

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 and more than one possible date has been decided, the Grand Knight or other point of contact will be responsible for finalizing arrangements with the Diocesan Academy Staff Member.

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 Staff member 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.

Academy Director

Steve Gawron
Cell Phone day or night 630-418-2771
E-mail: stevegawron@comcast.net

Joliet

Frank Schwartz Jr
Home Phone 815 436 0761
E-mail: fjschwartzjr@ameritech.net

Belleville Diocese

Alexander W Grudzinski
Home Phone 618 624 2167
E-mail: algrud1@aol.com

Springfield

Gene Mitchell
Cell 217 381 3715
E-Mail: genefran1@comcast.net

Chicago Archdiocese

Ted Glaser
Cell 708 203 2277
E-mail: tedglaser@aol.com

Rockford

Mark Halper
Home Phone 847 458 8922
E-Mail: mnmhalper@sbcglobal.net

Peoria

William Dekowski
Bus 815 434 0736 Ext478; Home 815 663 7188; Cell 815 410 4748
E-Mail: billdekowski@gmail.com