

Basic Sponsorship Program: How it Works

1. The Leader of a Team for each Weekend should select a Team Member to be the Team Sponsorship Coordinator. This should be done in consultation with the Advisory Council Fund-Raising/Sponsorship Coordinator.
2. The Advisory Council Fund-Raising Coordinator should then meet with the Sponsorship Coordinator for the Team to discuss the sponsorship procedures. Sponsorship information should be provided as a part of the Weekend Leader's packet.
3. The Team Sponsorship Coordinator should be given an opportunity at **each and every** team meeting to discuss and encourage team members to seek sponsorships. Emphasis should be to encourage team members to give those who are not able to serve on the team an opportunity to be a part of the Kairos ministry. One way is sponsoring a prison resident for a three-day Kairos weekend. Each team member should be provided with team information, Basic Sponsorship Program (this document), a Kairos Sponsorship Handout, and a Sponsor Information Form. All of these forms can be found in the Downloads section of the Kairos of Georgia Website (<http://www.kairosgeorgia.org>). Some of the sponsorship possibilities are as follows:

Civic clubs (Lions, Rotary, Kiwanis, etc.)

Sunday School classes

Emmaus, Via de Cristo, Cursillo, Tres Dias and related reunion groups

Churches (encourage to be a part of the annual budget)

Businesses

Individuals (including family members and those you work with)

The Team Sponsorship Coordinator should challenge each member to target at least one individual or group as a sponsorship prospect. During the second team meeting, it is a good idea for the Team Sponsorship Coordinator to get Team Members to actually write out a list of people they will contact for sponsorship and to offer to accompany them when contact is made if needed.

4. At each team meeting, the Team Sponsorship Coordinator should receive sponsorships already obtained (monies and Sponsor Information Form). It is very important to have the team member who obtains a sponsorship fill out a Sponsor Information Form for each sponsor. When the money for the sponsorship is turned in, the Team Sponsorship Coordinator should ascertain that all the information asked for on the Sponsor Information Form has been completed. Monies should be turned-in to the Weekend Leader or the AC Financial Secretary and Sponsor Information Forms should be held and turned-in to Weekend Leader.

5. On the last day of the Weekend (normally Sunday), the Weekend Leader should be given an opportunity to discuss the Sponsorship Program and explain to the attendees that they have also had a sponsor who has financially supported them for this Kairos Weekend. Attendees should be given the opportunity to write a note to a sponsor. Guidance needs to be given to Attendees on how to write letters. These should be short and general in nature, addressed generically: perhaps

to “Dear Friends in Christ.” The letters should not express a “thank you” for the money given, but should express a “thank you” for the blessings received and how the weekend has affected the Attendee. Read these notes to make sure they are appropriate and also, clear them with the Unit’s Warden and Chaplain.

6. Following the Weekend, the Team Sponsorship Coordinator (or other assigned Team member) should prepare “thank you packets” for sponsors. These packets should include: A letter from the Team Leader thanking them for their financial support and describing the Weekend and a note written by an attendee.

If possible, it is important that this packet be hand delivered by the team member securing the sponsorship. If this is not possible, packets should be mailed to sponsors in a timely manner. As a side note, the Team Leader’s letter or a letter written by the Team Sponsorship Coordinator should include information that assures sponsors that their names and personal information have not been given to attendees.

7. At the close of the Weekend, the Team Sponsorship Coordinator needs to give the Sponsor Information Forms to the AC Fundraising/Sponsorship Coordinator so that information can be added to the Data list.

Follow these 6 simple steps and funds for your units Weekend and additional funds to share with others will surely come as the Lord blesses your endeavors.