

International Officer Service Agreement | 2017-2018

District Office Address: 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608
Bruce Hennings, Director of Service Leadership: bruce@cnhkiwanis.org

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

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.

1. **Attendance at the International Officer Candidate Training Webinar:** Attendance at or viewing of the training webinar held in December is highly recommended by any candidate seeking an endorsement.
2. **Intent to File Candidacy:** Complete the online registration to file your intention to declare candidacy (completed with the submission of Service Agreement) using the link on the CyberKey by February 22, 2017.
3. **Declaration of Candidacy:** Complete all sections of this form including requested information and all proper signatures. It must be received by the District Office by February 22, 2017.
 - a. Submit to the CNH District Office to the attention of **Bruce Hennings**. The completed form may be mailed or electronically submitted but must be **RECEIVED BY FEBRUARY 22, 2017** in order to participate in the election process. In the case of electronic submission, the original documents must be postmarked by FEBRUARY 22, 2017.
4. **Campaign Material:** The only permissible campaign material is the Candidacy Profile published by the Elections Committee. A Candidate Profile with the information set forth in the separate Candidacy Profile must be submitted by February 28, 2017 and, if submitted, will be used to compile a Candidate's profile which will be posted online prior to convention.
5. **Endorsement:** Candidates may only solicit and advertise an endorsement from their own Key Club division.
Caucus Conduct: Rude behavior of any nature will not be tolerated.

- All of the undersigned confirm the candidate is qualified to serve as an International leader.
- All of the undersigned acknowledge that this Service Agreement may be used for appointed district leadership positions.
- All of the undersigned have read and agree to comply with all of the terms set forth above.

Key Club Candidate _____
 Parent/Guardian _____
 Region Advisor _____
 Kiwanis Advisor _____
 Faculty Advisor _____
 School Principal _____
 Position _____

Print Name _____ Signature _____ Date _____

Section3: 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 6-9, 2017**; Anaheim, CA
 - International Convention: **July 5-8 2017**, San Antonio, TX
 - 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 the Key Club International Code of Conduct at all Key Club International and Kiwanis-family functions.
- ✓ 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 of elected or appointed
- ✓ Represent Key Club International in all actions and behavior
- ✓ **PRESIDENT ONLY:** Agree to attend the Kiwanis International Convention and Kiwanis International Board Meetings as assigned

- ✓ It is understood that if elected and upon assumption of the duties of office, I will be expected to abide by all provisions of this agreement, and in the event I may fail to abide by these provisions, the International Director shall have the right to restrict my travel and other duties until such time as I perform them adequately. I further understand that the Bylaws and Board Policies of Key Club International provide for removal from office for any officer who shall demonstrate adequate reason due to misconduct or the lack of performance of duties.

This section has been read and the commitment is understood.

Key Club Candidate
Position

Print Name

Signature

Date

Section 4: Meeting with Region Advisor Team

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
 - 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
 - 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 must pay dues and the home club must pay dues on time
 - 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 District level positions are extremely demanding and require student leaders with the proper 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 must pay dues and the home club must pay dues on time
- ✓ 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 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 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 must pay dues and the home club must pay dues on time
- ✓ 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 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 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 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 and comply with all school policies, procedures, and codes of conduct
- ✓ 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 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. We hereby consent to a warrantless search of any sleeping room occupied 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.
- C. No alcoholic beverages or drugs, with the exception of prescribed medication or over the counter medication, will be permitted in the possession of anyone attending district events. Use of tobacco by Key Clubbers is prohibited.
- D. 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.
- E. 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.
- F. Key Club members shall abstain from romantic activities while in attendance at district events, conferences, and meetings.
- G. A "Zero Tolerance" for any violation shall be in effect for the District Convention and violator(s) will be sent home at parents' expense, at the discretion of the District Administrator. If no one is home I need to keep the violator(s) at my side and return home with their home Key Club.
- H. These rules are in effect from April 6, 2017 to July 10, 2018.

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 _____ sponsored by the Kiwanis Club of _____; 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: Consent to Attend CNH Key Club Events and Medical Authorization

The following section needs to be completed by the parent. This is a CNH medical authorization form 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.

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 April 6, 2017 to July 10, 2018. 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, 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730 or July 10, 2018, 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