

## SERVICE LEADERSHIP PROGRAMS

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

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## DISTRICT POLICIES & INSTRUCTIONS

# Event Request Form

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 Key Club District Policy section 105.6 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.6 are included for reference.

Each participating high school member must bring a completed **Medical Release Form** signed by a parent/guardian to 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** Should plan and discuss the event's purpose and logistics with the Club Board including the Faculty and Kiwanis Advisor(s). *The creation of an Event Itinerary, Action Plan, and Budget are highly encouraged and recommended.*

- 1) Once approval from Faculty/Kiwanis Advisor(s) has been granted **to host the event**, a Board Member of **the Host Club should complete SECTION A.1, A.2, and A.3**: "EVENT INFORMATION", "EVENT HOST INFORMATION & CONTACTS", and "EVENT APPROVED BY" portions of the ERF, i.e.:
  - Faculty Advisor Signature/Digital Signature/Email Approval/E-Signature
  - Kiwanis Advisor Signature/Digital Signature/Email Approval/E-Signature
- 2) **THEN, Event Host will email 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 should also be emailed to the appropriate SLP DA.
- 3) **After obtaining the required approvals/signatures in SECTION A.4**, Event Host may begin advertising the event. When sending ERF to invited clubs, **SECTION A** should be filled and completed.

**SECTION B: CLUB REQUESTING ATTENDANCE** (This portion should be left blank for Individual Clubs to complete and turn in)

- 1) The club seeking attendance approval to the ERF Approved Event should **discuss and receive permission from Faculty/Kiwanis Advisor(s).**
- 2) Faculty/Kiwanis Advisor(s) should 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 itinerary. **Approval to attend the event is at the discretion of Faculty/Kiwanis Advisor(s).**
- 3) An Officer from the Club Requesting Attendance will complete **SECTION B with** their Faculty/Kiwanis Advisor.

**(NOTE: Emailing/CCing the APPROPRIATE individuals who need to approve this form will expedite this process, ie: Host Club and/or Lt. Governor & Region Advisor; District Administrator)**

- 4) The Responsible Officer from Club Requesting Attendance will then **email completed ERF to appropriate individuals listed on SECTION B.3 for approval.**
- 5) Completed ERF should be returned to the Event Host.

# Kiwanis

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## SECTION A: EVENT HOST

### SECTION A.1 EVENT INFORMATION

Is this an Overnight Event?  YES  NO  Key Club  Circle K  KIWINs

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Event Address/Location or Platform: \_\_\_\_\_ Time: \_\_\_\_\_

Event Description Summary: (NOTE: Supplementary documents such as: Event Itinerary and/or Schedule should 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: \_\_\_\_\_ Region: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Host Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Lead/Supervising Advisor Present *throughout the event*: \_\_\_\_\_

School Faculty/Staff  Faculty Advisor  Kiwanis Advisor  Region Advisor

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION A.3: Signatures of Local Advisor(s) Approving Event

#### EVENT APPROVED BY

APPROVAL as necessary by clause (see Kiwanis Policy Section 721)

#### FACULTY ADVISOR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### KIWANIS ADVISOR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION A.4: Signatures of District Advisor(s) Approving Event

REGION ADVISOR: \_\_\_\_\_ Date: \_\_\_\_\_ DISTRICT ADMINISTRATOR: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION B: CLUB REQUESTING ATTENDANCE

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

### SECTION B.1

## ATTENDANCE REQUESTOR INFORMATION

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: \_\_\_\_\_

Club/Membership seeking permission to attend the event will 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 chaperonage to cover attendance adhering to the 1:50 ratio for a single day event.

Chaperone ratio minimum should be at the discretion of the lead chaperone.

Chaperone to Student ratio is identified at 1:10 for all SLP events; **for overnight events are 1:10 Gender Specific.**

### SECTION B.2

## ATTENDING CLUB CHAPERONE INFORMATION

Please identify your Chaperone(s): *(if there is not enough space, please identify additional chaperones via email)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

### SECTION B.3: Signatures of Local Advisor(s) Approving Event

## CLUB ATTENDANCE APPROVED BY

APPROVAL as necessary by clause (see Kiwanis Policy Section 721)

### FACULTY ADVISOR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### KIWANIS ADVISOR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When completed and signed, please return the completed form to the appropriate individual(s).**

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## 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.

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

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### **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?**

*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.*

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### ***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)*
  2. *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)*
  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 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)*

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4. *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.*
5. *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)*

1. *Each District Administrator shall ensure that an email address is posted for each Region Advisor on the SLP website.*
2. *ERFs must be submitted no later than three weeks in advance of the proposed event.*
3. *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.*
4. *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)*
5. *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.*
6. *References to high school clubs shall apply to all Key Club (CNH and KIWIN’S) whether school based or community based. (03/10)*
7. *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)*

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### Key Club District Policy - Section 105.6: Overnight Functions

- a. *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.*
- b. *Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any Key Club member must be approved in advance by the Region 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) must be approved by the Faculty or Kiwanis Advisor in writing.*
- d. *Approval of the Sponsor Advisor, School Advisor, Principal or other appropriate school official must also be obtained in advance.*
- e. *Each Key Club member must provide the completed District Medical Release/Approval form before gaining admittance to any overnight event.*