



KAIROS Prison Ministry International Inc. Georgia Chapter

Cash Advances & Weekend Reporting Policy

Any request for Leader's Advance and Coordinator's Advance funds will only be granted provided the following conditions are met:

- 1. The previous weekend Expense Reimbursement Form has been submitted and reconciled.**
- 2. The previous Weekend Leader's Report has been submitted to the Advisory Council Chairperson, the State Chapter Committee and KPML.**
- 3. The Excellence Initiative Checklist has been completed and submitted for the previous weekend.**
- 4. The AC Report is current according to the Advisory Council Operating Procedures.**

Approved By:

Kairos of Georgia Executive Committee

April 8, 2017