

Assessment

I Outreach Team - Formation / Composition		
#	Y/N	ITEM
1		Outreach/Recruiting Coordinator role is filled.
2		A sub-committee for performing recruiting activities is identified and established.
3		Establishes and maintains a speakers' bureau <i>Establish a speakers' bureau and equip them with presentations appropriate for the target audience. Make it personal with the speakers' personal witness and how they got involved in Kairos. KMPI has developed an excellent reference guide!</i>
4		Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs. There numerous ways to Identify potential groups to educate them about Kairos to ensure your speakers bureau is actively engaged. See Section below for ideas to pursue.
5		Develops and maintain records of outreach contacts in database format, KairosDonor and EZRA required. Maintaining records of what groups have been contacted and their status is vitally important. A database format consistent with KairosDonor and EZRA is recommended.
6		Utilizes the Advisory Council Volunteer Resource Building document developed by Kairos.
7		Provides reports on the Outreach and Recruiting efforts. Keeping the AC and Kairos community well informed and aware of Outreach/Recruiting activities is very important. For example coordinating special events requires good planning and the engagement of the entire Kairos community. See Section III.
8		In conjunction with the Fundraising/Sponsorship Coordinator develops and maintains contacts with 4th Day communities and churches in the area. Ensure new volunteers without 4th Day experience have 4th day volunteer training (Kairos Inside and Kairos Outside).
9		Knows and shares the resources available for recruitment, including brochures, videos, testimonials, endorsements, and others from Kairos.
10		Very familiar with the Kairos Style document. You are strongly encouraged to become familiar with these guidelines and to use them wherever possible.
II Recruiting Activities		
#	Y/N	ITEM
11		Speakers Bureau engages participation from across the community including ex-offenders. Create a 5 minute, 10 minute and 15 minute talk and be sure to time them! Then when asked "How long do you need?" you can respond clearly and honestly, "We have 5, 10, or 15 minute presentations ready to go!"
12		Seek and Regularly engage Christian Groups, and in particular 4th day communities, accountability groups (Emmaus, Cursillo, Tres Dias and others)
13		Clergy Recruitment
14		Get out of your comfort zone ... identify and approach churches, congregations you are unfamiliar with!
15		Review Churches currently engaged in Kairos and confirm they are regularly recruiting for volunteers.

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III Conduct Special Events		
#	Y/N	ITEM
16		Arrange for a "prison open house" with presentations from prison officials and Kairos participants. This would allow for potential volunteers to understand the opportunity and impact of growing Christ in prison.
17		Be deliberate and plan an event with other Christian groups to expand awareness of Kairos.
18		Attend church and mission conferences and fairs and seek opportunities to inform others about Kairos.
19		Secure a booth at fairs, Christian concerts, Faith and Family Days, and use a Kairos pull up banner to attract attention and provide a level of professionalism to the booth. Have interest cards, trifold and other materials to hand out. A looping video from the Kairos videos could attract interest.
IV Kairos Community Engagement - Retaining Volunteers		
#	Y/N	ITEM
20		Good use of communication media (e.g. Facebook, Web Site, email, text etc.) to communicate Kairos community activities.
21		Are AC minutes sent to the Kairos community
22		Is the Kairos community made aware of AC meetings and are invited to attend.
23		Kairos community well represented at closings.
24		Church engagement. Are they well represented?
V Kairos Team Health / Retention		
#	Y/N	ITEM
25		3 Weekend limit respected to avoid burnout and attract new volunteers.
26		Team meetings allow for some flexibility - meeting location, meeting times versus meeting at the same time and same location
27		Kairos team comprised of some ex-offenders.
28		Ethnic composition / diversity
29		Accommodation for various levels of educational ...
30		Ecumenical composition / diversity