

# LAMISSTENN KIWANIS POLICIES

## SECTION 400: SERVICE

### SERVICE PROJECTS

#### 400 DEFINITION OF A SERVICE PROJECT

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- 400.1** A service project is an activity consistent with the objects, objectives, and policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others.

### SERVICE LEADERSHIP PROGRAMS

*(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)*

#### 401 SERVICE LEADERSHIP PROGRAMS OF KIWANIS INTERNATIONAL

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- 401.1** Kiwanis International has developed and gives priority to support for sponsored service projects for youth and adults of various age groups to be known as Kiwanis Service Leadership Programs (SLPs), collectively referred to as the Kiwanis Family. These groups are: Aktion Club, Circle K, Key Club, Builders Club, and K-Kids. Adoption of an SLP by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs.

- 401.2** Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club.

*See LaMissTenn Kiwanis Policies Section 500 for more information on Circle K.*

- 401.3** Key Club is a service club for high school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Key Club shall adopt and adhere to the approved form for club bylaws for Key Club, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Key club shall cease at any time the member shall become a member of a Circle K or Kiwanis club.

*See LaMissTenn Kiwanis Policies Section 600 for more information on Key Club.*

- 401.4** Aktion Club is a service club for adults with a disability. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities, should be identified to provide necessary expertise to support the Aktion Club.

- 401.5** Builders Club is a service club for middle school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club and shall elect officers and hold regular meetings.

- 401.6** K-Kids is a service club for elementary school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids and shall elect officers and hold regular meetings. Involvement of the parents of K-Kids members should also be encouraged.

#### 402 DISTRICT SERVICE LEADERSHIP PROGRAMS (KEY CLUB & CIRCLE K)

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- 402.1** The duties and responsibilities of the District Administrators on Key Club and Circle K shall be included, but not limited to, the following:

- A. The respective Administrator, as appointed by the Governor, and approved by the Board of Trustees, through their guidance and counsel with the respective Service Leadership organization District Board, shall be directly responsible for the proper conduct and direction of their organizations' administrative functioning. The

Administrators shall give guidance to all meetings of their District Board, their annual District Conventions, and all other authorized district functions.

- B. The Administrator is the Chairman of his/her respective SLP District Committee.
- C. The Administrator shall serve as advisor to the SLP District Board, while exercising caution not to make decisions for the board. The Administrator must also ensure that any action taken by their Board is not in conflict with the Kiwanis International and Key Club or Circle K International Constitution and Bylaws, Policies and Procedures at all levels.
- D. The Administrator should concentrate his/her efforts as a counselor to the Executive Committee of the District SLP Board, i.e., the Governor and Secretary-Treasurer.
- E. The Administrator should make assignments to the other members of the SLP Board of which they are Administrator that will allow them to offer advice and counsel to the individual Lieutenant Governors within their divisions, and to the individual Board Committees.
- F. The Administrator shall personally report or assign a member of the District Committee to make a report on the activities of the SLP Organization, when requested to do so by the Kiwanis Governor or the District Board of Trustees and shall submit a copy of the report prior to the Board of Trustees meeting.

### **403 GUIDELINES FOR ADULTS WORKING WITH KIWANIS SLP PROGRAMS**

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- 403.1** All adults of the LaMissTenn District working with Kiwanis programs for youth under the age of 18 are expected to read/understand, agree to, and abide by these guidelines, as set forth in the Kiwanis International Policies and Procedures, Section 432, and are repeated herein for emphasis.
- 403.2** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth members at a specific event.
- 403.3** While attending any project, meeting, social event, or other gathering within the LaMissTenn District that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.
- 403.4** While attending any project, meeting, social event, or other gathering LaMissTenn District that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.
- 403.4** While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should 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 with a child of the parent, no adult should share a hotel or dormitory sleeping room 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 quarter with youth members of the same gender, provided that two or more adults are present.
- 403.5** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes” being at least three people in the car at all times, is recommended.
- 403.6** The possession of prescription and non-prescription medications by youth at an event should be permitted only by permission of the parent/guardian.
- 403.7** Background checks for adults working with youth may be required and should conform to applicable local and state/provincial laws and requirements. In the absence of local or state/provincial regulations, Kiwanis clubs are expected to undertake confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.  
All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Governor Administrator training conference and Key Club International Leadership Conference must have a background check that is approved or conducted by Kiwanis International.
- 403.8** Whenever these guidelines may conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.
- 403.9** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc. should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should 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 should be destroyed in a way that maintains confidentiality,

such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state/provincial laws and regulations.

- 403.10** Every Kiwanis club of the LaMissTenn District is expected to inform and educate its members on these guidelines and best practices annually.

**404 DISTRICT MAJOR EMPHASIS PROJECT**

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- 404.1** The District Major Emphasis Project is a significant service initiative undertaken by the District. Typically, these projects are recurring, large-scale, brand enhancing, and membership focused projects addressing a pressing need within the District. The District Major Emphasis Project(s) are approved by the Kiwanis District Board of Trustees and overseen by the District Service Committee.