

What a Local Coordinator Needs to Do

Below is a list of common tasks associated with being a local coordinator. This list is not to overburden you, but to provide all the information you might need and answer your questions in advance.

All checks should be made out to **Kumbum Chamtse-Ling, Inc.**

1. Provide programs for the tour group in your local area. Seek help from universities, churches, schools, art galleries, and museum, and interested individuals.
2. The monks are on tour to spread a message of peace, wisdom, and compassion and also to accept donations to help support their refugee monastery in north India. Please read the file on the “Suggested Donations” list to help you decide what sort of donation you would be able to give. Please discuss this with the national coordinator, Mary Pattison: 812-322-9617 or email her at labrang.tashikyil@gmail.com
3. Enlist the assistance of volunteers. If you are having the monks for a series of activities, it is a good idea to have a different volunteer charged with the responsibility for each activity.
4. Publicize the events. Upon request, we will supply you with a flyer and a brochure announcing the monks’ tour. Please make sure that your flyers and ads refer to “donation” – not “admission price.” The tour is under the shield of Kumbum Chamtse-Ling, Inc. -- a USA not-for-profit organization. “Donations” are always acceptable, but please do not use the terminology “charge” and “admission price.”
5. Arrange for the monks to have a table to display and sell their merchandise at each place they give a program. The merchandise is hand-crafted (except for the jewelry and t-shirts) by Tibetan refugees living in India.
6. If called for, arrange for accommodations for the monks. These need not be fancy. They can be separated and sleep in the guest room or couch of one of your volunteers or supporters. They do need bathroom facilities.
7. Arrange for meals for the monks or provide a facility where they can cook for themselves. Most Tibetan monks are not vegetarian, but they prefer beef to other meats. They love noodles and rice and vegetables. The local coordinator is not expected to foot the bill for meals or for groceries. Please find donations to cover all costs. If necessary, give the receipts of any money spent to the monks, and they will repay you.
8. Please provide materials for the monks that they will use when they perform pujas (prayer sessions). These materials are fruits, rice, and flowers. Just ask the translator what they need to have. You will be reimbursed—unless you choose to make a donation.
9. If possible, introduce the monks to as many people and families as possible. Monks really enjoy family life and love little children.
10. Most of all, be flexible and enjoy your visit with the monks. As they firmly state, “We are not enlightened beings – just people like you who are trying to live a good life and be of some use to others.