



## How to fill out an ERF

An Event Request Form (ERF) is used to help organize an event and ensure that all designated adults are aware of the event that is to be taken place. It's also used by the club or individual to ask for permission to hold said event. It gives the adults a brief overview of who's attending, time, place, purpose of event and who is the one holding the event.

### Frequently Asked Questions:

When does the District Administrator need to sign?

The District Administrator must sign the ERF for any events that include sleeping over at the event.

How many weeks in advance do you need to fill it out?

The ERF must be signed and submitted at least 3 weeks prior to the event.

What events need an ERF?

Any event that includes more than one club or division needs an ERF.

Where can I find the ERF form?

They can be found on the CyberKey ([cnhkeyclub.org](http://cnhkeyclub.org)) under Resources > Manual, Forms & Guides.

How can I get the necessary signatures from the adults?

Both printing it out and having them sign it or emailing them for an e-signature is acceptable.



# Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

SERVICE LEADERSHIP PROGRAMS • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608  
Office: 909-989-1500, ext. 105 Toll Free: 877-597-1770, ext. 105 Fax: 510-550-2811

## 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: \_\_\_\_\_

Cal-Nev-Ha District of Circle K International  Cali-Nev-Ha KEY Club District

Cal-Nev-Ha KIWIN'S KEY Club District

### 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.*

Step 1 --- Fill out your school name and which organization you belong to.

Step 2 ----

- Fill out the EVENT name or what it is called.
- Fill out the DATE or when the event will be happening (start and end time).
- Fill out where this event will be located (address and name of venue)
- Describe the event; what will you be doing, how much will you be spending, what will the money be going to, etc.?
- Who is invited to this event? (certain club, division, organization, etc.)

Step 3 ---

- Fill out the requestor's information (aka YOU), include your email, phone number and address (not of the event's).
- Fill out the information of Supervising Advisor (someone who's there the whole time, could be Faculty advisor, Kiwanis advisor, etc.

Step 4 --- Signature requirements vary depending on event (can be printed out and signed or e-signature):

**Club Event:** Only the faculty advisor and the Kiwanis/ sponsor advisor's signature of the host club would be needed.

**Division Event:** The faculty advisor, Kiwanis/ sponsor advisor, and region advisor of the host club would be needed. The clubs that are attending must have their Kiwanis/sponsor and faculty advisor's signature in order to attend.

**Region Event:** The host club of this event should send out information to the division LTG. The division LTG would ensure that all clubs that are attending, fills out an ERF. It is the host club's responsibility to collect the ERF. Any required paperwork would have to be filled out.

**Overnight Event:** The ERF must be sent to the District Administrator for approval for any event that includes sleeping overnight.