

Below are directions for completing the event request. If you have questions, please contact the risk management coordinator.

Submission Date

Enter the date the request will be submitted to risk management.

Event

Description

Enter the purpose of the event, who will be participating, activities, programs, Kiwanis involvement, food served, etc.

Location

Enter the location of the event (ie; Camp Casey on Whidbey Island, Magnuson Park, meeting room at Kenmore library, etc.

Address

Enter the physical address of the location where the event will take place. Administrative address is the name and mailing address of the facility owner/manager (ie; Event happening at Magnuson Park - is managed by Seattle Parks and Recreation).

Date(s)

Enter the start date, start time, end date and end time for the event.

Non-recommended activities list

The non-recommended activities list is included in your event planning booklet. Generally, non-recommended activities will not be approved but ask anyway. It may require permission from the insurance provider or Kiwanis International. Approval will take much longer.

Contracting with service provider

A service provider is a person or company hired to provide something for the event/activity such as a carnival, circus, concert, air show, rodeo, go karts, etc. Kiwanis requires a Certificate of Liability from the service provider when there is a possibility of bodily injury or death resulting from the event, or for damage to property of others which might arise from the event beyond the control of the Kiwanis club.

Transportation

Whenever a youth is transported by anyone other than commercial means (bus, Access, taxi, etc.), Kiwanis must obtain written permission from a parent or guardian. Drivers of youth must pass a background check, possess and provide current valid drivers license and proof of insurance for the vehicle they will be driving. This includes rental vehicles. Drivers must be aged 21 years or older. Permission slips can be created specific to your event, please ask in plenty of time. Air or water travel require special consideration. Approval will take longer for these types of events.

Leaders

Event leaders must be at least 18 years old, be present during event, must have read event planning booklet and have passed a background check and Youth Protection Training within the past 2 years. There must be at least one leader of the same sex as participants (ie; coed events must have at least one male and one female leader). There must be at least one Kiwanian, aged 21 years or older at the event.

Attendee Numbers

Per Kiwanis guidelines, there must be at least one leader for every 10 youth. It is also helpful to know how many adults and youth will be attending the event. Please estimate as closely as you can. If numbers change significantly as the event approaches, please let risk management coordinator know.

Medical

Many of our programs involve youth with medical concerns and/or who take medications. Think about how this will be handled. Having medical information from participants will help you decide what resources will be needed. Will you require a parent/caregiver to be present for medically fragile youth? Would it be a good idea to have a nurse on site? Who is qualified to administer medications? What medical/first aid resources are available at the site? Will you know what to do if a medical emergency arises? Ask the club if you need help with these decisions.

Budget

Budgets \$100.00 or less do not need prior board approval however, receipts are required for reimbursement. If your event will cost more than \$100.00, your budget must be submitted far enough ahead of time for the board to consider the amount. The amounts on this form serve as a starting point and you may be asked to submit a more detailed budget proposal depending on circumstances.

Approval Process

After the request has been evaluated and approved, the leader will be notified. Certificate of Liability Insurance and Risk Management Handbook will be provided. Additional forms required will be provided (permission slips, etc.) for signature. Budget (if >\$100.00) will be submitted to club president and Certificate of Liability Insurance will be sent to event location administrator if required. Some approvals may take longer than others. For best experience **PLAN AHEAD!**

Please return form to Bill Briggs

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Kenmore, WA 98028

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