



California–Nevada–Hawaii Service Leadership Organizations

# Event Request Form

This request **must** be approved before the event can be publicized. This form must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721 (which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions). Each participating member must have a Consent and Medical Release form filled out and signed by a parent/guardian.

## EVENT INFORMATION

Event: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Who is invited? \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

## CONTACT INFORMATION

Club Name: \_\_\_\_\_

Requestor: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Responsible Adult: \_\_\_\_\_

Telephone: \_\_\_\_\_

## APPROVAL as necessary by clause, (see reverse)

Faculty Advisor: \_\_\_\_\_

Kiwanis Advisor: \_\_\_\_\_

Regional Advisor: \_\_\_\_\_

Dist. Administrator: \_\_\_\_\_

Marek LeBlanc, Key Club District Administrator • 29314 Birdy Ct • Nuevo, CA 92567 • (951) 928-1244  
Kris Ross, KIWIN'S Dist. Administrator • 21236 Bolsa St., Carson, CA 90745 • (310) 864-7325  
Jane Alexander, Circle K Dist. Administrator • 4802 A Street • Sacramento, CA 95819 • (916) 456-2362  
Bruce Hennings, Director, Service Leadership Programs • 550 Fesler Street #G-3, El Cajon, CA 92020 • (877) 562-7055

**Is This An Overnight Event?** Yes No (Circle One)

**\* Key Clubs must adhere to their own District Policy**

## Kiwanis District Policy

### 721. Procedures for Service Leadership Programs to Operate Outside the Normal Club Functions

- A. When a Service Leadership club plans a function within the confines of its own club, permission is granted by the Faculty Advisor, and notification is made to and acknowledgement received from the sponsoring Kiwanis Club.
- B. When a Service Leadership club plans a function which involves any other club within that same Service Leadership organization (Circle K, Key Club, KIWIN'S) and within the division to which that club is assigned, permission will be required from the originating Faculty Advisor and the Regional Advisor for the organization. Notification to and acknowledgement from the Sponsoring Kiwanis Club and each Faculty Advisor also will be required.
- C. When a Service Leadership club plans a function which involves any other club within that same Service Leadership organization, but outside the division to which that club is assigned, permission will be required from the originating Faculty Advisor and each Regional Advisor. Notification to and acknowledgement from each Sponsoring Kiwanis Club and Faculty Advisor also will be required.
- D. When a Service Leadership club or Division plans a function, which involves any other club or Division in any of the other Service Leadership organizations, the Lt. Governor of that specific Service Leadership organization will originate the request to the District Administrator. Permission for the event will be required from the originating Regional Advisor and the respective Administrators of the affected organizations. Permission for a club to participate will also be secured from each Faculty Advisor. Notification to and acknowledgement by each Sponsoring Kiwanis Club also will be required.
- E. The Event Request Form must be approved prior to any publicity of planned function. In regards to 721(B), 721(C) and 721(D), if the Regional Advisor and/or District Administrator are unavailable to sign the Event Request Form; an alternate designated by the District Administrator will be allowed to sign on their behalf in order to expedite the process; subject to verification of the Regional Advisor and/or District Administrator's unavailability. The Event Request Form must be submitted for signature at least three (3) weeks prior to the event and signed by all required parties no later than two (2) weeks prior to the event.

### \* Key Club District Policy

### 105.6 Overnight Functions

Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The organizer of the function shall obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.