

KIWANIS INTERNATIONAL

Ken Kohler

**REGIONAL
RISK
MANAGER
MINNESOTA/
DAKOTAS**





WILLIAM SHAKESPEARE

"The first thing we do, let's
kill all the lawyers". - (Act IV,
Scene II).

What is Risk Management?

- The process used to protect assets by minimizing the potential for negative outcomes.
- “Risk” is the uncertainty about a future event that threatens your organization’s ability to accomplish its mission.
- The unexpected things that can happen to the participants, spectators, the properties and reputation of Kiwanis International.

Kiwanis

One can make a difference

Serving Children of the World



Kiwanis

One can make a difference

Children: Priority One Project



The Power of **One**

One Kiwanis

One Can Make A Difference

Are You the **One**?



Interaction with youth

Key Club

Teens – ages 15-18

Key Leader

Teens – ages 14-18

Builders Club

**Teens & tweens –
ages 12-15**

**K-Kids, Terrific
Kids, Bring Up
Grades**

**Children – ages 6-
12**

**Read Around the
World**

Children – all ages

Last year, Kiwanis clubs supported...

Key Club	62%
Key Leader	27%
Builders Club	25%
K-Kids	16%
Terrific Kids	17%
Bring Up Grades	11%
Read Around the World	23%
Young Children's Projects	77%

Why Parental Guidelines?

Responsibility to...

- Protect the children and youth
- Protect the Kiwanis members and clubs
- Protect the organization

Why Parental Guidelines?

**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 ensure the success of Kiwanis leadership development.

WHO?

- **All adults**
- **Working with Kiwanis programs**
- **Programs for youth under the age of 18**

WHAT?

- **All adults are expected to**
 - **read**
 - **understand, and**
 - **agree to abide
by parental
guidelines**

Chaperone

Defined as

- **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

- **Any project, meeting, social event, or other gathering**
- **Produced primarily by or for the benefit of youth**
- **Adults are expected to refrain from consumption of alcoholic beverages during any portion event**



Tobacco

- **Any project, meeting, social event, or other gathering**
- **Produced primarily by or for the benefit of youth**
- **Adults are expected to refrain from use of tobacco products in the presence of youth**

Overnight stays

Hotel, camp, conference center, etc.

- **Adequate chaperoning**
- **Ratio of 1 to 10 (or part of 10) of same gender**
- **Parent with own child only**
- **For cabin/bunkhouse two adults in a room with youth**

Transportation

FIRST CHOICE: Use school vehicles or commercial transportation

SECOND CHOICE: Personal vehicle

- Never alone with a youth
- Rule of threes –
at least 3 people
in the vehicle,
prefer 2 are adults.

Medications

Prescription and Nonprescription Medications

Only by permission of parent or guardian

- Adhere to any school or facility rules

Background checks

Strongly advise background checks

- All adults working with youth
- Offered by school or local youth agency
- Complete through local/STATE police department
- Specific rules for Key Club International and Key Leader events

Background checks

If requirements are present

Should conform to applicable local and state/provincial laws and requirements

If requirements are absent

Kiwanis clubs should undertake confidential background checks for all adults

- working directly with youth outside of the school, or
- may not have undergone a background check

Background checks

Included in registration fee

- Key Club International Convention
- Key Club Governors & Administrators Training Conference
- Key Leader events

One check works for all, lasts 2 years

Conflicts with other rules

Examples:

- School policies
- Local ordinances
- State or provincial laws

Highest applicable standard should prevail

Personal information

- Includes event registration forms, medical information forms, membership rosters
- **All information is confidential!**
- Minimize number of handlers
- Maintain in secure files for up to 3 years *
- Dispose of information in proper manner *

** Consider applicable laws*

Education

Clubs

- Annual program to the club
- Customize with local laws and regulations
- Pamphlets
- Application
- Web Site

Districts

- Workshops at conferences & conventions
- District publication
- Web resources
- Customize with state/provincial laws and regulations

If an incident occurs...

DO:

- Notify the authorities* (law enforcement, school, CPS)
- Notify your club or district leadership
- Consider membership suspension/leave of absence
- Engage “Conduct Unbecoming of a Member” process
- Notify Kiwanis International
- Cooperate with the media

** Consider applicable laws*

If an incident occurs...

If there is an incident, it's always best to acknowledge it. Offer just enough information to be cooperative:

"Authorities are aware of the situation and an investigation is underway. The Kiwanis club of _____ is cooperating fully. Understandably, we want to give them time to complete their work before offering any further comment."

Never say, "No comment." It implies that there is something to hide.

If an incident occurs...

DO NOT:

- Obstruct the legal process
- Initiate contact the youth or parents
- Initiate statements to the media

Questions

