

## Code of Conduct

Send to:  
Kiwanis District Office

Every Key Club member & Advisor must complete this form and submit with Convention Registration to the Kiwanis District Office.

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 District event. Every member will respect the authority of the Sergeant-at-Arms committee, Key Club Administrator and designated staff.

### Responsible Behavior

- All participants are expected to abide by all government laws and regulations.
- 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 materials may be affixed to any hotel or convention center walls. Any damage caused by a member must be paid for by that member.
- Convention attendees may not possess or consume any alcoholic beverages.
- Convention attendees may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.
- Members may not possess or use tobacco products.
- Members are expected to abstain from any activity of a sexual nature.
- Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Club member.

### Lodging

- Members staying in a hotel or other lodging facility must sleep in their assigned room.
- Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member at any time. Violation will result in the immediate dismissal from the convention.
- "Hospitality Rooms" will not be allowed.
- All members are expected to abide by the curfew established by the District Administrator.
- No Key Club member is allowed on hotel balconies after curfew.

### Dress Code

- All participants are expected to abide by the designated dress code for the entire event.
- All shoes must have a back strap or covering on the heel.
- At no time will any clothing with any inappropriate language or graphics be allowed.
- Any shirts, shorts, skirts, or dresses deemed to be of inappropriate length will not be allowed. All shorts, skirts, or dress lengths must be at or below the fingertips with arms held straight down against the body and the shoulders relaxed.
- All participants are required to wear their convention identification (name badge) and convention wristband at all convention events.

#### Friday Dress Code

"Spirit Attire" Shorts or jeans, collared shirts, sweatshirts or appropriate tee-shirts and casual footwear for males and shirts, skirts, shorts, or jeans, collared shirt, sweatshirt or appropriate tee-shirts and casual footwear for females (no bare midriffs). Clothing with logos other than those Key Club related are not allowed.

#### Saturday Dress Code

"Business Attire" Dress shirt, slacks, neck tie, and appropriate shoes for males, and dress or suit, skirt or slacks, blouse and appropriate shoes for females. **No athletic shoes or sandals of any kind are allowed.** For the Governor's Ball semi-formal attire is encouraged, but not required.

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Dress Code (continued)

Sunday Dress Code

"Business Casual" Long pants, collared shirts and appropriate shoes for males and skirt, or slacks, collared shirt and appropriate shoes for females. *No athletic shoes or sandals of any kind are allowed. No Jeans or tee-shirts will be allowed.*

Enforcement

- Violations of this Code will result in notification to the District Administrator and chaperone.
- Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances, vandalism, theft, gross insubordination, violence or sleeping room violations (boys in girls room/girls in boys room) will result in immediate dismissal from the event.
- Within 30 days of the conclusion of the convention, notification of violation of this code by any member(s) disciplined will be made in writing by the District Administrator to the school, Kiwanis sponsoring club, parents of the member(s), and the Kiwanis Executive Director.
- It may be determined by the District Administrator, Service Leadership Programs Director and the Kiwanis Executive Director, that an entire club is in violation of this code of conduct. If so, that club will be suspended from attending the following district convention.

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**THIS SECTION MUST BE COMPLETED!**

KEY CLUB OF Burbank High School

DIVISION 16 South CITY Burbank STATE California

NAME (Student or Advisor) Rebeca Gasper

I have read the foregoing Code of Conduct and I agree to abide by it. Further, we agree to release and indemnify the Cali-Nev-Ha District of Key Club International and the Cal-Nev-Ha District of Kiwanis International from any liability for bodily injury or other damage arising out of my breach of this Code of Conduct.

SIGNATURE (Student or Advisor) \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN (Students only) \_\_\_\_\_ DATE 7-28-17

PHONE NUMBER 818-636-7073

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