



Lead Trainer/Administrator Level One 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
- Finalize schedule
- Create curriculum that meets KRI guidelines
- Organize financial agreement with Training Team
- Determine which portions of the course will be lead by each trainer
- Select residential arrangement (optional)
- Review and sign contract with KRI
- Approve marketing materials and ensure that they meet the requirements in KRI's PR guidelines
- Recommend students to KRI for certification at the conclusion of the course

Course Administrator Name: _____

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

Responsibilities:

- Fill out contract on behalf of Lead Trainer (optional)
- Submit Manual 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.

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 _____