



## International Officer Service Agreement | 2018-2019

**District Office Address:** 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608  
**Bruce Hennings, Director of Service Leadership:** [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org) (909)989-1500 x105

The Key Club International Officer endorsed by the California-Nevada-Hawaii District of Key Club International agrees upon the following. It is understood that failure to meet any of the criterion of this agreement in addition to the criterion identified by Key Club International indicates that the Officer is failing to perform his /her duties and appropriate interventions and, if necessary, appropriate actions to remove the International Officer from office will be undertaken.

### Section 1: Personal Information

President       Vice President       Trustee

Name \_\_\_\_\_ Region \_\_\_\_\_ Division \_\_\_\_\_  
*Last First M. I.*

Gender  Female  Male Birthdate \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Home Club \_\_\_\_\_ Club # \_\_\_\_\_ Member # \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Phone \_\_\_\_\_ Email \_\_\_\_\_  
*Home Cell*

### Section 2: Rules and Regulations

The following are a list of rules and regulations for the endorsement of an international candidate. A violation of any of the following rules may result in the disqualification from seeking any endorsement or appointment.

- Attendance at the International Officer Candidate Training Webinar:** Attendance at or viewing of the training webinar held by the CNH District is highly recommended by any candidate seeking an endorsement.
- Intent to File Candidacy:** Complete the online registration to register your intention to declare candidacy (intent to submit Service Agreement) using the CyberKey link by February 28, 2018.
- Declaration of Candidacy:** Complete all sections of this form including requested information and all proper signatures
  - E-Mail this completed form in a **single** PDF file to **Bruce Hennings BY FEBRUARY 28, 2018**.
  - Mail the original documents with original signatures postmarked BY FEBRUARY 28, 2018, to the CNH District Office to the attention of **Bruce Hennings**.
- Campaign Material:** The only permissible campaign material is the Candidacy Profile published by the Elections Committee. A Candidate Profile must be submitted electronically by March 4, 2018, and, if submitted, will be used to compile a Candidate's profile which will be posted online prior to convention.
- Endorsement:** Candidates may only solicit and advertise an endorsement from their own Key Club division.
- Caucus Conduct:** Rude or inappropriate behavior of any nature will not be tolerated.

- All of the undersigned have read, understand, and agree to comply with all terms set forth within this Service Agreement.
- All of the undersigned confirm the candidate is qualified to serve as a District leader.
- All of the undersigned acknowledge that this Service Agreement may be used for other district leadership positions.

Key Club Candidate \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Region Advisor \_\_\_\_\_

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

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

School Principal \_\_\_\_\_

Position \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 3: Service Agreement

The following basic criteria are agreed to by a Key Club member who desires to serve as a Key Club International officer. As per International standards and expectations, it is understood that failure to observe the following agreement may result in disciplinary action taken in accordance with Key Club International Board Policy. These requirements represent the minimum duties an officer must complete to serve on the Key Club International Board of Trustees. If endorsed by the District, it is understood that the International Service Agreement, a declaration of candidacy and any other required forms must also be signed and submitted to the Key Club International Office by their established deadline.

- ✓ Be a Key Club member in good standing and perform AT LEAST 50 hours of service during the term
- ✓ To be familiar with the duties of the office which are set forth in the International Policy Manual.
- ✓ Adhere to the duties set forth in the Key Club International Bylaws and the International Board Policies.
- ✓ To submit all required reports and publications on time.
- ✓ Attend the following MANDATORY board meetings and conventions:
  - Key Club District Convention: **April 12-15, 2018**; Grand Sierra Resort, Reno, NV
  - International Convention: **July 4-8, 2018**, Chicago, IL
  - Attend, at the expense of Key Club International, the International Board training, Leadership Conference and Board meeting following the International Convention at which he/she is elected
  - Attend, at the expense of Key Club International, the International Convention at the conclusion of the term
  - Attend, at the expense of Key Club International, the official Board meetings of Key Club International in their entirety. November, February and June
- ✓ If requested by the district, attend at the expense of Key Club International, no more than two meetings of each assigned district
- ✓ To adhere to the agreed terms for each assigned district
- ✓ To communicate AT LEAST twice a month with each assigned district
- ✓ Contact assigned districts prior to each International Board Meeting to discuss the agenda topics
- ✓ Serve on Board committees as appointed by the President and communicate through correspondence with other members of each committee as directed by the chair
- ✓ Abide by and comply with all Key Club and Kiwanis District and International policies, procedures and codes of conduct. Comply with all school policies, procedures, and codes of conduct.
- ✓ It is understood the conduct of Key Club business by any electronic means, including web sites, electronic messaging, text and video conferencing, social media and so forth must be conducted with Key Club integrity.
- ✓ It is understood that my duties will interfere to some extent with my attendance at school and I will be responsible to maintain my school and family responsibilities in addition to my Key Club responsibilities.
- ✓ Be familiar with the structure of Key Club International, the Bylaws, Key Club International Board Policy, assigned topics of service emphasis, and all other Key Club materials and programs. Also, be familiar with the general organization of Kiwanis International and its affiliates
- ✓ Send to the International President, International Vice-President, Kiwanis Board Counselor and International Office copies of all formal correspondence sent as directed by the individuals involved
- ✓ Submit all reports distributed or requested by the International President, International Office, the assigned committees, or the districts to which the officer is assigned by the deadlines established
- ✓ Complete an agreement with the governor of each assigned district (to be completed at the Key Club International Leadership Conference) and adhere to the agreement for the entire term of office
- ✓ Agree to relinquish any other club or district Key Club office, regardless if elected or appointed
- ✓ Represent Key Club International in all actions and behavior
- ✓ Maintain high academic standards of a minimum 2.0 GPA each quarter and/or semester.
- ✓ It is understood that, while some expenses will be reimbursed, there will probably be a financial expense, which will be incurred, which may not be fully reimbursed.
- ✓ **PRESIDENT ONLY:** Agree to attend the Kiwanis International Convention and Kiwanis International Board Meetings as assigned

This section has been read and the commitment is understood

Key Club Candidate  
Position

Print Name

Signature

Date

## Section 4: Region Advisor Team Support

The following section needs to be completed by the Region Advisor.

- ✓ For the purposes of this required task, a meeting may be completed in a live setting or in a teleconference format only.
- ✓ The candidate and the Region Advisor have met to discuss the following items and have confirmed qualifications.
  - The recommended attendance at the International Officer Candidate Training Webinar
  - The entire “Service Agreement”
  - Qualifications of the position
  - The basic duties to the assigned Districts and to International
  - Verification that academic standards of a minimum 2.0 GPA are currently met
  - The code of conduct
  - The commitment being made by the Key Club member
  - Key Club member must be in good standing and perform AT LEAST 50 hours of service during the term
  - Key Club member and the home club must be dues paid
  - The importance of school support, adherence to school policies and maintenance of academic standards
  - The importance of home support
- ☐ The candidate is qualified and willing to serve as an International leader
- ☐ The candidate has the support of the Region Advisor Team.

Region Advisor

Position

Print Name

Signature

Date

## Section 5: Kiwanis Support

The following section needs to be completed by the sponsoring Kiwanis club advisor. The Region Advisor Team may complete this section for clubs without a sponsoring Kiwanis club.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
- ✓ It is understood that International level positions are extremely demanding and require student leaders with the proper demonstrated skills, leadership, and time management.
- ✓ It is understood that the Key Club member must be in good standing and perform AT LEAST 50 hours of service during the Key Club term.
- ✓ It is understood that the Key Club member and the home club must be dues paid
- ✓ It is understood that the student leader’s duties will interfere to some extent with his/her attendance at school and he/she will be responsible to maintain his/her school and family responsibilities in addition to his/her Key Club responsibilities.
- ✓ It is understood that the student leader will maintain high academic standards with a minimum of a 2.0 GPA each quarter and/or semester, and comply with all school policies, procedures, and codes of conduct
- ✓ It is understood that the student leader needs support from his/her home club and school
- ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
- ☐ The candidate is qualified and willing to serve as an International leader
- ☐ The candidate has the support of the sponsoring Kiwanis club.

Kiwanis Advisor

Position

Print Name

Signature

Date

## Section 6: School Support

The following section needs to be completed by the home club advisor and school principal. All signatures are required.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
  - ✓ It is understood that International level positions are extremely demanding and require student leaders with the proper demonstrated skills, leadership, and time management.
  - ✓ It is understood that the Key Club member must be in good standing and perform AT LEAST 50 hours of service during the Key Club term.
  - ✓ It is understood that the Key Club member and the home club must be dues paid
  - ✓ It is understood that the student leader’s duties will interfere to some extent with his/her attendance at school and he/she will be responsible to maintain his/her school and family responsibilities in addition to his/her Key Club responsibilities.
  - ✓ It is understood that the student leader will maintain high academic standards with a minimum of a 2.0 GPA each quarter and/or semester, and comply with all school policies, procedures, and codes of conduct
  - ✓ It is understood that the student leader needs support from his/her home club and school
  - ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
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- The candidate is qualified and willing to serve as an International leader
  - The candidate has the support of the home club and school.

Faculty Advisor

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School Principal

Position

Print Name

Signature

Date

## Section 7: Home Support

The following section needs to be completed by the parent.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
  - ✓ It is understood that the student leader or any Key Club member may not sign contracts, make orders or be handling money
  - ✓ It is understood that International level positions are extremely demanding and require student leaders with the proper demonstrated skills, leadership, and time management.
  - ✓ It is understood that the student leader’s duties will interfere to some extent with his/her attendance at school and he/she will be responsible to maintain his/her school and family responsibilities in addition to his/her Key Club responsibilities.
  - ✓ It is understood that the student leader will maintain high academic standards with a minimum of a 2.0 GPA each quarter and/or semester, and comply with all school policies, procedures, and codes of conduct
  - ✓ It is understood that regarding housing arrangements up to four student leaders shall be assigned per room.
  - ✓ It is understood that the student leader needs support from his/her home
  - ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
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- The candidate is qualified and willing to serve as an International leader
  - The candidate has the support from home for the duration of his/her term or Office.

Parent/Guardian

Position

Print Name

Signature

Date

## Section 8: Code of Conduct

The following section needs to be completed by the Key Club member, parent/guardian, and Region Advisor. This is a CNH code of conduct for any CNH Key Club member elected to serve on at International level. International may require a separate code of conduct for International level events.

- A. Key Club at all levels has built and maintained an image of quality membership, sponsorship and professionalism. This is a reputation that every member, advisor and sponsor must uphold. For this reason, all District Board members and Kiwanis Committee members have been asked to behave professionally.
- B. All communications and use of social media, both public and private, must be Key Club SafeKEY and of the highest Key Club professional standards
- C. We hereby consent to a warrantless search of any sleeping room occupied and/or personal belongings at any time with reasonable suspicion, at the sole discretion of the District Administrator or Director of Service Leadership Programs; (appropriate hotel employees will be involved) and furthermore the attendance of each person at Key Club District Board events, conferences, and meetings is expressly conditioned upon his or her agreement in writing to this provision.
- D. Alcoholic beverages, tobacco, marijuana products, and/or drugs, with the exception of prescribed medication or over the counter medication, are strictly prohibited. Possession or use is not allowed at any time.
- E. A retiring hour of no later than 12:00 midnight will be observed and enforced. Key Clubbers are expected to be in their own rooms at this retiring hour and they are expected to remain there. Curfew shall be from 12:00 midnight until 5:00 a.m. unnecessary noises at any hour are prohibited.
- F. No female shall be allowed in the room of any male Key Clubber and no male shall be allowed in the room of any female Key Clubber. No Key Club member, regardless of gender, shall be allowed in the room of any adult, Kiwanis or faculty advisor. Members violating this rule are subject to removal from any leadership position and/or the event. Kiwanians violating this rule, with the exception of married couples and/or immediate family members, are subject to removal from the committee and/or event. Parents, School & Kiwanis will be notified.
- G. Key Club members shall abstain from romantic activities while in attendance at district and international events, conferences, and meetings.
- H. A "Zero Tolerance" for any violation shall be in effect for District and International Conventions and violator(s) will be sent home at parents' expense, at the discretion of the District Administrator. If no one is home, the violator(s) will remain under supervision and not allowed to participate in further convention activities and return home with their home Key Club.
- I. These rules are in effect from the date of election or appointment to July 7, 2019.

Key Club Candidate \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Region Advisor \_\_\_\_\_

Position	Print Name	Signature	Date
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## Section 9: Kiwanis Release

*The following section needs to be completed by the parent.*

The Service Leadership Program group known as the Cali-Nev-Ha Key Club and Key Club International; hereinafter "Service Leadership Program," from time to time at meetings, service projects and promotional events of Kiwanis and of our Service Leadership Program, will take photographs of the Service Leadership Program members and guests for publication in Kiwanis/Service Leadership Programs newsletters, bulletins, web sites and promotional material for Kiwanis Service Leadership Program organizations and other community based organizations and groups.

I, the undersigned, hereby agree to allow Kiwanis to use my picture, image, name, business name, logo, service mark and/or name for any Kiwanis promotion and activity. I may withdraw this authorization at any time and Kiwanis will have thirty (30) days to remove my picture, image, name or other reference to me and/or my business.

I hereby release Kiwanis, Kiwanis **Service Leadership Program** groups, its agents, representatives, directors, officers and members from all liability from any and all injuries that may occur by the use of my picture, image, name or other material stated herein. It is understood and agreed that all rights under *Section 1542 of the California Civil Code* are hereby waived. Said Code reads as follows: "*a general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.*"

I have read and agree to all terms and conditions stated herein.

Parent/Guardian  
Position

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Section 10: Transportation Release Form

*The following section needs to be completed by the parent.*

The Kiwanis International transportation guideline: When transporting youth, the best practice is at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, at least one should be. All transportation decisions should be made in accordance with local laws and school policies.

I understand that private drivers – which may include my child, a student, an advisor, a Kiwanis member, a Kiwanis volunteer, or a parent of another student participating in the activity – may be used to transport students.

Please initial all transportation statement(s) to and from Key Club activities where you acknowledge your acceptance:

\_\_\_ I give permission for my child to ride with another student

\_\_\_ I give permission for my child to transport other students

\_\_\_ I give permission for my child to transport themselves

\_\_\_ I give permission for my child to ride in a private ride sharing vehicle such as Uber or Lyft

\_\_\_ I give permission for my child to ride in a school bus, chartered bus, commercial aircraft, commercial trains, commercial taxi service and all forms of public transportation

\_\_\_ I give permission for my child to ride in a vehicle driven and operated by an adult volunteer of the California-Nevada-Hawaii Kiwanis District. I understand that every effort will be made to ensure that there are three or more people in the vehicle at all times, there may be situations where the adult is transporting my child alone.

Note: Without parental authorization of at least the last two statements, parental transportation to and from all Key Club activities would be required.

I agree that neither Kiwanis International, the Kiwanis District nor the Kiwanis club may be held liable in any way for any injury or property damage as a result of my child's transportation to or from said event. I agree to hold harmless the event and persons from any claim by me, or my family, estate, heirs or assigns arising out of transportation to or from the event or any other time during the event where travel is provided.

I further state that I understand the terms herein are contractual and not a mere recital and that I have signed this document of my own free will.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Parent/Guardian  
Position

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

