



CNH | KEY CLUB

PRESIDENT'S GUIDE



CNH District Membership Development & Education Committee
Chair Lina Tran | mde.chair@cnhkeyclub.org

INTRODUCTIONS

CONGRATULATIONS on becoming your club's next president!

You are now officially the head of your club which comes with a lot of responsibility and pressure. But without pressure, diamonds wouldn't exist, so surely at the end of the term, you will leave the term with new and refined skills! Rest assured the people and experience along the way is the best reward!

With this large responsibility on your shoulders, CNH is here to direct you! You are never helpless and alone! In this guide, you will find tips and tricks to help you throughout your term!

We're sure with time and effort, you will BEE the best president you could possibly be! You got it and you are never alone!

- 2023-2024 Division 2 North Lt. Governor Jade Le
- 2023-2024 Division 2 South Lt. Governor Sean Phu



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SECTION 1

TERM OUTLINE

& DUTIES



quarter one

- April - June
- Set **SMART** goals for your club with your officer board
- Help officers adjust to their positions
 - Get to know your officers and **bond with them**
- Promote and attend Division events like Officer Training Conference (OTC) and Division Council Meetings (DCM)
- Attend club visitation with LTG to plan for your term
- Introduce yourself to Kiwanis/Faculty/Region Advisor, general members, and Kiwanis division and **build a relationship** with them!

quarter two

- July - September
- Plan for ICON attendees
- Plan and prepare for **club rush** with your officer board
 - Engagement, attraction, follow ups, retention
- Promote and start preparing for **RTC attendees**
 - Transportation, chaperones, fees, forms, etc.
- Promote and begin planning for Fall Rally
- Promote Kiwanis Division Events
- Promote Key Leader / Summer Leadership Conference
- Start preparing for **dues payment**
 - Forms, organization sheets, etc



Events:

- District Convention
- Officer Training Conference
- International Convention
- Region Training Conference
- Club Rush

— — — quarter three — — —

- October - December
- Continue and finalize **Fall Rally preparations**
 - Transportation, chaperones, fees, waivers
- Attend Region Training Conference
- Begin collecting dues and meet dues payment deadline
- Prepare for club elections
- Promote Candidate Training Conference
- Attend club visitation with LTG to receive guidance
- Promote and prepare members for district and international contests the Member recognition program
- Remind officers about the Annual Achievement Report and club awards

— — — quarter four — — —

- January - April
- Provide support on member recognition and district contests
- Apply for your own district and international recognition (you deserve it)
- Promote scholarships and apply for them if you're applicable to them
- Promote and plan for District Convention
 - Transportation, fees, chaperones, forms
- Carry out elections
 - Support candidates
 - Train new elects



Events:

- Fall Rally
- Dues Paid Season
- Conclave
- Club Elections
- District Convention
- Banquet

SECTION 2

TEAMWORK



THE OTHER *officers*



Just because you are the President of your club, doesn't mean you have to do **EVERYTHING**! You are leading a team that is there to **HELP** you and your club! Remember to delegate tasks and inform them of their specific responsibilities and tasks! In this section, you will find the responsibilities of other officers so that you are able to lead them!

Be sure to work with your advisor and club to clearly define what these officers will be doing!

See below for a basic breakdown of the main positions!

vice presidents

secretaries

RIGHT HAND MAN

- They can serve the club on a specific focus (Ex, VP of Administration, service, fundraising, etc.)

TASKS

- Aids YOU with your duties
- Division tasks, organization, planning
- Takes over when Presidents is absent
- Plays a supportive role in the club
- Supports officers with their tasks

STENOGRAPHER, & DEPENDABLE BEST FRIEND

- Record the status of the club

TASKS

- Record club activity through MRF, Meeting Minutes, etc.
- Record service hours of EVERY member
- Update Member Update Center with any new members

treasurers

FINANCE GURU & THRIFTY COMPANION

- Assist in dues payment & fundraising

TASKS

- Assist in dues payment
- Plans fundraisers
- Record club expenditures and revenues

editors

TECH GURU, DESIGNER, PUBLICIST, & COMMUNICATOR

- Responsible for all club publicity and media

TASKS

- Manage social media, website, etc.
- Create newsletter, Articles & Visuals
- Create Advertisement for events and for the club

MAKE SURE TO...

- Maintain constant communication
- Establish tasks on a consistent basis to ensure that all officers are fulfilling their expectations and responsibilities
 - **Setting deadlines for said tasks can be a great way to ensure that your officers are held accountable**
- Create committees as needed to further delegate tasks
 - **Committees** are groups of officers that are assigned one specific focus for the club as needed
 - While they are optional, **many of the most successful clubs utilize committees**

SECTION 3

GOALS



HOW TO SET *goals*

- Pinpoint what is most important to the club.
 - **Goals must have a benefit for you in order to stay committed to them**
- Plan for short and long-term goals you can achieve
- Identify the challenges that may come up or stand in the way of you accomplishing your goal.
- Write your goals down and put them in a place you can see regularly.
- Adjust your goals as necessary as many times as you need to.
- Set a timeline with a start and stop date.
 - **Setting a stop date will help you to stay motivated in accomplishing the goal.**

S **pecific**

action plan

M **easurable**

Create a strategic action plan to ensure that your club reaches its goals by the end of the term! Set quarterly or monthly check-ins and brainstorm ideas to implement in your club in order to reach your goals.

A **chievable**

R **ealistic**

THINK: HOW are you going to reach your goals?

T **imely**

STRENGTHS *and* WEAKNESSES

strengths

- Member **recruitment** and member **education** is successful
- Officer board meets **regularly** and is **active**
- Activities/events/meetings are planned **well in advance**
 - Fundraisers and service events are consistent
- Club is involved in the **school environment** and is well-known
- A functioning **committee system** is in place
- Members are active in the **Division level and above**
 - High attendance at events, interclubs are also planned
- Submissions (MRF, Articles & Visuals, etc.) are submitted **on-time or early**

weaknesses

- Low **attendance** at meetings
- **Pride and spirit** is lacking
- Officers and members lack Key Club **education**
- Faculty advisor and Kiwanis advisor **involvement** is low
- Members are not active in the **Division level and above**
 - Members do not attend conventions and training conferences
- Officers are **inactive or disorganized**
- **Meeting minutes and agendas** are not on file
- Members do not attend the **sponsoring Kiwanis Club's meetings**

GOAL IDEAS



- _____ **SERVICE HOURS BY DCON**
 - = _____ *hours per member*
 - = _____ *service projects hosted per month*
- **\$_____ FUNDS RAISED FOR PTP BY FALL RALLY**
 - = _____ *fundraisers hosted per month*
- **100% MEMBER RETENTION**
- **INCREASE MEMBERSHIP BY ___%**
- **AAR SCORE OF _____ BY DCON**
- **_____ MEMBERS RECEIVE BRONZE MRP**
- **APPLY FOR _____ CONTESTS**

DISTRICT GOALS

BEE sure to consider how your club will contribute to the 2023-2024 CNH District goals!

- **32,000 Dues Paid Members**
- **\$200,000 raised for PTP/YES Initiative**
 - **400,000 Service Hours**

SECTION 4

PROFESSIONALISM



BEHAVIOR

- Always show **RESPECT** to those around you!
 - This includes adults, advisors, and Kiwanians.
- Attend all events in which your attendance is requested. **Stay focused** and don't slack off!
 - Such as DCMs, Division events, all club events, etc.
- Avoid any inappropriate actions.
- Try to keep a **positive perspective**. Having a negative perspective can create stress for your members..

*Remember, you are the **ROLE MODEL** for your members. Your words, actions, direction, motivation, and attitude will reflect on your club.*

LANGUAGE

- **BEE SAFEKEY**
 - Racial, sexual, homophobic, and harmful language is prohibited
- **Refrain from slangs and profanity!** BEE cautious of your word choices!
- Know the **audience** you are speaking to
- Address adults properly
- Speak **clearly** and **calmly**
 - Confirm if your members can hear you!
- Be mindful of your **tone**

SEPERATE

work & personal life

We understand that Key Club is filled with your closest friends, or people you love to joke with, but it is important that you **separate work life from personal life!** Think about which hat you are wearing when talking to your friends! Are you wearing your president hat or your original self hat? Here are some tips to help you!

- Know **when** and **where** to treat your officers as officers and as friends
- DO NOT think it's ok to let things slide because they are your friend
- Uphold the same expectations for everyone
- Stay strict on deadline and submissions
- Address other's properly
- Use proper speaking etiquettes when talking to others
 - No slang, profanity, hurtful language, etc.
- Address any issues that may come up
 - Don't hold back because the person involved is your friend

EMAIL ETIQUETTE


Throughout the term, you will send emails to your Lieutenant Governor, advisors, school, and more. It is important to follow proper email etiquette in order to stay formal and professional in your emails!

appropriate example

salutation



Service Project Suggestions | Bee Key Club Inbox x Print Share

 **Lina Tran** <mde.chair@cnhkeyclub.org> 2:53 PM (3 minutes ago) ☆ ↶ ⋮
to me ▾

Hello [Name]!

Bee Key Club has participated in a food distribution service project for the past few years, but due to unforeseen circumstances it has come to an end. As a result, we were wondering if you have any service project ideas that you would recommend to us.

Please let me know if you have any questions, comments, or concerns. Thank you for your time and consideration. I look forward to hearing back from you!

Wishing a BEE-utiful term with you,

Lina Tran (she/her) 
2023-2024 Membership Development and Education Chair
California-Nevada-Hawaii District
Key Club International
Cell: (657) 335-0005

proper closing sentence

TIP: Create an email signature for your emails!

SECTION 5

MEETINGS



MEETING *outline*

The following is a general outline of a meeting:

1. **Call to Order**
2. **Pledge**
3. **Icebreaker**
4. **Old Business**
5. **New Business**
6. **Open Floor (Questions, Comments, or Concerns?)**
7. **Adjournment**

The main purpose is to ***keep your members updated!***

BOARD *meetings*

- Board meetings are meetings you have with your officer board.
- The meeting agenda should follow the general meeting outline above!
- The difference is that you would include topics you think your officers should discuss and tasks!
 - You would utilize this meeting delegate tasks, plan events, reflect, and others!
- Make sure you come prepared with ideas to bring to the table and tasks for every officers!

AGENDA

Creating meeting agendas in the form of a **document or slide presentation** can be extremely useful for planning your meetings. Here are a few tips of what to include to make your agendas much more *engaging*:

- **Bright colors**
- **Bold words**
- **Photos**
- **GIFs**

Make sure to send out your agendas/meeting minutes to your members, so they can reference them if needed or so members who weren't able to attend can still stay updated

PRESENTING

The way you present may either engage or lose your audience's attention.

Tips when you present:

- Have good posture, do not slouch
- Do not speak with a monotone voice!
 - Add pauses, lower or increase your pitch
- Ask rhetorical questions
- Make sure you are knowledgeable about what you are presenting
 - At least try to sound confident
- Crack a few SAFEKEY jokes in between
- Bring the energy, sound excited for the event

ICEBREAKERS

Meetings are not **just** for updates, they can be a great opportunity to **bond** with your members too! Add icebreakers to the beginning or end of your meetings. Some examples of icebreakers are:

- **Simple Questions (go around in a circle and each answer a question)**
- **Kahoots**
- **2 Truths & a Lie**
- **Soulmate**
- **Guess the Song**

Try not to make your icebreaker too long or members can get bored!

INVOLVEMENT

- **Greeting** members at the door
 - *A little interaction can go a long way!*
- **Allowing members to lead** the Key Club pledge or ring the bell at the start of the meeting
- **Passing it on** to your fellow officers to talk about old/new business
 - *EX) Treasurer talks about upcoming fundraisers*
- Getting **feedback** from members on recent events
- Hold a **Service Event** after the meeting!

SECTION 6

CONNECTIONS



COMMUNICATING WITH

lieutenant governor

- Your lieutenant governor is possibly the most important resource you have access to! They have a **network** that extends to the entire California-Nevada-Hawaii District and beyond!
 - Keep in mind that they have gone through hours of training on how to lead their division as well as experience from past positions.
 - If you have any questions, please **don't hesitate** to contact them! They will be glad to respond to any questions you may have! Here are some ways you can contact them.
- **Email:** All LTG's for CNH have the same email formatting. Replace the ## with your division number. [d##.ltg@cnhkeyclub.org]
- **Social Media:** Many LTG's run their division social media so if you cannot get ahold of your LTG try sending them a message through their division accounts.
- **Phone:** Many LTG's have posted their phone numbers during division events. With their permission, texting your LTG may be a great resource for quick communication.

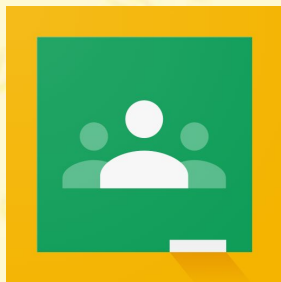
advisor

- When thinking about advisors, know that they are there to support you. Unlike your LTG or other Key Clubbers, your advisors have years upon **years of experience** under their belt.
 - Especially if they've been an advisor for many years, they likely have come across any problems that you may be dealing with.
- **Email:** Most advisors will have an active email for communication. This will most likely be the best method of communication for most advisors.
- **3rd Party Apps:** Your advisors should always be in any KC official group chats you have!

PLATFORMS

Platforms are a great way to communicate with your members! Find the best platform that works for you and your members as well as something that is not restricted by your school district. Generally it's best to use a **variety** of platforms that all serve different and or overlapping purposes. For example, Remind may be used to quickly communicate to those who are already within your group while Instagram is more used for general and public announcements to followers as well as others who are not within your group.

Some platforms that may suit your needs!



SECTION 7

RECOGNITION



CLUB RECOGNITION

automatic

- **District Tree:** 100% on-time MRF Submissions
- **Kiwanis Family:** Have 21 or more events with Kiwanis
- **Achieved Increased Membership:** Increased membership by 25%, 50%, or 100%
- **Retention:** Managed to retain membership from the last term
- **Early-Bird:** Pay dues by November 1st
- **UNICEF:** Donate \$250 or more to UNICEF

annual achievement report

- **Annual Achievement Report:** International system of recognizing **distinguished** (>148) and **diamond distinguished** clubs (>178) for going above and beyond in service
 - Several criteria including: Service projects, service hours, service fundraising, Key Club administration, club membership, leadership development, and Kiwanis Family involvement
 - Guide on how AAR is determined can be found [here](#)
 - A checklist to see the progress of your club can be found [here](#)



- AAR is automatically calculated in your club's MRF in the Annual Report Tab
- Information from your monthly tabs are automatically inputted into the calculations that decide your AAR Score
 - Make sure that everything on your monthly tabs is up to date
- Distinguished and Diamond Distinguished clubs are given recognition during DCON and ICON

TAB #6 | ANNUAL ACHIEVEMENT REPORT

If each monthly report is completed and certain prompts are appropriately answered, you will only need to complete one final task for this report.

Please note: Some cells (responses) will not be completed until certain input from specific months are provided (i.e. membership).

1. Club Reports: Respond to to the prompt regarding submission of the MRF

Club Info Tab Transfer

Years 2023-2024 Club Number (Auto) Division Input Region Input
 (Auto) (Auto) (Auto) (Auto)
 School Address City State Zip Code Phone

Part Three: Scoring for Distinguished Club / Diamond Level Distinguished Club

Part One: A										Part One: B											
5	1	1	2		4	1	1		3	1	1	1	2		2	2	2	2	2		
1a	1b	1c	1d		1e	2a	2b		3	4a	4b	4c	5a		3a	3b	4a	4b	5	6	7
0	0	0	0		0	0	0		0	0	0	0	0		0	0	0	0	0	0	0
Part One: C								Part One: D						Part Two							
2	1	2	2		1	1		2	2	2	2	2	2		50	60	20				
1	2	3a	3b		4a	4b		1	2	3	4	5	6		A	B	C				
0	0	0	0		0	0		#DIV/0!	0	0	0	0	0		0	0	0				
Section	Part One				Part Two			TOTAL	Sponsoring Kiwanis Club		FINAL AAR SCORE:										
Pts Possible	23	16	9	12	50	60	20	190	Input		#DIV/0!										
Score Earned	0	0	0	DIV/0!	0	0	0	#DIV/0!													

AWARD

opportunities

INTRODUCTION | AWARDS

Throughout your Key Club journey, there will be tons of opportunities to gain recognition for your hard work, dedication, and passion for this organization. If you are interested in achieving any of the following awards, please feel free to contact your President or Lieutenant Governor.

ADVISOR

Advisor of the Year (Faculty & Kiwanis)
Marvin J Christensen

CLUB

Club Attire
Club Poster
Club Video
Most Improved Club
Year In Review (Digital)
Year In Review (Traditional)

MEMBER

Member of the Year
Sandy Nininger
Talent
Member Recognition Program
(Explained on next page)

OFFICER

Distinguished President, Vice President, Secretary, or Treasurer

SERVICE

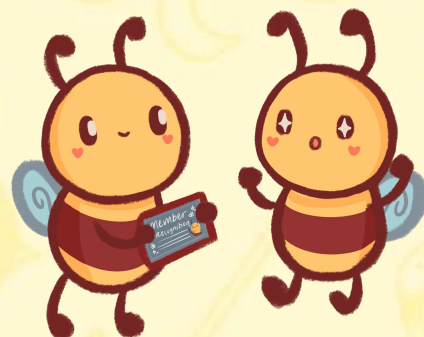
Single Service
Major Emphasis

WEBSITE

Club Website Contest
Division Website Contest

NEWSLETTER

Club Newsletter Contest
Division Newsletter Contest



MEMBER

recognition program

The Member Recognition Program, or **MRP**, aims to recognize members and officers who dedicate themselves to service and stay involved. There are 4 tiers you can achieve, each with higher standards. All requirements are counted from April 2023 to January 2024. Click [HERE](#) to see a more in depth explanation.

REQUIREMENTS	BRONZE	SILVER	GOLD	PLATINUM
Dues Paid	Yes	Yes	Yes	Yes
Service Hours	50 hours	100 hours	150 hours	200 hours
Additional Requirements	5 of 9	6 of 9	9 of 13	10 of 13
Training Events	2	2	4	4
Events with Kiwanis Family	2	3	4	5
Interclubs	3	4	5	6
Division Events	2	3	4	5
District Events	1	1	2	2
International Activity			1	1
Articles/Visuals Submitted	1	1	2	2
Chair of an Event	1	1	2	2
Host Club/Division/Region/District Workshop			1	1
Club Committee Member	Yes	Yes	Yes	Yes
Division or District Committee Member			Yes	Yes
Club, Division, or District Leadership Position			Yes	Yes
Funds Raised for PTP	\$5	\$25	\$50	\$100

SECTION 8

SERVICE &

FUNDRAISING



what counts as service?

According to the Key Club International Guidebook, a service hour is any hour of service performed by an individual Key Club member with the approval of their club's board of directors (typically the board officers).

How to Track Hours

- Bring a paper or electronic sign-in sheet to have members sign in and out of events.
- Transfer the data to the Service Record tab in the MRF where you will provide the name of the event, date(s), and number of hours served by each member who attended.

Spotlight on Service

- The Spotlight on Service Program provide monthly guides that include tips and ideas on how clubs can complete the monthly service initiatives.
 - Incredibly useful for clubs who have a moe difficult time coming up with service projects

Ideas

- Awake-thons
- Marathons
- Fairs
- Book Festivals
- Food Bank
- Reach out to your Kiwanis/Local Communities
- Soup Kitchens

Tips/Tricks

- Try to deter away from asynchronous service events such as "FreeRice" and "Pause For."
 - Since we are a service organization, we want to make sure we are partaking in events that give back to our community directly
- If you are struggling with member participation, have your Secretary look back on past MRFs to see what service events did well

preferred charities

For Key Club International, they have named the Children's Miracle Network, UNICEF, March of Dimes, and the Thirst Project as our official service partners. Additionally, our CNH district has included the Pediatric Trauma Program and YES! Initiative.

Children's Miracle Network

- Raises money for hospitalized children
- Contributions go to hospitals for equipment, training, and to make healthcare for children more financially accessible

UNICEF

- A branch of the United Nations (specifically the United Nations Children's Fund)
- Focuses on humanitarian aid children in need worldwide

March of Dimes

- Focuses on protecting the health of mothers and children
- Aims to raise awareness about prematurity/premature births

Thirst Project

- Aims to end the water crisis with the assistance of young people worldwide
- Builds water wells in communities in need of safe, clean drinking water

Pediatric Trauma Program

- Intends to develop projects to reduce the number of children in California, Nevada, and Hawaii who are killed or injured by trauma
- Works to provide educational and outreach materials to the community

YES! Initiative

- Y stands for Youth, E stands for Education, and S stands for Support
- Provides support for student leadership training and development, grants to fund new Kiwanis projects, and scholarships (for Circle K, Key Club, and KIWIN's members)

Reminders

- Set **club goals** for fundraising too
- BEE sure to **educate** your members on where their money is going towards and the difference they are making
- Follow school and Key Club **protocols** while planning a fundraiser with the proper paperwork
- Keep track of both **expenses** and **revenue** from fundraises
 - Click [HERE](#) for a template
- **Publicize** your fundraisers for maximum attendance, which would lead to a more successful fundraiser
- While fundraising, some locations may ask for the Tax ID. The CNH Key Club Tax ID should be used when fundraising for PTP.
 - CNH Key Club Tax ID: 94-1623498

CNH

PTP/YES! Initiative Goal

\$200,000

fundraiser ideas

Fundraising can seem difficult when you don't know where to start...luckily we have some ideas to help you get started! We have restaurant fundraisers and school fundraisers right at your fingertips!

How to Reach Out to Restaurants (via Email)

Hello,

This is **FIRST NAME LAST NAME** from **BUZZ BUZZ KEY CLUB**. Key Club is a global service organization for high school students. Currently, we're looking to partner with your restaurant to fundraise for **PREFERRED CHARITY**. If you're interested, please let me know what forms are needed to set up this fundraiser and any other information at this email. If you have any questions, comments, or concerns, please feel free to contact me. Thank you.

Buzzing with Service,

FIRST NAME LAST NAME

Position

Division 01 | Region 01

Call-Nev-Ha District | Key Club International

Email: busybee@cnhkeyclub.org

Cell: (XXX) XXX-XXXX

Specific Ideas

- Post bingo fundraisers on social media
- Plan Kiwanis takeover meetings with fundraiser activities, like auctions, with your sponsoring Kiwanis club
- Hold bake sales or car washes
- Book food fundraisers nearby a division event

School Fundraisers

- Make sure to take advantage of campus opportunities happening around you (such as back to school night) where you can set up a table and fundraise with goodies like snacks
- Reach out to your school's admin to use their facilities for fundraising events like Awake-A-Thons and movie nights

EVENT REQUEST FORM

The [Event Request Form](#) is a tool used to stay in **communication** with your Kiwanis Advisors whether that is club, regional, or even district. There is a variety of criteria for why you would need an ERF listed below. While it may look intimidating, you only need to fill out one page yourself! Rules on events may vary from advisor to advisor, though be prepared to fill one of these out!

EVENT	Permission of Faculty / Kiwanis Advisor(s)	Permission of all INVITED SLP Faculty / Kiwanis Advisor(s)	Permission of Region Advisor(s)	Permission of District Administrator(s)
YOUR Key Club ONLY	YES	N/A	NO	NO
ONE or MORE Key Clubs	YES	YES	YES	NO
WITHIN your Division	YES	YES	YES	NO
OUTSIDE your Division	YES	YES	YES	NO
Involves Other Service Leadership Program	YES	YES	YES	YES
OVERNIGHT Event	YES	YES	YES	YES

Kiwanis
California-Nevada-Hawaii District • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608
OFFICE: (909) 989-1200, ext. 101 | Toll Free: 877-587-1770, ext. 101 | Fax: (910) 550-2811 | ca@kiwanis.org | nh@kiwanis.org | hi@kiwanis.org
Tim Canning, CNA Senior Leadership Programs Director | tcanning@kiwanis.org | Doug Qin, CNA Key Club District Administrator | dqin@kiwanis.org
Anna Wu, CNA Kiwanis District Administrator | awu@kiwanis.org | Patrick Ryder, CNA Circle K District Administrator | pryder@kiwanis.org

DISTRICT POLICIES & INSTRUCTIONS
Event Request Form

An Event Request Form (ERF) must be completed and approved before an event is publicized to membership outside the host club/division. Prior to approval, the event may **NOT** be advertised or posted on any social platform. ERFs must be submitted for approval no later than three (3) weeks in advance of the proposed event; approval for overnight events are subject to an earlier event approval deadline as determined by the Region Advisor.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs (SLP), section 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 reference.

Each participating high school member must bring a completed Medical Release Form signed by a parent/guardian to the event. To help you determine which events require a completed ERF, please refer to the Information Worksheet below.

ERF Approval Process

SECTION A: EVENT HOST should plan and discuss the event's purpose and logistics with the Club Board including the Faculty and Kiwanis Advisors. The creation of an Event Itinerary, Action Plan, and Budget are highly encouraged and recommended.

- Once approval from Faculty/Kiwanis Advisors has been granted to **host the event**, a Board Member or the Host Club should complete SECTION A.1, A.2, and A.3. "EVENT INFORMATION", "EVENT HOST INFORMATION & CONTACTS", and "EVENT APPROVED BY" portions of the ERF. I.e.:
 - Faculty Advisor Signature/Digital Signature+Email Approval/E Signature
 - Kiwanis Advisor Signature/Digital Signature+Email Approval/E Signature
- THEN, **Event Host will email completed form with the above signatures and any supporting documents to the Region Advisor for approval.** If SLP District Administrator (DA) signature is required, ERF should also be emailed to the appropriate SLP DA.
- After obtaining the required approvals/signatures in SECTION A.1 - A.3, Event Host may begin advertising the event.** When sending ERF to invited clubs, SECTION A should be filled and completed.

SECTION B: CLUB REQUESTING ATTENDANCE (the portion should be left blank for individual Clubs to complete and turn in)

- The club seeking attendance approval to the ERF Approved Event should **discuss and receive permission** from Faculty/Kiwanis Advisors.
- Faculty/Kiwanis Advisor(s) should be provided with a **completed** portion of SECTION A. At their discretion, the Faculty/Kiwanis Advisor(s) may request complete event logistics and/or event itinerary. Approval to attend the event is at the discretion of Faculty/Kiwanis Advisor(s).
- An Officer from the Club Requesting Attendance will complete SECTION B and their Faculty/Kiwanis Advisor.

NOTE: Ensuring/Getting the APPROPRIATE individuals who need to approve this form will expedite this process, i.e. Host Club and/or C.N.A. Governor & Region Advisor/District Administrator

- The Responsible Officer from Club Requesting Attendance will then email completed ERF to appropriate individuals listed on SECTION B.3 for approval.
- Completed ERF should be returned to the Event Host.

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Kiwanis
California-Nevada-Hawaii District • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608
OFFICE: (909) 989-1200, ext. 101 | Toll Free: 877-587-1770, ext. 101 | Fax: (910) 550-2811 | ca@kiwanis.org | nh@kiwanis.org | hi@kiwanis.org
Tim Canning, CNA Senior Leadership Programs Director | tcanning@kiwanis.org | Doug Qin, CNA Key Club District Administrator | dqin@kiwanis.org
Anna Wu, CNA Kiwanis District Administrator | awu@kiwanis.org | Patrick Ryder, CNA Circle K District Administrator | pryder@kiwanis.org

SECTION A: EVENT HOST

SECTION A.1 EVENT INFORMATION

Is this an Overnight Event? YES NO Key Club Circle K KIWNIS

Event Name: _____ Date: _____

Will there be an attendance cost(s)? YES NO If YES, please explain: _____

Event Address/Location or Platform: _____ Time: _____

Event Description Summary: **NOTE: Supplementary documents such as: Event Itinerary and/or Schedule should be provided and submitted for approval with ERF**

Event Type: Inter-Club Division-Wide Region-Wide Kiwanis Family/Other SLP

Which Club(s), Division(s), and/or SLP(s) will be invited: _____

SECTION A.2 EVENT HOST INFORMATION & CONTACTS

Club: _____ Division: _____ Region: _____

Event: _____ Date: _____ Time: _____

Event Host Contact: _____ Title: _____

Email: _____ Phone: _____

Lead/Supervising Advisor Present throughout the event:
 School Faculty/Staff Faculty Advisor Kiwanis Advisor Region Advisor

Name: _____ Phone: _____

SECTION A.3: Signatures of Local Advisor(s) Approving Event

EVENT APPROVED BY
APPROVAL is necessary by those (see Kiwanis Policy Section 721)

FACULTY ADVISOR Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

KIWANIS ADVISOR Name: _____ Phone: _____ Email: _____ Signature: _____ Date: _____

SECTION A.4: Signatures of District Advisor(s) Approving Event

REGION ADVISOR: _____ Date: _____ DISTRICT ADMINISTRATOR: _____ Date: _____

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SECTION B: CLUB REQUESTING ATTENDANCE
NOTE: Approval to attend approved events are at the discretion of the Faculty/Kiwanis Advisor(s).

SECTION B.1 ATTENDANCE REQUESTOR INFORMATION

Event Name: _____ Date: _____

Club: _____ Division: _____ Region: _____

Requestor Name: _____ Position: _____

Email: _____ Phone: _____

About how many members from your club will be in attendance: _____

How many chaperones will you be providing for your attendees: _____

Club/Membership seeking permission to attend the event **will be responsible for providing their own chaperone(s)** unless otherwise specified. Exceptions to this policy will only be made in the case that the Event Host is providing the appropriate chaperones to cover attendance adhering to the 1:50 ratio for a single day event.
Chaperone ratio minimum should be at the discretion of the lead chaperone.
Chaperone to Student ratio is identified as 1:10 for all SLP events; for overnight events are 1:10 Gender Specific.

SECTION B.2 ATTENDING CLUB CHAPERONE INFORMATION

Please identify your Chaperone(s): (if there is not enough space, please identify additional chaperones via email)

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Faculty Advisor Kiwanis Advisor

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Faculty Advisor Kiwanis Advisor

Name: _____ Phone: _____ Email: _____

Title: Parent/Guardian Faculty/Staff Kiwanis Faculty Advisor Kiwanis Advisor

SECTION B.3: Signatures of Local Advisor(s) Approving Event
CLUB ATTENDANCE APPROVED BY
APPROVAL is necessary by those (see Kiwanis Policy Section 721)

FACULTY ADVISOR Name: _____ Phone: _____ Email: _____ Signature: _____

KIWANIS ADVISOR Name: _____ Phone: _____ Email: _____ Signature: _____

When completed and signed, please return the completed form to the

Revised: 07/25/2023





THANK YOU

FOR

reading!

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide.

- **Joshua Placido**, Member Development & Education Chair, 2022-2023
- **Janelle Sangmoah**, Division 13 West Lieutenant Governor, 2022-2023
- **Jaren Jimenez**, Division 16 West Lieutenant Governor, 2022-2023
- **Brighton Quintana**, Division 39 Lieutenant Governor, 2022-2023
- **Lina Tran**, Member Development & Education Chair, 2023-2024
- **Jade Le**, Division 2 North Lieutenant Governor, 2023-2024
- **Sean Phu**, Division 2 South Lieutenant Governor, 2023-2024