

Authorization Form

Authorization to attend Event and Emergency Medical Treatment

Please type or print all information.

Member name _____ First Middle initial Last	Chaperone Who is the designated chaperone responsible for your Key Club member? _____ Relationship to member _____
Mailing address _____ Street address _____	<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>
City State/province Zip/postal code Nation	<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>
Sex (circle one) F M Height _____ Weight _____	
Birth date Month _____ Day _____ Year _____	

High School: _____
Are you a **dues-paying** member of Key Club International? _____ If yes, **what division?** _____

Emergency information
In case of emergency, please contact _____ Relationship to member _____
Phone (_____) _____ Cell phone (_____) _____ Pager (_____) _____
Alternate contact _____ Relationship to member _____
Phone (_____) _____ Cell phone (_____) _____ Pager (_____) _____

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? Yes No Rheumatic fever? Yes No Asthma? Yes No
Convulsion or epilepsy? Yes No Cancer or tumors? Yes No Diabetes? Yes No
Heart condition? Yes No Headaches? Yes No Allergies to medication? Yes No
High blood pressure? Yes No Fainting spells? Yes No
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 him/her to attend the convention, conference and/or other event(s) sponsored by Key Club International. I also have read and understand the Code of Conduct shown on the reverse side, and I understand that a violation of certain provisions of these rules may result in the dismissal of my 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. 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 my ward/minor, I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE** Key Club International and its 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 resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.

Parent or guardian _____ Signature _____ Date _____

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 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 Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. 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.
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 Clubber 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 and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
3. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
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.
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. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

Please bring three copies of this document with you to the event – one copy to present at event registration, one copy for yourself and one copy for your adult chaperone.