

# Kiwanis

## Guidelines for Adults

Youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between youth impacted by Service Leadership Programs and those adults who so generously give of themselves to assure the success of Kiwanis leadership development.

*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, over the age of twenty-one (21), 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 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 quarters with youth members of the same gender, provided that two or more 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 car at all times, is recommended.

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

**Background checks:** 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.

**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. 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.

**Education:** Every Kiwanis club is expected to inform and educate its members on these guidelines and best practices annually.