before the weekend, ask for those who want to come to a closing, donate, or bake cookies. 3-4 weeks out, ask for sign-ups for prayer.

F. Use closings to recruit. Be intentional as closing guests gather to have a few experienced team members from any Kairos weekend to mingle with guests, make them feel welcome and answer questions. Assign someone to have brochures available with contact information when leaving the facility so that they can make contact if interested in serving on a team in the future. While waiting for the participants and team to come to the closing, have someone available to thank the guests for coming and invite them to join a future team.