



GUIDELINES FOR ADULTS WORKING WITH KIWANIS SPONSORED PROGRAMS

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

Chaperone: A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) or older, approved by the school, and registered with and accompanying the youth at a specific event.

Alcoholic beverages: While attending any project, meeting, social event, or other gathering 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.

Use of tobacco: While attending any project, meeting, social event, or other gathering 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.

Overnight stays: While attending an event that requires an 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 his/her own child, 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 quarters with youth members of the same gender, provided that two or more appropriately gendered adults are present.

Transportation: 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 vehicle at all times, is recommended. All transportation decisions should be made in accordance with local laws and school policies.

Medications: The possession of prescription and nonprescription medications by youth at an event should be permitted only by the written permission of the parent/guardian.

Background checks: Criminal history 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 such 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.

Adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Governor Administrator Training Conference, the Key Club International Leadership Conference, and any Key Leader weekend must have a background check that is approved or conducted by Kiwanis International.



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Conflicts with other rules: 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.

Personal information: 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 and securing the documents at all times. The documents should be maintained a minimum of three years or as required by applicable state/provincial laws and regulations if longer. 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.

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 not initiate such connections with youth. If a youth requests such a connection from the 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 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 individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

Behavioral or Health Issues: Kiwanians should refrain from counseling youth. If a Kiwanian observes troubling behavior or becomes aware of a situation that is unsafe for a young person, he/she should immediately contact the appropriate personnel at the school or agency as well as law enforcement personnel if necessary. All state/provincial laws regarding reporting should be followed.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines and best practices annually, including providing a copy of these guidelines to each club member. In addition, Kiwanis clubs should annually educate members who work with youth on state, provincial and local laws regarding what individuals must do when aware of youth in potentially harmful situations.