

Date: \_\_\_\_\_

## ROCK Planning Worksheet

I Outreach Team - Formation / Composition		
#	ITEM	What, Who, By When:
1	Outreach/Recruiting Coordinator role is filled.	
2	A sub-committee for performing recruiting activities is identified and established. <i>- Understands that "every" volunteer should be recruiting new volunteers</i> <i>- Seeks help and guidance from KOT State Recruiting &amp; Outreach Committee. A sub-committee for performing recruiting activities is identified and established.</i>	
3	Establishes and maintains a speakers' bureau	
4	Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs.	
5	Develops and maintain records of outreach contacts in database format, KairosDonor and EZRA required.	
6	Utilizes the Advisory Council Volunteer Resource Building document developed by Kairos.	
7	Provides reports on the Outreach and Recruiting efforts.	
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.	

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## ROCK Planning Worksheet

<b>II Recruiting Activities</b>		
<b>#</b>	<b>ITEM</b>	<b>What, Who, By When:</b>
1	Speakers Bureau engages participation from across the community including ex-offenders.	
2	Seek and Regularly engage Christian Groups, and in particular 4th day communities (Emmaus, Cursillo, Tres Dias and others)	
3	Clergy Recruitment	
4	Get out of your comfort zone ... identify and approach churches, congregations you are unfamiliar with!	
5	Review Churches currently engaged in Kairos and confirm they are regularly recruiting for volunteers.	

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## ROCK Planning Worksheet

<b>III Conduct Special Events</b>		
<b>#</b>	<b>ITEM</b>	<b>What, Who, By When:</b>
1	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.	
2	Be deliberate and plan an event with other Christian groups to expand awareness of Kairos.	
3	Attend church and mission conferences and fairs and seek opportunities to inform others about Kairos.	
4	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, tri-folds and other materials to hand out. A looping video from the Kairos videos could attract interest.	

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## ROCK Planning Worksheet

IV Kairos Community Engagement - Retaining Volunteers		
#	ITEM	What, Who, By When:
1	Good use of communication media (e.g. Facebook, Web Site, email, text etc.) to communicate Kairos community activities.	
2	Are AC minutes sent to the Kairos community	
3	Is the Kairos community made aware of AC meetings and are invited to attend.	
4	Kairos community well represented at closings.	
5	Church engagement. Are they well represented?	

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## ROCK Planning Worksheet

V	Kairos Team Health / Retention	
#	ITEM	What, Who, By When:
1	3 Weekend limit respected to avoid burnout and attract new volunteers.	
2	Team meetings allow for some flexibility - meeting location, meeting times versus meeting at the same time and same location	
3	Kairos team comprised of some ex-offenders.	
4	Ethnic composition / diversity	
5	Accommodation for various levels of educational ...	
6	Ecumenical composition / diversity	

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# ROCK Planning Worksheet

MISC		
#	ITEM	What, Who, By When:
MISC		
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