



Lead Trainer/Course Administrator Level Two Operating Agreement

Lead Trainer - Legal Name: _____ **Spiritual Name:** _____

Role: Provide direction and guidance in course planning, make final decisions regarding all aspects of the course

Responsibilities:

- Finalize training team (the program can be taught by only the Lead)
- Finalize schedule
- Organize financial agreement with Training Team (if there is one)
- Select residential arrangement (optional)
- Review and sign online contract with KRI
- Approve marketing materials and ensure that they meet the requirements in KRI's PR guidelines before release
- Provide Letter of Completion for those students who complete the requirements and who are KRI Level One certified at the conclusion of the home study segment.

Course Administrator Name: _____

Role: Coordinate course logistics under supervision and guidance of Lead Trainer

Responsibilities:

- Fill out online contract on behalf of Lead Trainer (optional)
- Submit DVD order form and payment to KRI
- Submit student contact list and course royalty payment to KRI
- Oversee general course administrative tasks and logistics
- Create marketing materials (optional)
- Liaise with KRI Contract Administrator
- If a residential course, arrange room and board for students and trainers
- Collect and record student certification requirements and if so instructed email Letters of completion.

Financial Agreement *[Insert any fee arrangements here]*

Additional Requirements (beyond KRI guidelines)) *[Insert any additional expectations here]*

I have reviewed and understand the essential functions of my role and I agree to uphold this operating agreement. KRI is available to support the resolution of any issues between the parties in this agreement.

Lead Trainer Signature _____ **Date** _____

Course Administrator Signature _____ **Date** _____