# **C N H** | KIWIN’S

# **C N H | KIWIN’S District Office** | 8360 Red Oak St, Ste. 201, Rancho Cucamonga, CA 91730

# **Visitor Request Form**

A Visitor Request Form (VRF) must be completed and approved before a Board member may attend an event outside his/her home division or an event not identified as an official duty or required event of the position held. Attendance at special events and any events beyond those required of the position is a privilege and not a right. Attending extra events should not interfere in the actual responsibilities of the position acknowledged by signing the service agreement.

Region Advisor Teams may independently address the attendance of Board members of the same region at events within that region; however, Leadership/Executive Team member attendance at events outside the home division must be also approved by the Administrator.

The KIWIN’S General Fund may not be used for expenditures incurred by attending such events.

The following criterion may be used to determine if attendance at a special event is appropriate: Board performance, current and future commitments, transportation, and purpose.

VRFs must be on file with the host, the host’s Region Advisor, the guest, and the guest’s Region Advisor/Administrator no later than two (2) weeks in advance of the proposed event.

Each Board member must have and carry a Consent and Medical Release form completed and signed by a parent/guardian.

**Procedures:**

* Host discusses extending an invitation to a special guest with his/her Region Advisor before the invitation is made.
* Host submits VRF to potential guest, the guest’s Region Advisor/Administrator, and host’s Region Advisor
* Guest discusses the invitation with his/her Region Advisor/Administrator before responding
* Guest responds with either regrets or sends the completed form. In both scenarios, the guest will include in the communication the host, the host’s Region Advisor, and the guest’s Region Advisor/Administrator.

| Request date |  |  |  |
| --- | --- | --- | --- |
| Host, position |  | Guest, position |  |
| Region advisor |  | Region advisor |  |

**Event Details**

| Event |  |
| --- | --- |

| Date |  | Times |  |
| --- | --- | --- | --- |

**Purpose of Invitation**

|  |
| --- |

**Guest Logistics**

| Transportation |  | Housing |  |
| --- | --- | --- | --- |

**Comments**

|  |
| --- |

| **Approval** |
| --- |
| **Discussion regarding attendance at this event may be conducted by the approved methods as per the individual Team Agreements. E-signatures on this form indicate that approval has been granted for the guest to attend the aforementioned event.****Host Guest Region Advisor Region Advisor** |

| Host |  | Guest |  |
| --- | --- | --- | --- |
| Region advisor |  | Region advisor |  |

CNH KIWIN'S | Kiwanis Committee Approved 8-2012