

SERVICE LEADERSHIP PROGRAMS

Office: (909) 989-1500, ext. 105 | Toll Free: 877-597-1770, ext. 105 | Fax: (510) 550-2811 | cnhkiwanis.org | cnhkeyclub.org | kiwins.org | cnhcirclek.org

Tim Cunning, CNH Service Leadership Programs Director: tim@cnhkiwanis.org

Doug Gin, CNH Key Club District Administrator: da.dgin@cnhkeyclub.org

Anna Wu, CNH KIWINs District Administrator: da@kiwins.org

Patricia Ryder, CNH Circle K District Administrator: administrator@cnhcirclek.org

Event Request Form — KIWIN'S DISTRICT POLICIES & INSTRUCTIONS

An Event Request Form (ERF) must be completed and approved before an event is publicized to membership outside the host club/division. Prior to approval, the event may NOT be advertised or posted on any social platform. ERFs must be submitted for approval no later than three (3) weeks in advance of the proposed event; approval for overnight events are subject to an earlier event approval deadline as determined by the Region Advisor.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs (SLP), Section 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to KIWIN'S District Policy Section 105.7 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.7 are included for reference.

Each participating high school member must bring one (1) completed **Medical Release Form**, signed by a parent/guardian, to the event. The form must be held by the student's chaperone throughout the event.

To help you determine which events require a completed ERF, please refer to the Information Worksheet below.

ERF Approval Process

SECTION A: EVENT HOST shall plan and discuss the event's purpose and logistics with the Club Board including the club advisor(s). The creation of an event agenda shall be approved by the club advisors, who shall indicate this by digital signature, email, or e-signature. (This portion shall be completed by the event host.)

- 1) *After advisor approval(s)*, the event host will email the completed form with the above signatures and any supporting documents to the Region Advisor for approval. *If SLP District Administrator (DA) signature is required, ERF shall also be emailed to the appropriate SLP DA.*
- 2) *After obtaining the required approvals/signatures in Section A.4*, the event host may begin advertising the event. When sending ERF to invited clubs, **Section A** shall be completed and forwarded to all clubs which will be invited to attend the event.

SECTION B: CLUBS REQUESTING APPROVAL TO ATTEND EVENT (*This portion shall be completed and submitted by each club which is planning to participate.*)

- 1) The club seeking approval to attend the event shall discuss and receive permission from Faculty/Kiwanis Advisor(s).
- 2) Faculty/Kiwanis Advisor(s) shall be provided with a **completed** portion of **Section A**. At their discretion, the Faculty/Kiwanis Advisor(s) may request complete event logistics and/or event agenda. *Approval to attend the event is at the discretion of Faculty/Kiwanis Advisor(s).*
- 3) An officer from the club seeking permission to attend and *their Faculty/Kiwanis Advisor* shall complete **section B**.
- 4) The responsible officer from the club requesting permission to attend the event shall email completed ERF to the event host, lead chaperone, and regional advisor.

CNH KIWANIS — Event Request Form

SECTION A: EVENT HOST CLUB OR DIVISION COMPLETES THIS SECTION.

SECTION A.1 — EVENT INFORMATION

Is this an Overnight Event? YES NO What district(s) will participate? Key Club Circle K KIWIN'S

Event Name: _____ Date: _____

Event Address/Location or Platform: _____ Time: _____

Will there be an attendance cost(s) ? YES NO If YES, please explain: _____

Event Description Summary: (NOTE: Supplementary documents such as Event agenda and/or schedule shall be provided and submitted for approval with ERF)

Event Type: Inter-Club Division-Wide Region-Wide Kiwanis Family/Other SLP

Which Club(s), Division(s), and/or SLP(s) will be invited: _____

SECTION A.2 — EVENT HOST INFORMATION & CONTACTS

Club: _____ Division: _____ Kiwanis Region: _____

Event: _____ Date: _____ Time: _____

Event Host Contact: _____ Title: _____

Email: _____ Phone: _____

Lead/Supervising Advisor Present throughout the event: _____

School Faculty/Staff Faculty Advisor Kiwanis Advisor Regional Advisor

Email: _____ Phone: _____

EVENT APPROVALS

APPROVALS as required by Kiwanis Policy Section 721 — see Information Worksheet, below.

SECTION A.3 — SIGNATURE(S) OF LOCAL ADVISOR(S) APPROVING EVENT

FACULTY ADVISOR

Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

KIWANIS ADVISOR

Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

SECTION A.4 — SIGNATURE(S) OF DISTRICT ADVISOR(S) APPROVING EVENT

REGION ADVISOR: _____ Date: _____ DISTRICT ADMINISTRATOR: _____ Date: _____

SECTION B: EACH CLUB REQUESTING APPROVAL TO ATTEND COMPLETE THIS SECTION

NOTE: Approval to attend approved events is at the discretion of the Faculty/Kiwanis Advisor(s).

SECTION B.1 — EACH CLUB SEEKING APPROVAL TO ATTEND

Event Name: _____ Date: _____

Club: _____ Division: _____ Region: _____

Requestor Name: _____ Position: _____

Email: _____ Phone: _____

About how many members from your club will be in attendance: _____

How many chaperones will you be providing for your attendees: _____

Each club seeking permission to attend the event shall be responsible for providing their own chaperone(s) *unless otherwise specified*. Exceptions to this policy will only be made in the case that the Event Host is providing the appropriate number of chaperones to cover attendance adhering to the 1:50 ratio for a single day event or 1:10 ratio by gender for overnight events. The number of chaperones required may be increased at the discretion of the lead chaperone.

SECTION B.2 — CLUB CHAPERONE INFORMATION

Please identify your Chaperone(s): (if there is not enough space, please identify additional chaperones in the email in which you submit this form)

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Member Faculty Advisor Kiwanis Advisor

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Member Faculty Advisor Kiwanis Advisor

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Member Faculty Advisor Kiwanis Advisor

SECTION B.3 — SIGNATURE(S) OF CLUB ADVISOR(S) APPROVING EVENT

APPROVALS as indicated by Kiwanis Policy Section 721 — see Information Worksheet, below

FACULTY ADVISOR

Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

KIWANIS ADVISOR

Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

When completed and signed, return completed section B to the event host, lead chaperone, and regional advisor (see section A1).

Event Request Form

Information Worksheet for Key Club and KIWIN'S Members

Kiwanis District Policy Section 721 covers the use of the Event Request Form (ERF). Key points include:

1. An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership.
2. Prior to approval, the event may be announced/posted on social or business networks or promoted by email, only to the home club membership. Once approved, the event details may be publicized to invitees
3. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

If any club or division advertises an event prior to receiving the proper signatures, the event is subject to cancellation by the Faculty Advisor, Kiwanis Advisor, Region Advisor and/or District Administrator.

EVENT	<i>Permission of Faculty / Kiwanis Advisor(s)</i>	<i>Permission of all INVITED SLP Faculty / Kiwanis Advisor(s)</i>	<i>Permission of Region Advisor(s)</i>	<i>Permission of District Administrator(s)</i>
YOUR Key/KIWIN'S Club ONLY	YES	N/A	NO	NO
ONE or MORE Key/KIWIN'S Clubs	YES	YES	YES	NO
WITHIN your Division	YES	YES	YES	NO
OUTSIDE your Division	YES	YES	YES	NO
Involves Other Service Leadership Program	YES	YES	YES	YES
OVERNIGHT Event	YES	YES	YES	YES

What does "Permission" mean?

You must have written authorization (e.g. e-mail) from the necessary individuals.

Which events do not require an ERF?

The events that do NOT require an ERF are the following: Division Council Meetings (DCMs), Region-Training Conferences (RTC), KIWIN'S Training Conference (KTC), Fall Rally (North/South), Conclave, District Convention (DCON), International Convention (ICON), or any event where the sponsoring organization invites Key Club members to participate (e.g. Rose Float, Relay for Life).

Who shall retain a copy of the completed ERF?

CNH KIWANIS — Event Request Form

Each Advisor who signs the ERF must retain a copy of the completed ERF. For example, Faculty Advisor(s) shall be given a copy of the ERF with the acknowledgment from the sponsoring Kiwanis/organization for individual club events. The sponsoring Kiwanis/organization shall keep a copy of the completed ERF for one year following the date of the event.

Why do we have an ERF form?

The ERF was developed to avoid any situations where the Faculty, Kiwanis and/or sponsoring Advisors could become unaware of the activities transpiring beyond the local and/or divisional level. The purpose of the ERF is to ensure the advisors are aware of the projects, to answer parental questions, and to ensure proper Advisor attendance at events. Furthermore, these forms will also allow students to understand the importance of planning, properly advertising each event (for higher attendance), and allowing the sponsoring organization time to ensure proper supervision at each event.

What do we do if we do not have a Faculty Advisor or when the regular academic term is not in session?

The Kiwanis/Sponsor Advisor representative may sign in place of the Faculty Advisor when the regular academic term is not in session.

Kiwanis District Policy - Section 721: Procedures for SLP to Operate Outside the Normal Club Functions

- A. *Events organized within the confines of an SLP club are subject to approval or disapproval, by either its Faculty or Kiwanis/Sponsor Advisors. (03/10)*
- B. *Events within a Division (06/09)*
 1. *Events organized solely for one SLP Organization, solely within an SLP division, require the advance approval of the applicable Region Advisor and an authorized representative of the Kiwanis/sponsor organization of the host club. (03/10)*
 2. *Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).*
 3. *Each high school SLP club that participates is required to obtain the signature of its Faculty Advisor and Kiwanis/Sponsor Advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/Sponsor Advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor Advisor representative may sign in place of the Faculty Advisor when the regular academic term is not in session. (03/10)*
- C. *Events within an SLP Organization (06/09)*
 1. *Events organized solely for one SLP Organization, but to include any other SLP division, require advance approval of the applicable Region Advisors.*
 2. *Events in this category for high school SLP clubs shall require approval on an ERF.*
 3. *Each high school SLP club that participates is required to obtain the signature of its Faculty Advisor and Kiwanis/Sponsor Advisor on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/Sponsor Advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/Sponsor Advisor representative may sign in place of the Faculty Advisor when the regular academic term is not in session. (03/10)*
 4. *For Circle K clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single guest of a member of the host club. This exception shall not be used to avoid the general purposes of this policy.*
- D. *Events involving more than one SLP Organization (03/10)*
 1. *Events organized to include SLP clubs, from any SLP Organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (03/10)*

CNH KIWANIS — Event Request Form

- Events organized to include SLP clubs from other SLP Organizations will require the permission of the applicable Region Advisors and District Administrators from all involved SLP Organizations. (03/10)*
- Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)*
- Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and for medical treatment, or an express direction to withhold medical treatment based on religious belief.*
- If a Circle K club hosts a "Key to College" or other similar event designed to provide members of both Key Club Districts with an educational program in preparation for college, the event is limited to daylight hours, and the invited Key Clubs and KIWIN'S clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Region Advisors or District Administrators. However, the Circle K club shall advise the applicable Region Advisors by email at least one week before invitations are extended to the Key Clubs and KIWIN'S clubs, and any Key Club or KIWIN'S club that attends shall be required to comply with paragraphs D(3) and D(4). (03/10)*

E. Process and Responsibilities (06/09)

- Each District Administrator shall ensure that an email address is posted for each Region Advisor on the SLP website.*
- ERFs must be submitted no later than three weeks in advance of the proposed event.*
- Region Advisors are expected to respond within five (5) days. In the event that a Region Advisor will be unable, for reasons of travel, business or other matters, to reply regularly within that timeframe, he/she shall arrange with the District Administrator for the posting of an alternative approver's email address.*
- The Director of Service Leadership Programs shall provide a copy of this policy by email to incoming Kiwanis club presidents and secretaries and/or sponsoring organizations through regular District communication channels. Each District Administrator shall include education regarding this policy for the student leaders, Advisors and Region Advisors in their respective SLP Organizations, annually. (03/10)*
- Events may only be advertised by email or posted on social or business network sites in advance of ERF approval if the advertising is limited to the host club members and their Advisors. Once ERF approval is obtained, events may only be posted with a closed invitation list. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.*
- References to high school clubs shall apply to all Key Club (CNH and KIWIN'S) whether school based or community based. (03/10)*
- If a club is discovered to have attended without permission, falsified permission materials or advertised without permission, the Region Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Region Advisor deems appropriate based on the severity of the offense. The sponsoring organization may take whatever measures it determines are appropriate, including but not limited to the suspension of participation by individuals or referral for campus discipline. (03/10)*

KIWIN'S District Policy — Sectio 105.7: Overnight Functions

CNH KIWANIS — Event Request Form

- a. Any overnight function operated by or advertised as a KIWIN'S Key Club sponsored event shall be approved in advance by the Administrator via Event Request Form. The organizer of the function shall have all signatures submitted at least three weeks before the event is publicized to other clubs or divisions. 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 shall be enforced at all events.
- b. Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any KIWIN'S Key Club member shall be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
- c. Extended trips by club members of more than 24 hours outside the home Division (such as interclub tours) shall be approved by the Faculty or Kiwanis Advisor in writing.
- d. Approval of the school advisor, principal or other appropriate school official shall also be obtained in advance.
- e. Each KIWIN'S Key Club member under the age of 21 shall provide the completed District Medical Release Form before gaining admittance to any overnight event. It would be appropriate for every KIWIN'S Key Club member to provide this form to avoid any conflicts on entering. (4/20)