

HOW TO HOST A KC ACADEMY

The success of the KC Academy depends to a degree on the facilities where they are hosted, and on the hospitality of the host council. Here are guidelines that a host council should consider.

1. The location should be able to comfortably handle about 50 attendees in a classroom setting. The KC Academy WILL NOT reimburse for any hall/facility rental fees
2. The venue should provide room for the presenter, projection equipment, and sign-in tables
3. A small meal should be provided by the host council – about \$5/person for planning purposes. The KC Academy WILL reimburse reasonable meal costs. Examples of meal costs that will be reimbursed include, food, soda, coffee, donuts, condiments, paper/plastic plates & utensils, napkins. Costs for beer and/or liquor WILL NOT be reimbursed. The host council may choose to offer beer & liquor, but it cannot be served until AFTER the session.
4. Saturday sessions typically are from 9am-1pm or 10am-2pm. Sunday sessions typically are from 11am-3pm. Consideration should be given to which day will work best for the locale.
5. Once a location has been decided, the Grand Knight or other point of contact will be responsible for finalizing arrangements with the KC Academy Director.

Planning for dates and times should be a collaborative effort with the Chapter officers, diocesan coordinators, and area District Deputies in order to ensure a good turnout and no conflicts exist with other area events.

Note that the KC Academy Director is responsible for scheduling dates statewide that are convenient to the KC Faculty who must travel long distances in many cases. Therefore, it is wise to have more than one date in mind when contacting the KC Academy Director to avoid potential conflicts.

Remember that these are simply guidelines to follow, and they may not address all situations. Any questions may be directed to the KC Academy Director.

THANK YOU FOR SUPPORTING YOUR KC ACADEMY!!!

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*Preserving our Past – Forging our Future
Centered on the Eucharist*