

Code of Conduct

77th Annual Key Club International Convention
Washington, D.C.



Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code while in attendance at any Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.

RESPONSIBLE BEHAVIOR

1. All participants are expected to abide by all government laws and regulations.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.
5. Members may not possess or use tobacco products.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Club member.

LODGING

1. Members staying in the official hotel must sleep in their assigned room.
2. Members should not be in hotel rooms other than their own assigned room.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5:00 am unless otherwise specified by the hotel. No Key Club member shall be allowed on balconies after curfew.
5. Items within this section may be modified by the Key Club International Board with approval of the International Administrator.

DRESS CODE

1. All participants are expected to abide by the designated dress code for each session.
2. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat, dress, skirt, blouse and appropriate shoes.
3. "Business Casual" refers to slacks, collared shirt, skirt, skort, blouse or collared shirt and appropriate shoes.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, appropriate T-shirts, skirt, skort or jeans and casual footwear.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be allowed.
6. All participants are required to wear name badges for all convention events.

ENFORCEMENT

1. Violations of this Code will result in notification to the respective district administrator and event chaperone, and may include dismissal at the attendee's expense.
2. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club International Administrator or his representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
4. These rules are effective as of the time you arrive at this event, until the time you depart.

An adult chaperone for Key Club shall be 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 Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her. The adult chaperone needs to review and abide by Kiwanis Youth Protection policies, obtain a Kiwanis background check and complete youth protection chaperone courses prior to attending the convention. For more youth protection information, visit kiwanis.org/youthprotection. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

Authorization Form

Authorization to attend _____ and Emergency Medical Treatment

Please type or print all information. This form is required for all Key Club members attending designated Key Club International events or activities. The parent, legal guardian or person in loco parentis for the member must complete this form.

<p>Member First Middle initial Last</p> <p>Mailing address</p> <p>City State/province Zip/postal code Nation</p> <p>Key Club Key Club district</p> <p>Gender Student cell phone (.....)</p> <p>Birth date Month Day Year</p>	<p>Chaperone name and cell phone number</p> <p>.....</p> <p><i>Note: An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, over the age of 21, approved by the school and registered with and accompanying the Key Club member at the event or activity.</i></p> <p><i>All non-Key Club members over the age of 18 attending the Key Club International convention must have a background check that is conducted by Kiwanis International.</i></p> <p>The complete Kiwanis International Youth Protection policies and procedures can be found online at kiwanis.org/youthprotection.</p>
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Emergency information

In case of emergency, please contact Relationship to member

Phone (.....) Cell phone (.....)

Alternate contact Relationship to member

Phone (.....) Cell phone (.....)

Medical information

Health insurance company Policy number

Group name on insurance coverage

Telephone number or other contact information shown on insurance card

Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type?

If yes, please explain

Has he/she ever been or currently being treated for (circle Yes or No)?

Nervousness? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Rheumatic fever? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Asthma? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
Confusion or epilepsy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Cancer or tumors? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Diabetes? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
Heart condition? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Headaches? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Allergies to medication? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
High blood pressure? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	Fainting spells? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	

List any allergies or other medical conditions of which we need to be aware

I am the parent or legal guardian for the above-named Key Club member and give my permission for them to attend the convention, conference and/or other event(s) sponsored by Key Club International identified above ("Event"). I have read and understand the Code of Conduct shown on the reverse side of this form, and I understand that a violation of those rules may result in the dismissal of the above-named Key Club member from the Event. I hereby certify that the information provided above is correct.

In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above to obtain permission for proper treatment of the above-named Key Club member. In the event those persons cannot be reached, or time does not permit, I hereby give permission to a licensed physician or other licensed medical provider to provide proper treatment, including but not limited to hospitalization, injection, anesthesia and/or surgery, for the above-named Key Club member. On behalf of myself and the above-named Key Club member,

I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE** Key Club International and Kiwanis International and their officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property that I/we have or may have (i) against medical providers of emergency services under this authorization, or (ii) against Key Club International or Kiwanis International for obtaining medical emergency services for the above-named Key Club member pursuant to this authorization.

Parent or guardian **Signature** **Date**