



District Leadership Team 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 (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

- Communication & Marketing
- Membership Development & Education
- Service Projects
- Technology Editor
- Convention
- Membership Recognition
- News Editor
- Kiwanis Family & Foundations
- Policy, International & Elections
- Video Media Editor

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: Signatures of Confirmation Support

The following individuals have reviewed the entire Service Agreement, acknowledge the commitment being made, and support the Key Club member with this leadership opportunity. All signatures are required.

Key Club Applicant	
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:
 - Board Training & Meeting: **May 25-27, 2018**; Kiwanis District Office, Rancho Cucamonga, CA
 - International Convention (optional, recommended): **July 4-8, 2018**, Chicago, IL
 - Board Training & Meeting: **August 3-5, 2018**; Kiwanis District Office, Rancho Cucamonga, CA
 - Board Training & Meeting: **January 4-6, 2019**; Historic Santa Maria Inn, Santa Maria, CA
 - Key Club District Convention: **April 11-14, 2019**; Ontario Convention Center. Ontario, 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, region advisor, and 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 Applicant
Position

Print Name

Signature

Date

Section 4: Region Advisor Team Support

The Region Advisor and the Key Club member need to review the below commitments together

- ✓ 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 entire “Service Agreement”
 - Qualifications of the position
 - It is understood that District Officer 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

Section 5: Kiwanis Support | Section 6: School Support | Section 7: Home Support

The following section needs to be reviewed by the sponsoring Kiwanis club advisor, club faculty advisor, and parent(s). The Region Advisor 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

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, 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 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, 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 May 1, 2019.

Key Club Applicant _____

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

