

# YOUTH PROTECTION POLICIES & PROCEDURES

## UPDATED OCTOBER 2022

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

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

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**EDUCATION:** Every Kiwanis club is expected to inform and educate its members on these policies, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these policies to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding policies and best practices for adults working with youth, using materials provided by Kiwanis International.

**CRIMINAL HISTORY BACKGROUND CHECKS:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Programs club. The check must be conducted and verified by Kiwanis International. Any person without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

**CHAPERONE:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (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. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

**CHAPERONES FOR OVERNIGHT EVENTS:** A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event.

**CHAPERONES FOR SINGLE-DAY EVENTS:** A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single-day event.

**OVERNIGHT EVENTS:** All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

**OVERNIGHT STAYS:** While attending a Kiwanis event that requires an overnight stay in a hotel or camp/ conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in 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.

### **DISTRICT ADMINISTRATORS FOR SERVICE**

**LEADERSHIP PROGRAMS:** Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International, completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in



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its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a “clear” background check. Denial may be appealed via the process outlined in Procedure 197.

#### **ANNUAL MEETING WITH KEY CLUB AND CKI**

**ADMINISTRATORS:** Each Key Club district administrator and CKI district administrator shall hold an annual meeting, either in person or virtually, with Kiwanis International staff and the district Youth Protection manager to discuss respective Key Club and CKI district events and activities and the status of the respective district Key Club and CKI programs.

**TRANSPORTATION:** When transporting youth, the best practice is the “rule of threes,” with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, 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 non-prescription medications by youth at a Kiwanis event should be permitted only by 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, they must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, they must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis

International now offers a 24-hour, confidential helpline at 1-866-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

**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 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, the Kiwanian 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 all individuals (or parents, for minors) who appear in that 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 adults 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 policies conflict with local school policies or rules, or local, state/ provincial or national laws or regulations, the highest applicable standards for conduct shall prevail.



# Branding Makes A Difference

Use the current Kiwanis logo whenever branding material, events or other information



# Kiwanis®

Available to download digital file here:

[www.kiwanis.org/members/branding-marketing/kiwanis-logos/](http://www.kiwanis.org/members/branding-marketing/kiwanis-logos/)



# Kiwanis®

NEBRASKA-IOWA DISTRICT

Digital: <https://k16.site.kiwanis.org/more-club-resources/>



# Kiwanis®

NEBRASKA-IOWA DISTRICT

## Types of Clubs

- **Classic Kiwanis clubs:** The traditional club found in most communities today, the “classic” club meets in-person on a regular basis. This club type fits many communities and can be adapted to diverse groups, corporations or specific professional societies.
- **Internet-based clubs:** Offering flexibility for those who travel often or cannot attend traditional meetings, internet-based clubs’ meetings are generally held in online chat rooms, and officers use technology extensively to keep members informed and connected.
- **Young professionals’ clubs:** These clubs meet the needs of younger members with busy lifestyles, generally offering more flexible meeting schedules and hands-on service projects. In addition, young professionals’ clubs conduct social activities for members and families, and they use technology in club operations and administration.
- **3-2-1 clubs:** These clubs are for members who want to meet less and do more. A 3-2-1 club represents three hours of service, two hours of social activity, and a one-hour meeting each month.
- **Kiwanis Voices club:** Kiwanis Voices is a pilot program that creates Kiwanis clubs specifically for people ages 18-26.

## Membership Types

**Life Member:** The special membership status is based on extraordinary achievement and dedication to the club. The club’s Board of Directors must vote on this and the cost of Life Membership status is 15 times the amount of the annual dues. Thereafter, the member will not pay international membership dues but the club will be assessed fees, such as publication, liability insurance and district dues.

**Corporate Member:** A local business or organization (including schools) may find it convenient to have the membership in the “corporate” name rather than an individual. In this circumstance, the “corporation” is the holder of the membership and will designate an employee to attend. The designated member will act as the primary member, but may send an alternate person in their absence to a meeting or activity.

**Honorary Member:** An individual with a long history of club membership may be tapped as an honorary member by the club’s Board of Directors. Once reported as an honorary member, the club will not be charged for annual Kiwanis International dues for this member, but will be assessed the publication fee. This membership type is not considered an “active” member and does not have privileges of voting or holding an office. The local club may waive its own dues and fees, and the member may continue to attend meetings.

## **Nurture: The Next Step**

### ***Club Coaching Scenarios to Ponder***

#### **Membership & Engagement: Too many hats**

You visit one of your clubs and quickly realize that the typical 20% of the members are doing 80% of the work is really 10% of the club doing 90% of the work. Every member wears multiple hats or has multiple roles. You have several side conversations before and after your visit. You learn that Joe is the chair of the pancake breakfast and has done it for the past nine years. Pancakes are just not his thing anymore, but it's the club's major fundraiser. He cannot give it up because the club relies on that money for its five Service Leadership Programs recognition programs as well as an annual scholarship. Jennie has been the club secretary for 12 years. She confides in you that she is ready to quit the club if she is elected secretary for one more year.

*What would you do?*

*How would you guide these members and the club?*

#### **Leadership & Education: Club Leadership Education**

As you start to view your division from the Lt. Governor lens, you decide to look at each of the clubs and whether their officers have completed the required Club Leadership Education (CLE). CLE is offered to the club president, secretary, treasurer, and membership committee chair. As you review the Education Reports you realize less than half of the club officers have completed CLE. Upon further investigation, you discover that the officers with the most longevity have not participated in CLE in at least 5 years.

*What do you do?*

*How do you encourage participation in CLE within your division moving forward?*

*How do you get those who weren't training prior to October 1 trained in a timely manner?*

#### **Branding & Imagine: Logos gone wrong**

You Zoom into a club meeting and see that there are 22 participants on camera. Of the 22 members, there are 5 members who are using improperly branded Kiwanis Zoom backgrounds and 2 members who are wearing improperly branded clothing items. Some of the images include the new Kiwanis logo with a sunshine incorporated into the design and one has a pancake image included to signify the pancake breakfast fundraiser the club is known for hosting every year. The club president even mentions how wonderful the improper branded backgrounds look.

*What do you do?*

*What resources exist for you to reference?*

*Why is it important to stay within the Kiwanis Brand?*

**Community Impact: Club service projects that are not attuned to societal changes and community needs**

One of the eight clubs in your division is in a mid-size town that used to be considered a "blue collar" industrial community. However, the production plant that was the largest employer was shut down 15 years ago. When the club was opened 45 years ago, they chartered with 28 members, and at their zenith grew to have 53 members, with about half of them working at the plant. They are now down to 25 members, most of whom are retired or nearing retirement. They haven't added any new members in the past five years, before they started encountering members who were unwilling to move up to serve as club secretary or president (two members have been swapping these roles for five years). When the club was flying high, they sponsored and launched a Golden K club and Service Leadership Programs in their community, but due to COVID those clubs are also dwindling. Fortunately, a large, vegetarian food distribution center retrofitted part of the old manufacturing plant and opened recently, bringing many young and middle-aged skilled workers and managers to move to this community and bring it back to life.

*What do you do?*

*What concerns stem from this scenario?*

*Which district leaders might be able to add value as you provide coaching to this club?*

*Which of KI's Achieving Club Excellence (ACE) tools would you suggest they take advantage of to take this program and club to the next level?*

*How can this club take advantage of socio-economic changes in the community?*

*How can this club increase their membership base?*

*What opportunities might be best to keep the Golden K club and SLPs going strong?*

*Share some resources you think could connect the club or suggest where the club members could go for additional help.*

**Financial Viability: Fundraising ROI**

You have volunteered to help with a fundraiser for one of your Kiwanis clubs. Through conversations with the club members and observation you have noticed that there has been a lot of effort for the amount of money they raised. You mention to one person that maybe the club should think about a different project, to which the member responded, "We have always done this."

*What do you do?*

*Who else can you talk to?*

*What suggestions might you have for them?*

*What resources can you connect them with?*

### **Leadership & Education: The Stale Clubs**

You've been attending club meetings in your division as the Lt. Governor. Per your request, each of your clubs has invited you to attend their meeting and bring greetings, make a short speech, and participate in the discussion and fellowship. Some of your visits have been virtual, some of them have been in person. One aspect you have noticed from visiting the clubs is that they lack a relevant club leadership plan and an education calendar. From the leadership lens, it seems that 20% of the members are doing 80% of the work, including serving in the club officer roles. From the education lens, the list of invited speakers and topics is lackluster; even in a virtual meeting it was easy to tell that club members were not engaged or excited about the speaker and/or topics.

*What do you do?*

*What recommendations can you make? Who could you contact for guidance?*

### **Membership & Engagement: Under charter strength**

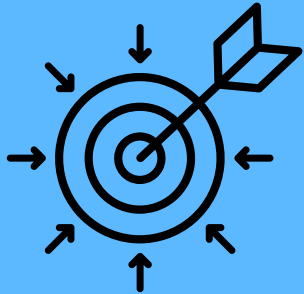
It's October 15. Your year just began, and club rosters have been cleaned up for invoicing of dues for this year. More than half of the clubs in your division are now under charter strength as you begin leading the division—last year only one club was under charter strength; however, all the clubs had fewer than 20 members. Last year's lieutenant governor spent every opportunity talking to clubs that had 15-17 members about the importance of strengthening membership because they were on the cusp of falling under charter strength. You consider your predecessor more motivational than you. When you saw him speak, you saw excitement in the eyes of club members to go out and immediately recruit members for their club. That spark quickly diminished when club members returned to their normal lives of work and family. If your clubs lose members at the same rate this year as last year, many of the division's clubs' membership will fall to single-digit numbers.

*What do you do?*

*How do you create a division-wide membership campaign? Who needs to be on your team?*

*What is your goal for September 30, the last day of your leadership of the division?*

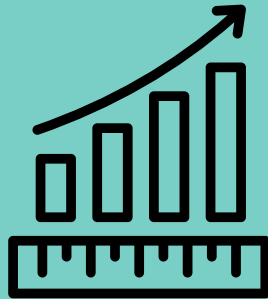
**S**



**Specific**

The goal is concrete. Be clear about what you want to achieve.

**M**



**Measurable**

The goal has a specific measure of success that everyone can understand.

**A**



**Attainable**

The goal is challenging but realistic. It can be done.

**R**



**Relevant**

The goal fits with the mission and values of your organization.

**T**



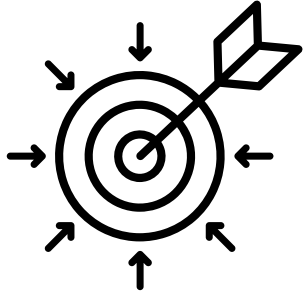
**Timely**

The goal has a timeline for progress and a deadline for completion.



# S

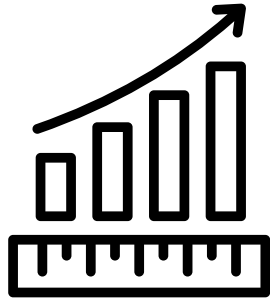
## Specific



Our club will increase our total membership by 8 members

# M

## Measurable



Our membership will grow from 52 to 60 active members.

# A

## Attainable



This is a 15% increase. Our previous average annual increase has been between 7-9%.

# R

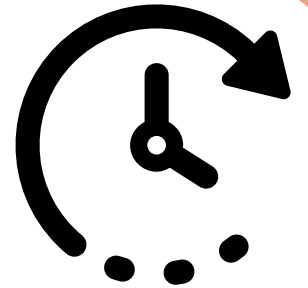
## Relevant



An increase in 8 members will allow us to have more help at our monthly and annual service projects, spreading the work load and reaching more children.

# T

## Timely



We will accomplish this goal in one year, with an average of 2 new members per quarter.