



## District Officer Service Agreement | 2023-2024

**District Office Address:** PO Box 1327, Rancho Cucamonga, CA 91729  
**Tim Cuning, Director of Service Leadership:** [tim@cnhkiwanis.org](mailto:tim@cnhkiwanis.org) (909)736-1705

The District Officer of 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 indicates that the Officer is failing to perform his/her duties and appropriate interventions and, if necessary, appropriate actions to remove the District Officer from office will be undertaken.

### Section 1: Personal Information

☐ Governor ☐ Secretary ☐ Treasurer

Name \_\_\_\_\_ Region \_\_\_\_\_ Division \_\_\_\_\_  
Last First M. I.  
Gender ☐ Female ☐ Male ☐ Non-Binary 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 election of a district officer. A violation of any of the following rules may result in the disqualification from running for any district or international office, appointment, or endorsement.

- Attendance at the District Officer Candidate Training Conference:** Attendance at the conference held on February 4, 2023 is required by any candidate seeking an Executive position.
  - 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 MARCH 3, 2023.
  - 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 **Tim Cuning BY MARCH 17, 2023**.
    - Mail the original documents with original signatures postmarked BY MARCH 17, 2023, to the CNH District Office to the attention of **Tim Cuning**.
  - Campaign Material:** The only permissible campaign material is the Candidacy Profile and Campaign Ad published by the Elections Committee. A Candidate Profile, Campaign Ad and promotional video must be submitted electronically by March 17, 2023, 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 mandatory; however, if extenuating circumstances shall arise, the current District Administrator and District Governor will evaluate the situation on a case-by-case scenario. Failure to adhere to this service agreement may result in disciplinary action including removal from office.

- ✓ Be a Key Club member in good standing and perform AT LEAST 50 hours of service during the term
- ✓ Perform the duties of the office which are set forth in the Key Club District & International Policy Manual and by District Administration.
- ✓ To submit all required reports and publications on time.
- ✓ Attend the following MANDATORY board conferences, meetings and conventions:
  - Key Club District Convention: **April 21 – April 23, 2023**; Ontario Convention Ctr, Ontario, CA
  - Executive Team Training: **April 29, 2023**, Rancho Cucamonga, CA
  - Governor-Administrator Training Conference (Governor Only): **May 4 – 7, 2023**, Atlanta, GA
  - Board Training & Meeting: **May 26 – 28, 2023**; Kiwanis District Office, Rancho Cucamonga, CA
  - International Convention (optional, recommended): **July 5 – 9, 2023**, Anaheim, CA
  - Board Training & Meeting: **July 28 – 30, 2023**; Kiwanis District Office, Rancho Cucamonga, CA
  - Int'l Leadership Conference (Governor Only): TBD, Indianapolis, IN
  - Board Training & Meeting: **January 5 – 7, 2024**; Historic Santa Maria Inn, Santa Maria, CA
  - Key Club District Convention: **April 11 – 14, 2024**; Sacramento, CA
- ✓ Attend assigned Region Training Conferences, Executive and Committee Leadership conference calls, and other meetings which may be called during the year by the District Administrator
- ✓ To assist the administration of the California-Nevada-Hawaii District of Key Club International
- ✓ To aid in the development of Key Club and further the goals, programs, and projects of the California-Nevada-Hawaii District and Key Club International
- ✓ Contribute to the district publication with MONTHLY submissions on time
- ✓ Encourage ON TIME dues payment by each club in the district
- ✓ Actively promote the Kiwanis Family organization and the Key Club core values
- ✓ Communicate with Administration or assigned Mentor AT LEAST ONCE each week
- ✓ Abide by and comply with all Key Club and Kiwanis District and International 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.
- ✓ All transportation to official Key Club events while serving in the capacity of a district officer must be coordinated with Administration or assigned Mentor
- ✓ Maintain high academic standards of a minimum 2.0 GPA each quarter and/or semester.
- ✓ Comply with all school policies, procedures, and codes of conduct
- ✓ It is understood that any funds collected as a division, region, or district may not be handled or processed by Key Club members.
- ✓ It is understood that in return for strong efforts, the Cali-Nev-Ha District will reimburse the District Officer, in part, for expenses incurred. It is understood that discounts or allowances potentially received as a result of the office held may be forfeited should the District Officer fail to perform the duties of office, or violate the Code of Conduct.
- ✓ 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.
- ✓ Non-performance of these and other mandated responsibilities may result in removal from the office to which I am elected or appointed.

☐ 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 required attendance at the District Officer Candidate Training Conference
  - The entire “Service Agreement”
  - Qualifications of the position
  - It is understood that District executive level positions are extremely demanding and require student leaders with the proper demonstrated skills, leadership, and time management.
  - Verification that academic standards of a minimum 2.0 GPA are currently met
  - The basic duties to the District and to International
  - 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 a District 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 District executive 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 a District 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 District executive 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 a District leader
  - ☐ The candidate has the support of the home club and school.

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

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 District executive 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
- 
- ☐ The candidate is qualified and willing to serve as a District 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.

- 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, vaping, firearms and weapons, 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 events, conferences, and meetings.
- H. A "Zero Tolerance" for any violation shall be in effect for all district events, including board training conferences and district convention. 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 Key Club activities and return home with their home Key Club.
- I. These rules are in effect from the date of election or appointment to May 1, 2024.

Key Club Candidate			
Parent/Guardian			
Region Advisor			
Position	Print Name	Signature	Date

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; 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

## Section 11: Consent to Attend Key Club Events and Medical Authorization

The following section needs to be completed by the parent.

I, \_\_\_\_\_ consent:

1. For my son/daughter to attend all official functions of the California-Nevada-Hawaii Key Club District Board during the Key Club Year from their date of election or appointment to May 1, 2024. These official functions include District Board meetings, District Committee meetings, training sessions and such other events as specifically approved by the District Administrator.
2. My son/daughter to be transported to these events by scheduled commercial transportation or adult operated vehicle. No other method of transportation is authorized without specific written approval from Region Advisor/District Administrator and parent or legal guardian.
3. Any responsible adult who is acting as a chaperone for my child is authorized to obtain any medical and/or dental treatment for my child which the chaperone in their sole discretion may deem necessary. Any medical doctor, dentist, hospital or other treatment facility is requested to cooperate with the chaperone if they request medical or dental treatment for my child. This medical authorization shall include but shall not necessarily be limited to hospitalization, outpatient treatment, the giving of medications, injections, blood transfusions, surgery, x-rays, physical therapy or any other forms of medical or dental treatment whether or not specifically listed herein; provided however, that the adult consenting or authorizing such treatment shall have first attempted to contact me at the telephone number set forth below unless the need for treatment results from emergency situations that require immediate treatment such that a prior attempt to contact me is not practical or reasonable.
4. This consent shall be effective until revoked by a written notification to the Cali-Nev-Ha District Office, PO Box 1327, Rancho Cucamonga, CA 91729 or May 1, 2024, whichever occurs first.

My child has the following known allergies or medical conditions:

☐ None

My child is taking the following medications:

☐ None

Medical Insurance      Policy Carrier \_\_\_\_\_  
Policy Number \_\_\_\_\_

Parent/Guardian      \_\_\_\_\_  
Print Name                      Signature                      Date

Emergency Phone Number: \_\_\_\_\_



**Kiwanis**  
Service Leadership Programs

[www.cnhkeyclub.org](http://www.cnhkeyclub.org)