

Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event may be posted with a closed invitation list. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 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 your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Worksheet on the back side of this form.

School/Institution Name: _____ Circle K Key Club KIWIN'S

EVENT INFORMATION

Event: _____ Date(s): _____

Location: _____

Description, including cost: _____

Which clubs or divisions will be invited? _____

Is This An Overnight Event? Yes No (Check One)

CONTACT INFORMATION

Requestor: _____

E-mail: _____ Telephone: _____

Address: _____

City/State/Zip: _____

Supervising Advisor(s) who will be present throughout the event: _____

Supervising Advisor's Telephone Number(s): (Number(s) available during the event) _____

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

Faculty Advisor: _____ Kiwanis/Sponsor Advisor: _____

Region Advisor: _____ District Administrator: _____

When completed and signed by your advisor, please return this form to your Event Host.

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 posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event must be posted with a closed invitation list.
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 /Sponsor Advisor, Regional Advisors and/or District Administrator.

EVENT	Permission of original faculty advisor	Permission of all involved clubs' faculty advisors	Permission of Kiwanis /Sponsor Advisor	Permission of Regional Advisor(s)
Your Key Club Only	Yes	N/A	Yes	No
Within your Division	Yes	Yes	Yes	Yes
Outside your Division	Yes	Yes	Yes	Permission from all involved R/A's
Involves other Service Leadership Programs or <u>any</u> Overnight Event	Yes	Yes	Yes	Yes, and the District Administrator

What does "Permission" mean?

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

What does "Notify" mean?

The Event Requestor may send the necessary individuals an e-mail informing them about the event and request that they reply to the e-mail acknowledging that they have been informed. Verbal notification is not acceptable, you must have written acknowledgement.

Which events do not require an ERF?

The events that do not require an ERF are the following: Divisional Council Meetings (DCMs), Regional Training Conferences (RTC), KIWIN'S Training Conference (KTC), Fall Rally (North/South), Conclave, District Convention, International Convention 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(s) who signs the ERF should be given 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 ERF forms?

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 Regional 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 Regional 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 Regional 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)
 - 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 Regional Advisors or District Administrators. However, the Circle K club shall advise the applicable Regional 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 Regional Advisor on the SLP website.
 - 2. ERFs must be submitted no later than three weeks in advance of the proposed event.

3. Regional Advisors are expected to respond within five (5) days. In the event that a Regional 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 Regional 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 Regional Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Regional 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)

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 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) 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.