

KEY LEADER[®]



Kiwanis Partnership Model Guide

Revised April 2019

Dedication

Since our first event in 2005, Kiwanis Key leader has served 32,933 students at 661 leadership conferences held in 40 U.S. states, 7 Canadian provinces, Malaysia, Singapore, Cayman Islands, Brazil, Bahamas, and El Salvador.

This tremendous impact would not have been possible without the thousands of service hours by Key Leader volunteers in every location. Our sincere thanks and deep appreciation is extended to each of our volunteers from all the years. This volunteer manual is dedicated to their contribution to "Serving The Children Of The World" through Kiwanis Key Leader.

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Event Chair Job Description

Principal Tasks

- Appoint and support the site coordinator for each district event. There may be one site coordinator for all district events or there may be a site coordinator for each event.
- Recruit and train volunteer team from all parts of the district. This team should include members to market the program throughout the district to Key Clubs, Kiwanis members, schools and collaborative partners. This position focuses approximately 70% on administrative work and approximately 30% working directly with teens.
- Work with KI Staff and site coordinator(s) to choose camp(s) that meet the stated requirements for a successful program. Additionally, do research in the district with Key Club, Kiwanis and school calendar to make sure that the date recommended is the best fit for the majority of students.

Time Commitment

This position requires about 2-3 hours per week during the full calendar year to market and to recruit students. During the four to six weeks before the event, this position can require up to eight hours per week.

Requirements

- Experience working with teens a must
- Ability to speak in front of groups of teens and adults to market the program
- Must be able to access e-mail and the web on a daily basis, especially during the 4-6 weeks prior to the event
- Ability to travel periodically to promote the program throughout the district at schools and local clubs including promotion at Key Club and Kiwanis district conventions
- Ability to develop a marketing plan for the program to be used throughout the year
- Ability to research camp locations and dates to recommend ideal Key Leader events that serve the district well
- Ability to build relationships with other district service leadership programs chairs to cross-market and cross-promote all of these programs
- Build a team of core volunteers who can help market and chaperone district events
- Work to ensure all overnight volunteers have submitted a background check at least three weeks prior to the event

Appointment

The Kiwanis district governor appoints the Key Leader event chair annually. The event chair will appoint a representative committee to conduct the marketing, and one person for each Key Leader event to be the site coordinator. Each event will also appoint 10 committee members who will help with marketing the event and chaperoning during the event.

Site Coordinator Job Description

Principal Tasks

- Plan the logistics of the Key Leader event. This position focuses approximately 70% on administrative work and approximately 30% working directly with teens.
- Recruiting and training a team of approximately 10 volunteers who can chaperone the event, as well as run the logistics during the program. This team also supports the district chair whose primary responsibility it is to market Key Leader. All volunteers must have cleared a KI background check.

Time Commitment

This position requires about 1-2 hours per week during the full calendar year to assist the district chair in marketing the program and recruiting volunteers. During the three weeks before the event, this position can require up to 8 hours per week. It is mandatory for all site coordinators to arrive at their Key Leader event no later than 12pm on opening day for the event and stay throughout the entire event.

Requirements

- Experience working with teens a must
- Working knowledge of technology including e-mail, Power Point, video (DVD or Internet), CD player, LCD projector, microphone, and a digital camera
- Ability to work with a timeline of logistics
- Must be able to access e-mail and the web on a daily basis, especially during the 3 weeks prior to the event
- Ability to assist the district chair with the annual marketing plan for the program
- Ability to assist the district chair with research on camp locations and dates to recommend sites that could serve the program well
- With the event Chair, build a team of core volunteers who can chaperone district Key Leader programs and who can help carry-out the logistical responsibilities, as well as assist in marketing
- With the event Chair, work to ensure all overnight volunteers have submitted a background check from three weeks prior to the event

Appointment

While the governor of the district appoints the district chair each year, the event chair will then appoint one person for each Key Leader event to be the site coordinator. Both the site coordinator and the district chair make up the district. Each team will also appoint 10 committee members who will help with marketing of the event and chaperone the event.

Website Information

www.key-leader.org

Dates and Locations

The website www.key-leader.org/register-now is a listing of Key Leader weekends. Each listing includes event date, camp location with link to address and/or directions, link to email the event chair, and lead facilitator information. Finally, there is a link to the registration page developed for each event.

Downloads

Downloadable resources are located at www.key-leader.org/downloads. Some categories you'll see on that page:

District Chair Resources

- *Adult Responsibilities Checklist*
- *Committee & Chaperone Schedule*
- *Key Leader Event Checklist*
- *Developing Leaders for Life*
- *Banner Stand Materials & Specs*
- *Expense Report Excel*
- *Incident Investigation Report*
- *Logistics Form*
- *Youth Protection Guidelines*
- *Crisis Communication Plan*
- *District Crisis Guideline Example*
- *Risk Management Review*

Logos and Images

Key Leader logo (multiple formats), headers and graphic standards for use in district promotional materials.

Marketing/PR tools

Includes flyers, letterhead, sample save the date cards and resources to help with your presence on social media.

Participant Resources

- *Key Leader Community Values form and Medical Release form*
- *Sample weekend agenda and Weekend packing list*
- *Student Facilitator guide*
- *Letter to Principal-* for Student Facilitators to be excused from school

Testimonials can be found at www.key-leader.org/stories. Find quotes and stories help tell the story to potential participants, volunteers and sponsors/donors.

How to sponsor a student: <https://key-leader.org/lead-with-key-leader>

- *Tips to find teens* – Learn where to find teens to fill your event.
- *Tips to find money* – Learn where to look for Key Leader sponsorships.

Kiwanis Official Documents



Kiwanis Key Leader Agreement

To: _____

From: Kiwanis Youth Programs, Inc.

Re: Kiwanis Key Leader Session at _____ on _____

This Agreement is entered into this _____ day of _____, _____ by and between Kiwanis Youth Programs, Inc. (hereafter referred to as KYP) and _____ (hereafter referred to as ORGANIZATION). It will serve as confirmation of one (1) KIWANIS KEY LEADER session scheduled for _____ at _____.

1. Session. KYP will provide facilitation, materials, and license to the program as set forth in this Agreement for one (1) session of Kiwanis Key Leader program for a maximum of seventy (70) student participants and ten (10) Student Facilitators.

Fee. For an ORGANIZATION that is part of Kiwanis International – a club, division, district, or foundation – the fee for the session will be six thousand dollars (US\$6,000). If the ORGANIZATION sponsors three or more sessions in a calendar year, there will be a discount of one thousand dollars (US\$1,000) for each session.

Payment. KYP will provide an invoice for payment, and ORGANIZATION must remit a non-refundable deposit of two thousand dollars (US\$2,000) for the session at the time of signing this agreement. This deposit will be applied to the total charge for the session. The balance of the fee will be due no later than 30 days after the last day of the session. Payments made after 30 days following the end of the session will incur an additional 10% late fee.

2. Responsibilities of KYP. The responsibilities of KYP will be limited to the following:
 - a. KYP will provide curriculum development and evaluation
 - b. KYP will provide participant materials as detailed in Attachment #1.
 - c. KYP will identify and contract with a certified Lead Facilitator for the session who will be responsible for all curriculum aspects of the session. The fee for the Lead Facilitator is included in the fee paid by the ORGANIZATION to KYP for the session.
 - d. KYP will provide one (1) training workshop for student facilitators on the opening day before the first general session and materials for that training to be led by the Lead Facilitator.
 - e. KYP will provide evaluation materials – both pre-session and post-session – to be completed by all student participants and Student Facilitators. Those results will be tabulated by KYP and sent to the ORGANIZATION'S contact person.
 - f. KYP will coordinate sessions with the ORGANIZATION.
 - g. KYP will be responsible for travel-related expenses incurred by the Lead Facilitator in conjunction with this session except for the expenses incurred for the use of facility and meals during the session which will be the responsibility of the ORGANIZATION.

3. Responsibilities of the ORGANIZATION. The responsibilities of the ORGANIZATION will be limited to the following:

- a. The Key Leader session will begin at 4:00pm on day one (1) with participant registration and will conclude at 12:00 pm on day three (3), unless a different time schedule has been previously negotiated.
- b. A Student Facilitator training session will be held during the afternoon of day one (1) before session registration. The Lead Facilitator will be granted access to the training site at least one (1) hour in advance.
- c. One adult from the ORGANIZATION shall be designated as the principal contact for the Lead Facilitator before and during the session.
- d. ORGANIZATION will provide and pay for the facility used for the Key Leader session.
- e. The facility will have space to accommodate all students and adult chaperones for general sessions (separate from and in addition to the dining space when possible) and additional space for each small group (neighborhood) meeting.
- f. The facility will have moveable, comfortable chairs and enough space to easily accommodate Key Leader-related indoor activities when attendees are not sitting in chairs. Facility staff should be contracted to provide challenge course/initiative activities on the afternoon of day two (2) of the session.
- g. ORGANIZATION will provide meals and lodging for all attendees for the length of the session. Meals served should be appropriate in quality and quantity for high school students, and a system to process special dietary needs should be maintained. Meal times should be detailed in keeping the Key Leader curriculum outline.
- h. ORGANIZATION will provide separate sleeping and bathroom accommodations for the Lead Facilitator that are removed from student and chaperone housing. If not provided by the facility and needed by the Lead Facilitator, the ORGANIZATION will also provide appropriate borrowed bed and bath linens, including pillow, sheets, comforter, and towels.
- i. ORGANIZATION will provide appropriate audio-visual equipment either through the facility or brought in for the session. This equipment should include a functioning LCD projector with connecting cables, a large screen, functioning sound system with microphones, and power cords with multiple outlets. A supply table and speakers table should be at the front of the session room.
- j. ORGANIZATION will provide the event materials as detailed in Attachment #1.
- k. ORGANIZATION will develop a budget for the session and provide a registration system for all student participants, Student facilitators, and adult chaperones. All income and expenses for the session will be processed by the ORGANIZATION. ORGANIZATION will recruit and communicate with all students. Student Facilitators should have previously attended a Key leader session and number one Student Facilitator for each 7-8 students.
- l. The Kiwanis Youth Protection Guidelines will be observed throughout this session. (See attachment #2). Adult chaperones should be recruited in the ratio of 1:10 for each gender of students in attendance. All adults must comply with the background check policy of KYP.
- m. ORGANIZATION will supply a registration list to the Lead Facilitator 7 days prior to the event, with information on students' names, grade, home school and previous Key Leader attendance. Similar information should also be supplied on the student facilitators. The final list should also be sent to KYP after the event.
- n. ORGANIZATION will supply each participant and Student Facilitator with copies of the community values agreement and medical history form, provided by KYP and require each participate and Student Facilitator to sign the Agreement. These forms communicate the expectations for all students at the session and contain release of the ORGANIZATION and KYP from fault in the event of injury, and permission to use photo and video images taken during the Key Leader session. (In the event that a participant or Student Facilitator is not over the age of 18, parental consent is required for any agreement that includes a release or permission.)

- o. ORGANIZATION will return the event paperwork to the KYP office within one week after the conclusion of the session. This paperwork will include the Pre-Event Surveys, Post-Event Surveys, Letters to Self, and final list of all participants and student facilitators, as detailed in subpoint (j) above.
4. Reproduction of Key Leader Materials. Key Leader sessions and the material association with the curriculum of those sessions as the intellectual property of Kiwanis Youth Programs, Inc. Key Leader and the Key Leader logo are trademarks owned by Kiwanis International, Inc. or by Kiwanis Youth Programs, Inc.

ORGANIZATION will not itself, nor authorize any other party, to copy or in any way reproduce participant workbooks, facilitator guides or any other materials provided to ORGANIZATION or an agent of ORGANIZATION by KYP without the prior written consent of KYP. ORGANIZATION further acknowledges and agrees that all documents, records, written materials, and any method or manner of doing business of KYP (or any information concerning the business affairs of KYP) are and will remain the sole exclusive property of KYP and may only be used by ORGANIZATION, its students, agents and/or employees pursuant to this Agreement. ORGANIZATION will return all documents, records, and written materials (and each copy thereof which has been acquired by ORGANIZATION or any of its students, agents or employees from KYP) to KYP whenever KYP may so require.

5. Termination. Either party may terminate this agreement upon delivery of written notice to the other party at least 60 days prior to the date of the session. If cancelled or rescheduled by ORGANIZATION less than 60 days prior to the session, ORGANIZATION will be required to pay a \$500 cancellation fee. If cancelled or rescheduled by KYP less than 60 days prior to the session, KYP will refund any fees previously paid by the ORGANIZATION to KYP for the session. These fees and refunds are due within 30 days of notification of termination. Sections 4, 8 and 9 shall survive termination of this agreement for any reason.
6. Force Majeure. Neither party will be liable in damages and have the right to terminate this contract for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster), government restrictions (including the denial or cancellation of any expert or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
7. License. KYP hereby grants to organization a limited, temporary, revocable, nonexclusive, nontransferable license to use the trademarks KEY LEADER® and the KEY LEADER logo solely for the purpose of promoting and providing the KEY LEADER session under the terms of this Agreement. This license will be effective upon execution of this Agreement and will terminate automatically upon conclusion of the session of KEY LEADER contemplated herein or the termination of this Agreement for any reason.

ORGANIZATION will submit to KYP all materials containing the trademarks KEY LEADER or KEY LEADER logo for approval prior to any use of such materials. KYP will notify ORGANIZATION that material has been approved or disapproved promptly upon receipt of the material from ORGANIZATION.

8. Protection of Intellectual Property. ORGANIZATION acknowledges that in the event of a material breach of Sections 4 or 7 that monetary damages would be inadequate to compensate KYP for such a breach, and that in the event of any breach or threatened breach by the ORGANIZATION of Section 4 or 7, KYP shall be entitled to seek, in addition to such other legal or equitable remedies which might be available, injunctive relief in any court of competent jurisdiction against the threatened breach or continuation of any such breach. If KYP prevails in any

action brought to enjoin a material breach or threatened breach of Sections 4 or 7 of this Agreement, it shall be entitled to reasonable attorney's fees and costs in connection with such legal proceeding.

9. Miscellaneous.

- a. The parties hereto have participated jointly in the negotiation and drafting of this Agreement with the assistance of counsel and other advisors and, in the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as jointly drafted by the parties hereto and thereto, and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provision of this Agreement.
- b. This Agreement constitutes the entire agreement among the parties with respect to the subject matter hereof and supersede all prior agreements and, understandings, both written and oral, among the parties with respect to the subject matter hereof and thereof.
- c. All notices and other communications hereunder shall be in writing and shall be deemed duly given (a) on the date of delivery if delivered personally, (b) on the date sent by electronic mail if sent during normal business hours of the recipient during a Business Day, and otherwise on the next Business Day, if sent after normal business hours of the recipient. If to ORGANIZATION : _____ and if to KYP: dpeterson@kiwanis.org. For purposes of this Agreement, Business Day shall mean a day other than a Saturday or Sunday or a day on which banks in the State of Indiana are authorized or required by law to close.
- d. This Agreement may be amended, superseded, canceled, renewed or extended only by a written instrument signed by each of the parties hereto.
- e. A party may by written instrument signed on behalf of such party: (a) extend the time for the performance of any of the obligations or other acts of another party due to it, or (b) waive compliance with any covenants, obligations, or conditions in its favor contained in this Agreement.
- f. Neither this Agreement, nor any right, duty nor obligation of any party hereunder, may be assigned or delegated by any party (in whole or in part) without the prior written consent of the other party hereto.
- g. Nothing in this Agreement is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable right, remedy or claim under or in respect of this Agreement.
- h. This Agreement and any dispute, controversy or proceeding arising out of or relating to this Agreement or the performance of the parties hereunder shall be governed by the laws of the State of Indiana without regard to conflict of law principles thereof or of any other jurisdiction that would cause the application of laws of any jurisdiction other than those of the State of Indiana.
- i. Any dispute, controversy, proceeding or claim arising out of or relating to: (i) this Agreement or the subject matter hereof, (ii) the breach, termination, enforcement, interpretation or validity of this

Agreement, or (iii) the relationship among the parties hereto or thereto, in each case, whether in contract, tort, common or statutory law, equity or otherwise, shall be brought exclusively in the courts of the State of Indiana in the County of Marion.

- j. If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding and enforceable.
- k. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.

Signature Page Follows

The parties hereto have executed this agreement and contact on the date first listed above.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

KYP _____ Date: _____

Title: _____

ATTACHMENT #1 – MATERIALS NEEDED FOR KIWANIS KEY LEADER EVENT

PARTICIPANT MATERIALS

1. KYP will furnish the following prior to each session:

Student workbooks, Pre- and Post-Survey Forms, Autograph Banners, White Lunch Bags for mailboxes, Thank You cards and Envelopes, Key Leader Gram Pads, Letter-to-Self Forms and Envelopes, Meet Your Neighbor cards, Building Community Charts, Participant and Student Facilitator Certificates, Student Facilitator Guides

2. ORGANIZATION will furnish the following prior to each session:

Nametags, Holders, Ink pens, T-Shirts (with Key Leader art provided by KYP) and Snacks. Nametags are requested to display attendees first name in large type, followed by last name and school/hometown.

EVENT MATERIALS

1. KYP will furnish the following to each sponsoring Kiwanis organization:

Welcome Banner, Principles Banner, Laminated Posters, Student Facilitator Backpacks, Directional and Registration Signage.

2. ORGANIZATION will furnish and refresh the following for the Student Facilitator bags prior to each session:

Markers, Scissors, Painter's Tape, Post-It notes

3. ORGANIZATION will furnish the following for the large group workshops:

Chart paper, Markers and Two Easels

ATTACHMENT #2 – KIWANIS YOUTH PROTECTION POLICIES

As of 2019, the Kiwanis members in Canada will provide their background checks under the following practices:

As a resident of Canada, please obtain a vulnerable sector check through your local Canadian police service. Upon your receipt of the results report, the original must be mailed (email and PDF are not acceptable) directly to:

Kiwanis International – CONFIDENTIAL

ATTN: BGC Processing

3636 Woodview Trace

Indianapolis, IN 46268

USA

Upon receipt by Kiwanis International, the original results report is received, reviewed and cleared and your Kiwanis member record will be updated to reflect the clear results date.

Additionally, if desired and requested, the original report can be returned to you, with a copy remaining on file.

Kiwanis

YOUTH PROTECTION GUIDELINES (effective October 2016)

All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.

Education: Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness.

In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis* (in the place of a parent), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Criminal History Background Checks: Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International’s criteria shall be followed to determine whether the background check is considered ‘clear.’ Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

Overnight Stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.

Transportation: When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

Personal Information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and Social Media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

Behavioral or Health Issues: Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with Other Rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.

Kiwanis International Guidelines for Student Accommodations at Events

When planning events, and especially those with overnight lodging, Kiwanis organizers should be inclusive and make reasonable accommodations for the unique needs of each student participant.

1. If the standard situation for an overnight event is shared rooms by gender, students must be allowed to access housing consistent with their self-determined gender identity. However, a student shall be assigned a room by biological sex if the student or parent or legal guardian so request. A student or parent or legal guardian may suggest an alternative sleeping arrangement, such as a single-occupancy room, which should be honored whenever possible. However, students cannot be required to stay in single-occupancy accommodations nor should those arrangements be made without the consent of the student or parent or legal guardian.
2. Roommate disagreements should be addressed and resolved with the best interests of all parties in mind. If a disagreement cannot be reconciled, no student should be forced to reside with another student.
3. All students must be allowed access to restroom facilities consistent with their gender identity.
4. Event organizers should choose facilities that can be adapted to accommodate requests in accordance with these guidelines. If a facility is unwilling to accept these guidelines for any reason, a different location should be considered.
5. Volunteers have an obligation to maintain student privacy and cannot disclose or require disclosure of a student's sexual orientation, transgender or gender nonconforming identity, biological sex, religion, disability, medical condition, or other personal information to anyone, including other students or their parents, without the consent of the student.

Marketing Guide



Marketing the Program

Get the Word Out

The Goal: Every Kiwanis Club and Key Club member knows about Key Leader and has the tools to help fill the weekends in your district.

- Get buy in from district leadership
 - Tell the story (invite graduates to share directly whenever possible) and invite district leaders to attend the weekend (even if they can't stay the whole time).
 - Encourage Kiwanis and Key Club governors, lieutenant governors and governors-elect to speak about your Key Leader weekends at their visits.
- Be visible in district publications, social media, websites and at conventions
 - Write articles for district newsletters and blog posts for district websites
 - Create Key Leader Facebook pages, YouTube channels and/or Twitter accounts for your district. Keep these current with information about upcoming Key Leader weekends.
 - Present at mid-winter and district conventions. Give a short speech at a general session, provide a forum or workshop, ask Key Leader graduates to present about their Key Leader experience.
- Pass it on
 - Give others the resources to spread the word. Direct them to the Key Leader website for tools to help in recruiting and sponsoring students.

Find the Students

The Goal: Each Key Leader weekend in your district is at capacity with engaged students who are excited about service leadership.

- Target New Students
 - In reviewing the report from the Indiana University Key Leader evaluation project, our Key Leader advisory committee suggested a "target student" for our marketing efforts with local school leaders.
 - **A male 9th-10th grade student who is deemed an emerging leader and not been to a Key Leader in the past. He belongs to a student organization that has complimentary core values to Kiwanis Key Leader.**
- Identify local youth-serving organizations
 - Schools are just one place to find potential participants. There are others such as:
 - YMCA | Home-School associations | 4-H | FFA | student exchange programs | camps | Boys and Girls Clubs | religious youth groups | mentoring organizations
 - Search the internet. Use search terms such as, "youth organizations," "community centers," or "teen programs." Mix those phrases up, and specify your city or town.
 - Find out if there is a youth commission in your state or county. Many times these organizations have listings of youth organizations available. They may even add your Key Leader weekend to their listings for little or no cost.

- Connect with the organization:
 - After identifying an organization, find out who is the best staff member to speak with about opportunities for their students.
 - Meet with them to tell the story. Invite them to attend all or part of a weekend.
 - Ask them to identify emerging leaders who fit all or part of the “target new student” description.
 - Let them know about sponsorship opportunities available for their students. Offer matching sponsorships or incentives such as they pay for one, you pay for one.

Even if one organization/school is unresponsive, there are many others in your community! As more students attend, Key Leader will be better known in your community and more organizations will be interested in this amazing opportunity.

Find the Money

The Goal: Registration cost does not prohibit attendance. Sponsorships should not be for the full registration fee. This invests them more in their commitment to attend and reduces the chances of no shows.

- General Financial guidelines
 - Only promise secured sponsorships. Don’t offer non-existent money.
 - Whenever possible, have the participant enter the sponsor who is actually paying the bill on the registration form.
 - Pay your bills – Registration fees cover the real costs of a Key Leader weekend. Outstanding balances hurt the bottom line.
- Find money in the district
 - Encourage clubs to include Key Leader sponsorships in their budget.
 - Don’t forget about *district and division foundations*. Find out how to utilize their funds for sponsorships.
- Send requests to local businesses

Many businesses provide support to worthy, local causes.

 - Research who should be asked about community support.
 - Tell them what Key Leader is, *how they could benefit* from sponsoring students, and how you will *recognize them* for their donation.
- Local Foundations
 - Find out if there is a community or other local foundation in your area. Usually, they are happy to work with you to find out if you are eligible to receive grants/donations from them.

Donor Benefits	Recognition Ideas
Strengthens the community by strengthening tomorrow’s community leaders	Signage for the business indicating their contribution
Strengthens public image	Recognition of contribution in district publications/websites/social media
Expands the business’s network and name recognition	Thank you (notes/in person) from sponsored students

Cultivating Successful Collaborations

Communicate in Advance

- Be clear about the weekend. Along with many interactive and experiential activities, there will be sitting and listening to the lead facilitator.
- If the organization is sending chaperones, the DC or SC should be in touch in advance. Find out what the organization's expectations are for their students and chaperones. Convey Key Leader's expectations.

Integrate

- Do not call extra attention to students from specific clubs or organizations. Even if you are just among adults. It's amazing what students (and other adults) can pick up on.
- Include chaperones/advisors from different schools and organizations in all adult meetings. Let them introduce themselves and where they are from. Discuss expectations. Avoid an "us and them" mentality or actions, like Key Club chants.

Collaboration among all the adults can help ensure the success of the program for everyone.

Follow up

- Personally thank students and chaperones/advisors for their participation.
- Invite students to speak about their experience at a Kiwanis club meeting.
- Encourage students to formally thank the sponsoring club, if they have not already.
- Make plans for the next event by encouraging adults in the organization to nominate students for next year. Send a reminder six months before the event. Follow up in person or with a phone contact.

Telling the Story in Blogs, Articles and Presentations

- Use real quotes, stories and pictures. Find quotes from your student evaluations after the event. Invite participants to talk or write about their experience directly whenever possible.
- Include important information for readers, like contact information, and the location and date of the next Key Leader program in your area.
- Know your audience and your goal (are you looking for participants, sponsorships or volunteers) and tell the story accordingly.
- Be brief and finish with a call to action such as register now, sign up to volunteer, or how many students will you commit to sponsor?

For Facebook

- Make a district Key Leader page.
- Like your district's Facebook pages (Kiwanis, Key Club, etc.). Tag these pages in your posts, or post on their wall to be visible to their fans. Also, do this for the page of the camp where your KL is held or other youth organizations who may be interested.
- Post ideas such as resources for volunteers, participants and sponsors; pictures; event dates and locations; testimonials; leadership blogs and inspiring quotes.

Risk Management



RISK MANAGEMENT PLAN

Questions to review as we plan and host **KEY LEADER** events

PRIOR TO AN EVENT:

- Review **Kiwanis Youth Protection Guidelines**, especially Chaperones, Background Checks, Overnight Stays, Transportation, Meds, Alcohol/Tobacco, Personal information.
- Is there a plan to handle **late arrivals, early departures, and no shows**?
- Is there a **district communications plan** to relay information from an event to the Kiwanis Governor, Kiwanis District Secretary, and KI? Also, what is planned for notification (if needed) of families, legal authorities, and dealing with the media?
- Does the District have a contact list for **crisis/grief counselors** in all areas?
- Is there at least one member of the adult volunteer team who is trained in **First Aid/CPR/AED**?
- Does the event site have **first aid supplies and an AED** – either provided by the site or by the district?
- What is the event site's plan for obtaining **EMT/ER/Ambulance** services? What is the proximity of a **Medical Clinic** to the site?
- What is the event site's **severe weather plan** for notification of groups and possible safe areas?

AT THE EVENT:

Is there a written plan in practice to cover all of the following for events held in a variety of venues:

- **Briefing of all adults** – prior to the start of the event – on all aspects of the plan
- **Screening of health history forms** for medical information, allergies and medicines
- **Sharing of pertinent information** with adult volunteers on a “need to know basis”
- **Protocol of Medicines**, including self-medication or dispensing of medicines, and refrigeration
- **Sharing information of Food Allergies** with food service
- **Safety Orientation at the beginning of the event for all students and adults** as needed for the site – Special provisions need to be made if aquatic activities are available – Site staff often will provide this program
- **Adult Supervision at appropriate levels** throughout the event, including contact with the public, free time, and overnight
- **Verification of attendees at appropriate times** and plans for locating non-accounted for students
- **Security provisions** for students and adults who may be sharing site from another group or who come onto the site but are not authorized

AT THE TIME OF A CRISIS EVENT

- Who is the designated adult who will **contact medical resources**?
- Who is the designated **Point of Contact at the event** who will execute the communications plan, contacting (as necessary) Kiwanis, parents, legal authorities and dealing with the media?
- Who is the **designated adult to continue the event** (as appropriate) and focus on the remaining students
- What **additional support** can be provided to the students and adults at the event?

After all the calls and medical efforts have been handled and/or if there are questions on any of these items, please contact Kiwanis International.

KIWANIS KEY LEADER..... WHAT IF?

Group #1-

- We trust high school students with their own medicine, but someone's meds come up missing or someone does not take their meds and is acting strangely?
- A student's health form states that he/she takes daily meds, but none were brought?
- One of your students says they brought their medical marijuana to the event and wonders when and where they can take their prescribed treatment?
- A student comes up to you at a meal and says there is nothing they can eat. They said they are a vegan, but did not write that on their forms?
- A male student comes up after the challenge course and wants to show you that he has a tick on his private parts?
- A female student asks for some hygienic products which she did not bring?
- A student does not show up for the event. What should you do? When?
- One of your students brought all their papers to the event, but there are no parent/adult signatures?

Group #2-

- A student comes to you and says there are bedbugs in her bed?
- Your event site only has sleeping rooms where the adults will share rooms with students?
- Your adults are wondering about time to take showers separately from students?
- One of the students brings their cell phone to you and shows sexually explicit (sexting) messages from another student at the event?
- An international student at your event tells other students that he/she is planning to skip out after the event and go across the border to Canada?
- A student says that their iPad is missing from their cabin?

Group #3-

- A chaperone sees alcohol or marijuana in an open bag of one of the students?
- Several ELL students are not paying attention in the session. When asked about it, they say that they cannot understand the curriculum book or the Lead Facilitator?
- A student comes up to you on a break and says that they want to change rooms because one of the students in the room is gay or transgender/
- Two students have become "too friendly" with each other and are showing it in public?
- An extremely shy student will not use the restrooms/shower while other students are around?
- There are some cliques from schools that have come to Key Leader and reports of name-calling, nasty Key Leader grams, and fighting?

Group #4-

- A student told an adult that she is pregnant, but her family does not know?
- A student was observed in the cabin as having a series of uniform cuts on their thigh?
- A student who came to Key Leader last year as John and registers this year as Lane. This year's form says the student is a male. At registration, the student asks to talk to you in private and explains that she is now a female?
- A parent calls the camp to tell you that a close family member has just died. They just wanted you to know, but do not want their student to know until after the event?
- A student overshares in the large group a history of abuse in their family, about their drug use, and/or suicidal thoughts?
- Several students report to an adult that another student in their cabin is wearing a court-ordered ankle bracelet?

Group #5 –

- An adult is always hugging students at the event. The students have said that they are uncomfortable?
- Adult chaperones are enjoying coffee on a porch when a student runs over to say that there is a fight in the boys' cabin area?
- A parent comes to an event and says they never gave permission for their student to be here, and demands that they come home at once?
- One of your chaperones is promoting religion, atheism, or political points of view with students?
- One of your chaperones continues to hover over the neighborhood tables and gives lots of direction to the students?
- Your group of chaperones have all been to the event in past years, have a great social bond with one another, and talk loudly throughout the Lead Facilitator's opening presentation?

Group #6 –

- A student has reported that two other students met in the woods during free time?
- The Lead Facilitator motions to you during a session that a student is missing?
- The camp staff was short one person and the director's son, who is 14, is "leading" a low ropes activity. He leaves to get supplies and one of our students falls while "playing" on a swinging rope?
- You are on free time supervision duty and you notice one of the students walking into the woods by themselves?
- You have several students who drove to camp, and they turned in their keys during the event. They approach you during free time and want to drive into town for ice cream or Starbucks?

Group #7 –

- The students report that another student in their cabin was talking on their phone and receiving noisy messages until 3am?
- At the start of a break, you notice one of the adult chaperones heads off alone to the woods with one of his/her students?
- You are delighted when a Kiwanis VIP shows up to your event, but asks when they will have their “face time” with the students?
- A student says they do not want to participate in the challenge course activities?
- During registration, a parent asks to talk to you and is very upset that the site is operated by a very conservative religious organization?

A serious incident occurs at your event. What should you not forget to do?



Logistics Guide

THOUGHTS ON LOGISTICS

REGISTRATION SYSTEM – Each event will need a registration system that gathers individual information, including name, address, age, grade, school, parent's contact, health or dietary concerns, and provides for payment through checks or credit cards from families or clubs. The system needs to process students, student facilitators, and adults, as well as create housing and neighborhood lists by Thursday night before an event. **A copy of the registration list needs to be sent to Kiwanis International (KI) after the event, including the students' name, grade, Key Club/non-Key Club, and email address.**

EVENT NUMBERS – It is the educational goal that student participants do not exceed 70. Each event needs enough student facilitators to divide the participants into groups of 7-8 each. Larger neighborhood groups are not conducive to the group process. The questions used for the selection of student facilitators are available on the website. The plan is to have a 2pm meeting on Friday with the Lead Facilitator and all student facilitators. The basic adult ratio is 1 adult per 10 students in a gender ratio equal to the genders of students present.

RETURNING VERSUS NEW STUDENTS – Feedback from Key Leader participants often indicates that the program is the same as the year prior. While the curriculum is updated, and the Lead Facilitator will be different, the curriculum and its foundations are intended to be consistent – they are the bedrock of excellence we build on at every event! In your recruiting, please work aggressively to find freshmen and sophomores (9th and 10th grade students) to attend your event. Graduating 8th graders are allowed for spring events. If students return to an event, it is best to do so as a student facilitator. As you work with Kiwanis clubs, help them realize that the younger students are a better investment for the future, rather than sending the same students each year. There are many more students we hope to reach in Key Leader each year!

LEAD FACILITATOR – The assignment of Lead Facilitators will be handled by KI staff. Request for a Lead Facilitator can be made by the local chair but will not be guaranteed. All events will be notified of their Lead once they are contracted by KI. The district should be in touch with the Lead to handle all logistics questions regarding the event. Payment to the Lead will be handled by KI, which includes their transportation to the nearest airport. It is best if the Lead Facilitator can stay at the event site on Thursday night, but KI will otherwise cover the lodging the night before the event. The district team will need to arrange transportation from the airport to the site on Thursday night/Friday morning and back again on Sunday. There will not be a Key Leader staff person at most events.

The Lead Facilitator is contracted by Ki to be responsible for the quality delivery of the curriculum. He/she is the final authority for everything that is entailed in that delivery, including:

- Training and mentoring of student facilitators
- Leading all group and neighborhood sessions
- Timing of meals, breaks, announcements and sessions
- Any adjustments to neighborhood or student facilitator assignments
- Set-up of the room for large group presentations and neighborhood sessions
- Timing and distribution of the curriculum pieces and collateral
- Coordination with the event staff on the challenge activities schedule
- Any schedule modifications to meet special event circumstances

There should be one seasoned volunteer who works closely with the Lead Facilitator to keep everything running smoothly and to respond to any needs. *It is mandatory to have adult presence in the main room during sessions to handle any discipline, medical issues, or other non-curriculum questions from the students.*

Event Planning Timeline

Action Item	When to Complete all dates are in advance of program	Who Completes It
set camp date and location with KI	10-12 months	event chair/site coordinator
negotiate and sign camp contract	10-12 months	event chair/site coordinator
Develop registration system and send link for KI for posting on KL website	8-10 months	event chair/site coordinator
register committee	2-6 months	individual committee members
introduction email to volunteers, lead facilitator and KI staff member	2 months	site coordinator
train committee members	4-6 weeks	event chair/site coordinator
site visit—order T-shirts	4-6 weeks	event chair/site coordinator
recruit and select student facilitators	4-6 weeks	site coordinator
contact lead facilitator	4-6 weeks	site coordinator
background check needs to be processed	4 weeks	individual adult chaperones
shipping email verification received	3 weeks	site coordinator
check student facilitator supplies	2 weeks	site coordinator/event chair
logistics email received	1-1.5 weeks	site coordinator
purchase snacks	1 week	site coordinator/committee
confirm receipt of all materials	1 week/upon arrival from vendor/KI	site coordinator
registration closes	3 days	Site coordinator
run reports/assign cabins & neighborhoods	1 day	site coordinator
print nametags	1 day	site coordinator

Key Leader Checklist

6-8 Weeks in Advance

Review Policy with Camp Staff

- Outside snacks allowed; snacks and/or drinks allowed in meeting room, if not, where around the meeting space to have them
- Quiet times in camp and other camp rules
- Camp contract for low ropes/challenge activities on Saturday afternoon (time cannot be changed). Confirm how camp will divide up the group, and what activities are available for free time. Emphasize that name games are not necessary.

Meeting Space

- Check room for set-up; theatre style seating (up to 100 chairs), table in the front for the facilitator, AV set up, space in the back for adults to sit
- Break-out spaces- Make sure camp has enough additional tables for 10 neighborhoods.
- Breakout spaces can be spaced around the back of the meeting room, side rooms in the meeting space, can use outside porch or decks, weather permitting.
- Look around the meeting room to locate the best places to hang neighborhood pictures, mailboxes and the motivational posters. Also, look at the front of the room to figure the best placing of the Principles banners.
- Determine with camp staff who sets up the room on Friday and who puts up chairs and tables on Sunday.

Audio-Visual/Temperature Control

- Check with the camp for: a screen, LCD projector (with power cords), extension cords, sound system and microphone- Ask to make sure that these items are in working condition
- Ask about temperature control of the meeting room and location of heating/air control

Registration

- Determine where to hang Key Leader welcome banner
- Determine location for registration- availability of tables to use
- Check for adequate camp signage; determine where to place Key Leader directional signs
- Determine where parking for the group will be

Free Time/Campfire/Miscellaneous

- Ask for a camp map. Determine with camp staff what areas the students can use during their free time
- Determine location of the campfire. Ask who will build/light the fire and who puts it out (camp staff or Key Leader adults)
- Look around the camp to find a couple of good places for the group picture

6-8 Weeks in Advance Continued

Accommodations

- Ask for a tour of the sleeping accommodations to view the spaces where the group will be housed
- Ask for a diagram or write down how many beds are available in each space. Double check adequate space for gender split. Also, remember, Kiwanis International requires at least 2 adults per cabin
- Determine a separate location for the lead facilitator to stay, preferably away from the main group of participants

Check-out

- Determine with camp staff what the proper procedures are for check-out to receive a clearance from the camp. Determine how the sleeping accommodations and meeting room need to be left to receive the clearance
- Find out where participant belongings can be stored after breakfast Sunday morning, if they need to be removed from the sleeping accommodations.

4-6 Weeks in Advance

General Preparations

- Site committee and supervision needs: Each event must have a minimum of 1:10 ratio of adults to students (same gender); Per Kiwanis guidelines, each cabin **MUST** have 2 adults. **ALL** adults must have passed the Kiwanis-approved background check prior to the event.
- Contact lead facilitator to find out if they have any special needs/requests. Confirm travel arrangements and event details.
- Check that camp is still providing AV equipment (have a backup available). Check with the camp to see if there is a remote clicker available for the lead facilitator to use and all cables are located for the projector and sound system.

3-4 Weeks in Advance

General Preparations

- Check your district's permanent supplies, which include banners, posters, etc. Refer to the Permanent Supply List
- Double check address with Key Leader department as to where site coordinator would like event supplies shipped

Key Leader Checklist

2-3 Weeks in Advance

Items Shipped to Site Coordinator

- Receive email verification of items sent.
- Upon receipt, check shipment. Contact KI staff, if correction needed.
- Additional supplies shipped later from KI.

1-2 Weeks in Advance

General Preparations

- Refer to the Snack List: make purchases or arrange for snacks to be purchased and brought to the camp on Friday of the event. Don't forget the S'mores items for Saturday night campfire
- Check student facilitator supplies: make sure quantity is adequate, markers work, scissors, blue painters tape
- Check quantity of flip charts to use: 2 pads for lead facilitator to use and additional pads to use for neighborhood use
- Determine who on the committee will bring a digital camera and take pictures throughout the weekend. Identify one other person who will help with picture taking and will make the slide show for Sunday closing.
- Lay all posters flat for better hanging at the event

1 Day in Advance

General Preparations

- Run nametags-with LARGE first name, last name, and school (preference to run on Thursday)
- Assign cabins and neighborhoods—Try to make the neighborhoods very heterogeneous

Day 1

- **Before Noon-** Pickup lead facilitator at airport or hotel, if KI staff person is not attending.
- **Noon- 1:00pm-** Arrive at camp, check-in with camp staff and do walk-through of meeting room and sleeping accommodations. Meet up with KI staff (if attending) and lead facilitator. Check with facilitator on room set up.
- **1:00pm-2:00pm-** Hang up banners, signs, posters and set out directional signs.
- **2:00 pm**—Preferred time for student facilitators to meet with lead facilitator (need quiet space)
- **2:00pm-4:00pm-** Set up registration area with supplies (nametags and t-shirts). Include extra medical forms, community forms and ropes release forms (if needed). Also, have a cabin listing and camp map to point students in the correct direction.—Student facilitators will help as greeters once their meeting is concluded.

Key Leader Checklist

Day 1 Continued

- **4:00pm-6:00pm**- Registration officially opens. Have at least 2 people staffing the tables for easy flow. Have a Check-in sheet for checking in the students as they arrive. Collect all medical forms, community values forms and ropes release forms (if needed). There may be checks/cash turned in for registrations. The forms need to be stored with the host group if any questions arise later.
- **No later than 6:00pm**- Site coordinator or a designated committee member checks all health forms. Remember that students will self-medicate during the weekend. Pass on any important medical information to lead facilitator and KI staff if needed. Also call the families of any registered students who have not arrived.

During the Program

- Designate two committee members (one from group A and one from group B (see grid on later pages) to be present during sessions to support the lead facilitator in any logistical or supply needs.
- Designate two committee members (one from each group) to be present during sessions to support program participants' individual needs- health, belongings, missing participants, etc.
- Designate two committee members (one from each group) to count students after breaks, meals or neighborhood meetings to make sure no one has left the meeting area. Entire adult committee needs to ensure appropriate supervision during meals, free time and bed time.
- Everyone (adults and students) should maintain camp facilities and surroundings in a clean and orderly condition

Final Morning

- Check with camp staff to finalize check-out procedures and timing
- Designate committee members to check all sleeping accommodations for proper closing, cleanliness and lost/found items
- Instruct participants on departing procedures and designate area for keeping personal belongings when moving out of sleeping accommodations
- Designate committee members to supervise students' departures after close of the event and ensure that everyone is picked up
- Assist lead facilitator with closing activities—make sure letters to self are addressed properly
- Assist lead facilitator in departure and travel to airport or hotel, if needed
- Check in with camp staff before final departure to make sure everything is set

Within One Week after Event

- Send back to the Key Leader office (if a staff member did not attend): surveys, evaluations, check-in sheet, letters to self. Unused student materials—especially curriculum books—should be used for marketing.
- Send thank you notes to camp staff, lead facilitator and committee members.

Adult Expectations

These expectations are important to share with all potential adult volunteers for a Key Leader Event. In the past it was a part of the registration process. It could also be shared in a pre-event mailing or meeting with adults.

Background Checks

Adults over 21 who attend the event must clear a background check approved by Kiwanis International. Please provide a personal e-mail and not a school based one. After you have registered, you will receive two e-mails from KI—one with the link to the application and one with the access code. The link and access code are personalized to you alone. Please watch for this e-mail as it often goes to spam; it will list Kiwanis Key Leader in the subject line. You must submit the application four weeks prior to your event and be cleared in order to attend. With your cleared background check, you will be eligible for Key Leader or Key Club International Convention for the next two years.

Camp Accommodations

Your accommodations at the camp will be with the students in camp sleeping areas. At least two adults will be assigned to each area. You should consult the packing list on the Key Leader website for your own packing needs. Casual, comfortable clothing is good for all weekend. No business attire or Kiwanis nametags are needed! Directions to the camp are located at www.key-leader.org/registration.

Event Responsibilities

The focus of our events is to ensure a safe and productive experience for all the students in attendance. During the event, we ask that you be a positive adult presence at all times. You should help out when needed by the lead volunteers and provide a good example for the students. Many of our adults have school or personal projects to complete during the program. We ask that you do not do those in the main presentation room as it distracts from the students and their experience. If you need to have conversations with the other adults, we also ask you do not have conversations in or near the main presentation room. You are encouraged and welcome to take the course and to participate as a part of the adult neighborhood. We always focus on the students and their responses during the full group times. Your lead volunteers can help with any guidance in this area.

Key Leader Regulations

As a part of being positive role model and in keeping with camp rules, we remind you there cannot be any use of tobacco, drinking or alcohol or use of illegal drugs while at Key Leader. In addition, we caution you to make sure your personal medications are secured in your cabin area to prevent any problem with their access by others. Since you will be residing in communal quarters, we encourage all people not to bring expensive items. If you have a need to leave the camp site during the event, please make sure the lead volunteers are aware of that. They can also help if you have the need for any medical or emergency services.

If you have any questions regarding these points, talk to the lead Kiwanis volunteers in your area. To email your Key Leader district leaders, find your Key Leader weekend on the locations and dates page and click on the contact name.

Committee/Chaperone Schedule

Due to variances of location and facilitator- schedule is not set to exact times listed. Verify with the lead facilitator on exact timing of activities.

Day 1

12pm	All adults on committee meet at camp to set-up Help Lead Facilitator with meeting space set-up Complete registration set-up Work with lead facilitator on A/V
2pm	Student facilitators meet with lead facilitator
4pm	Registration open
6pm	Dinner with all students and adults
7pm to 8:30pm	All in meeting room
8:30pm to 9:00pm	Adult meeting (review of weekend, roles and responsibilities) <i>Leave one adult in the meeting room to help lead facilitator, if needed.</i>
9:30pm to 11:30pm	All in-meeting room
12am	Students in room and bed checks

Day 2

8am	All at breakfast
9am to 10am	All in meeting room
10am to 11am	Group A on; Group B can stay or take a break
11am to 12pm	Group B on; Group A can stay or take a break
12pm	Lunch
1pm to 1:45pm	All in meeting room
1:45pm to 3:45pm	Group A on (1/2 challenge activities and 1/2 roaming); Group B break
3:45 pm to 5:45pm	Group B on (1/2 challenge activities and 1/2 roaming); Group A break
6pm	All at dinner
7pm to 8:30pm	Group A on; Group B can stay or take a break
8:30pm to 10:00pm	Group B on; Group A can stay or take a break
10:30pm	All at Community Celebration <i>Someone should be ready to light the fire around 10pm, if camp doesn't light it.</i>
12am	Students in rooms and bed checks

Day 3

8am	All at breakfast
9am to 11:30am	All in meeting room—assist with closing activities as directed by lead facilitator
11:30	All clean-up

Adult Responsibilities Checklist

✓	Roles and Responsibilities	Volunteer(s)
	Meeting room set-up guided by lead facilitator	entire group
	AV needs for lead facilitator (microphone, screen, computer/LCD connection, sound system)	
	Registration (t-shirts, nametags, etc.)	entire group
	Collection of signed Community Values agreement and Medical Release form AND ropes release form given to the students by camp (if required)	
	Confirm over the phone any agreements or forms that are not signed by a parent or guardian-contact any no-shows by phone	
	Introductions	district leader
	Adult neighborhood (with an adult student facilitator)	
	Snacks	
	Announcements	site coordinator
	Photography and slide show	
	Adult on duty serving lead facilitator (can be shared by one person from Group A and one person from Group B)	
	Adult on duty serving students and student facilitators (can be shared by one person from Group A and one person from Group B)	
	Attendance after breaks (count students in the room)	
	Bed checks at midnight	entire group
	Community Celebration set-up and tear-down (someone may be needed to light the fire around 10pm)	
	Meeting room tear-down (after event is over)	entire group
	Bunks/Cabin clean-up and walk-through	entire group

Supervision Times Groups

Group A	Group B

Key Leader Supplies

Permanent District Supplies

These supplies should be kept by the district after a Key Leader weekend. They should be transferred between events within the same district. Notify KI if you are missing any of these items.

Item	Quantity	Notes
welcome banner	1	vinyl
principles banner	2	vinyl
laminated posters	multiple	varying in sizes
student facilitator backpacks	10	blue, tie-string backpacks
first aid kit	1	
directional signage	multiple	one foldable, others needed by site
registration signage	1	
permanent markers	multiple	needs to work well writing on banners and workbooks

Student Facilitator Backpacks

These items go into the student facilitator backpacks. KI will reimburse the event sponsor for these supplies.

Item	Quantity (per bag)	Notes
markers	multiple	varying in color, more than eight
pens and pencils	multiple	at least 15 per bag
scissors	1 pair	
painter's tape	1 roll	
key leader grams	10 pads	
scratch paper or post-it pads	multiple	

Event Supplies

These items are sent to the site coordinator from a warehouse just prior to the program.

Item	Quantity (per participant)	Notes
workbooks	1	place on chairs while participants at dinner
pre-survey	1	
post-survey	1	
autograph banners	1	
white lunch bags	1	
thank you cards	1	
Kiwanis white envelopes	1	
meet you neighbor pages	1	
building community activity sheets	10 maximum	there will be as many of these as there are neighborhoods
participant certificates	1	have these signed by the district leader by the start of the second day and give to the lead facilitator at breakfast

Each event needs to provide Nametags, nametag holders, pens and t-shirts for each participant. Each event will decide the proper sizes for their order. Size guidelines would be:

Small 20% Medium 30% Large 25% XL 15% XXL 10%

You can supply the official artwork to your local company and make sure to see a proof before printing.

Snacks

Weekend Snack Times

- Friday 9-9:30pm
- Saturday morning-10:30- afternoon free time and during community celebration
- Sunday distributed at closing for ride home

Tips for Gathering Snacks

- Don't hesitate to talk to your local stores for donations or discounts. Many stores are accommodating for events benefitting your local community.
- Try to buy as many things as possible that do not require a lot of "set-up". Individual servings of fruit, vegetables, crackers, chips, etc. will be easier to set up and cause less mess.
- Don't forget about the Lead Facilitator. It is appropriate for you to touch base and ask if there is anything special that he/she needs for the weekend.

Potential Snacks

- Fruit- use fruit with a skin/peel (bananas, apples or oranges); grapes can be offered but need to be placed in individual serving baggies.
- Vegetables- offered in individual serving baggies (person bagging fruits and vegetables needs to wear gloves)
- Nutri-Grain Bars, Granola bars or other type cereal bars
- Individually packaged candy (if it can't be kept cool, stay away from chocolate)
- Hard candy- LifeSavers, Butterscotch candies, Mints, Cinnamon candies
- Graham crackers, animal crackers, or Ritz crackers
- Chips (potato or tortilla) or pretzels
- Licorice (Twizzlers)
- Sugar-free items or Gluten- free items (check your special needs listing to see if there are any Diabetics or have Celiac disease)

Avoid these Snacks

- Items requiring refrigeration (cheese, yogurt, etc.)
- Popcorn (can be a mess to clean up)
- Gum (many facilities do not allow it)

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