

KEY LEADER INDIANA DISTRICT

GUIDELINES AND PRACTICES

Approved _____, 2015

The Key Leader (KL) Indiana District Committee consists of the KL District Chairperson, the KL Site Coordinator(s), and the Key Leader Ambassador (appointed by Key Club Governor). They rely heavily on the Kiwanis District Governor, Kiwanis LTGs, Key Club District Administrator, and Key Club District Governor for assistance in promoting the event throughout the District. The Committee will follow the guidelines set out by the Kiwanis International Key Leader Team. All adults who are involved with the Key Leader weekend will adhere to the Kiwanis Youth Protection Guidelines (Attachment 1).

The KL Committee will develop a plan to actively promote the KL program to high school students throughout the District. While most Key Clubs will readily receive information on KL, the Committee will work to especially inform schools without Key Clubs and home school associations about the program, encouraging them to attend. A concerted effort is also necessary to encourage Kiwanis Clubs to identify a student and to provide financial assistance for them to attend.

The KL Committee will work to secure donations for the KL weekend, including pens, snacks, and scholarships. The KL District Chairperson will administer the KL scholarship program and will request funds from the Indiana District Foundation. It is encouraged that students pay a portion of the registration fee whenever possible to give them more of a “buy in” to the program.

Event Crisis Preparation

First Aid and Emergency Services. Prior to the event, the Site Coordinator will ensure that at least one member of the adult volunteer team is trained in First Aid/CPR/AED. They will coordinate with the camp on the location of first aid supplies and an AED. If the camp does not have these supplies readily available to the location of the KL activities, the District will provide them. The Site Coordinator will ascertain the location of the nearest Medical Clinic or Emergency Room and instructions for calling EMT/Ambulance from the camp. All chaperones will be informed by the Site Coordinator on how and who to contact in case of a medical emergency during the night or at a time when they might be the only adult present. The Site Coordinator and Chairperson should be notified of any emergency asap after medical procedures have been requested.

Arrivals, Departures, No Shows

Because of the importance of participating in the entire weekend from “Get Acquainted” activities to the Closing Ceremony, late arrivals and early departures will be discouraged and controlled as closely as possible. Students need to arrive by 5 p.m. on Friday (7:00 p.m. at the latest) and stay until noon on

Sunday. The occasional exception will be handled by the Site Coordinator with as little disruption to the event as possible. If any registered student has not arrived before dinner, the Site Coordinator will call the parents to inquire on the status of the student's arrival.

Health History Forms

The Site Coordinator will assign one chaperone the responsibility of collecting, screening, and filing the health history forms. In accordance with HIPAA laws, the forms will be kept in a closed and secured file. The responsible chaperone will review the forms for relevant information. Necessary information will be shared with the appropriate cabin chaperone, and/or the Lead Facilitator and Site Coordinator as required for the safety and well being of the student only on a "need to know" basis. Students are responsible for keeping and self administering all medications. All food allergies should have previously been reported to the Camp Food Service but should be verified after review of health history forms.

Safety Orientation and Supervision. Prior to the event, the Site Coordinator will communicate with all adult chaperones regarding their responsibilities and expectations. At the beginning of the event, all adults will be reminded of any "off-limits" areas or special provisions required, i.e. aquatic activities. The rule of 3 is to be followed for all students during breaks, free time, and moving between activities. Chaperones are required to be watchful of any instances where students are not following guidelines and remind or suggest alternatives where appropriate. Serious violations should be reported immediately to the Site Coordinator. Chaperones should verify that all students are out of the cabin or in the cabin at designated times. Student facilitators will be able to determine if anyone is missing from their group when sessions start. In the event a student is not where they are expected to be at any given time, the cabin chaperones will make the initial checks for the most probable locations. If that fails to locate the student, the District Chairperson will utilize other chaperones and/or camp staff to locate the student and, if necessary, contact the parents.

District Communication Plan. In case of a crisis situation during the KL weekend, the District Chairperson will be responsible for notifying the Kiwanis Governor, Kiwanis District Secretary, and the KL Team at Kiwanis International. The first priority of notification (if needed) will be family and legal authorities and will be handled by the Chairperson or Site Coordinator. The Chairperson will also be responsible for dealing with the Media if that is necessary. The Chairperson will have a contact list of crisis/grief counselors who are readily available to the camp location and will request their assistance if necessary. The Chairperson will be the designated Point of Contact at the camp in the event of a crisis situation.