

# Key Leader Policy and Procedure Manual

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## **1.0 Marketing**

### **1.1 Determine Catch Basin for a Key Leader Event**

Focus on communities within a 3-hour drive to Key Leader facility for which Kiwanis clubs will select deserving students to attend this Key Leader event.

### **1.2 Promotion of Key Leader Events**

At individual Kiwanis Club meetings, Divisional Caucus meetings, and Regional Caucus meetings, promote this Key Leader event to Kiwanis Clubs within the event's catch basin area.

### **1.3 Commitments from sponsoring Kiwanis Clubs**

Those Kiwanis clubs indicating a willingness to sponsor students to a Key Leader event will sign an agreement stating that they will sponsor a specific number of students and should less than the specified number be sponsored, then the Kiwanis club will nevertheless pay for the original commitment of sponsored students.

*See blank agreement at **Addendum C - Key Leader Camp Sponsorship Agreement**.*

### **1.4 Promotion and Linkages with Websites**

Each camp committee will promote their event at all relevant Key Leader, Key Club and Kiwanis websites, Facebook pages, and on other social media services. For each camp, a URL linkage or a reference to the site coordinator's email address should reside on the Key Leader website.

The **Key Leader website** is at **www.key-leader.org**. The Kiwanis EC&C District Website (**www.kiwanisecc.org/**) will contain District Key Leader pages with information on the Key Leader program and who to contact to register for each camp.

## **2.0 Event Planning**

### **2.1 Goal of each Event**

Each Key Leader event will strive to educate attendees on the 6 Key Principles of Key Leader – Service Leadership, Respect, Personal Integrity, Pursuit of Excellence, Building Community and Personal Growth.

### **2.2 Event Committee**

Each Key Leader event will have an event committee headed up by the Site Coordinator and with several members including... Registrar, Treasurer, Quartermaster and others as required.

### **2.3 New Event - Site selection**

Visit several local summer camps to determine the most central location within 3-hour drive from all communities in the catch basin you plan to use. Look for a camp which will

provide clean and adequate accommodation, adequate dining room size, full kitchen services, and teaching room facilities for 80 attendees.

Look for a facility with reasonable rates. For a list of the Key Leader events, see **Addendum A – Schedule of Key Leader Events**

## **2.4 Produce an Annual Budget**

Every year each event committee will produce an event budget which will include a section on Revenues, one on Expenses, and one on Carryover. Note no loss should occur. A Carryover is necessary to pay for up-front costs in the next Kiwanis year. The annual budget for each event must be sent to the Key Leader Administrator who will review it and then pass it onto the District Office for review and approval by the District Board.

See **Addendum B - Sample Event Budget**.

## **2.5 Contract Management**

Every year each event committee will negotiate and sign a contract at a facility such as a summer camp or an educational institution to provide the necessary facilities to house, feed, and provide classroom space for a Key Leader event.

Typically, a deposit is sent to the facility at time of contract signing or shortly thereafter and a deposit is also sent to the Key Leader Office of Kiwanis International as part of the payment for course supplies and the provision of a Lead Facilitator. In addition, a certificate of insurance for each event must be applied for from Kiwanis International and a copy forwarded to the facility hosting the Key Leader event.

Included in the Event Site contract are such details as:

- Space for main group presentation with comfortable chairs
- Space for all the neighbourhoods (breakaway groups) to meet around tables
- A functioning LCD projector with large screen
- A functioning sound system with microphones
- Appropriate meals and mealtimes respecting food allergies
- Sleeping rooms and accommodation with provision for chaperones
- Private sleeping and bathroom space for Lead Facilitator away from students
- Challenge/team-building activities for Saturday afternoon from 1:30-5:30pm by site staff.
- Access to an AED Defibrillator machine.
- On site adult with First Aid / AED Course Certification.

## **2.6 Recruitment of Adult Chaperones and Students**

### **2.6.1 Recruitment of Adult Chaperones**

No later than 2 months before an event the site coordinator should invite up to 8 adults to volunteer as chaperones for this event. The ratio is 1 adult chaperone for every 10 students with a mix of both male and female adult chaperones. It is typical that more female students attend a Key Leader event and so there should be more female adult chaperones attending. Try to select both experienced as well as “new to Key Leader”

adults for your group of chaperones, this will help to spread the word and support for the Key Leader program. Pick adults who will work well with youth. Once the adult chaperone has agreed to attend, request that he or she apply for a **Vulnerable Sector Check** (background check) from their local police station.

Each prospective adult chaperone should approach the president of their Kiwanis Club provide a letter stating that this person is a volunteer and member in good standing of their Kiwanis Club. This letter with the club letterhead should be signed by the club president. When applying for a **Vulnerable Sector Check** (background check) be sure to provide this letter to the police. By doing so, the police will either wave the cost for the background check or charge a reduced fee.

In Canada, that means applying at their local police station for a Vulnerable Sector Check to be conducted. In other countries, follow the rules of each country or apply to Kiwanis International for a background check to be conducted by "*Safe Hiring Solutions*".

Whatever the case, each adult volunteer will inform the site coordinator of the results. Only adult volunteers with a completed and clear background check will be allowed to attend the Key Leader event and sleep overnight.

As per Kiwanis International's amendments to their Policies and Procedures, effective May 1, 2020, all chaperones (club members and non-members) participating in any single-day or overnight event Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International youth protection training provided by Praesidium Academy. Links to the training site will be sent to all approved, cleared chaperones by Kiwanis International.

## **2.6.2 Recruitment of Students**

Start recruiting students ages 14-18 to attend the Key Leader event as far out as possible but certainly no later than 2 months out from the event. Each sponsoring Kiwanis Club should approach their Key Club(s) for potential participants. For those sponsoring Kiwanis Clubs without a Key Club consider contacting the Principal of the local high school requesting he or she select students with leadership potential to attend. Other youth organizations can also be approached such as church youth groups, Boy's and Girl's clubs, army cadets, etc.

## **2.7 Background Check for all Adults**

### **2.7.1 In Canada**

All adult volunteers at a key leader event must have a Vulnerable Sector Check (background check), good for 2 years, completed and can only attend a Key Leader event with a clear background check result. Those adult volunteers acting as drivers are not required to have a background check carried out.

Upon the submission of a completed form, a Vulnerable Sector Police check is performed by **local police services** in all Canadian provinces and territories and includes a search on the CPIC (RCMP) data base. If accompanied by a letter, from the local Kiwanis Club President attesting to the fact this adult volunteer is a member in good standing with the club, usually the processing fee is either waived or the fee reduced by the local police service.

Once the police check is completed, the results will be made known to the individual who in turn should ~~send a copy of their results to their site coordinator and their Club Secretary.~~ notify their site coordinator and club secretary of the results. These results are to be stored and kept in strict confidence.

However, the original of each Vulnerable Sector Check results report is also to be sent to Kiwanis International by mail preferably a week before the applicable camp starts. If the Police Service has moved to an electronic means of application and distribution of results, the electronic copy of the clearance is to be sent via email to [youthprotection@kiwanis.org](mailto:youthprotection@kiwanis.org) – Attention Melissa McCann, Youth Protection Team Specialist.

Hard copies of the Vulnerable sector check results for that individual will be sent by either their Key Leader camp Site Coordinator or by themselves by using a secure mail option directly to:

Kiwanis International – CONFIDENTIAL  
ATTN: BGC Processing  
Kiwanis Youth Programs  
3636 Woodview Trace  
Indianapolis, IN, 46268 USA

Upon receipt by Kiwanis International, the results report is received, reviewed and cleared and the Kiwanis member's record will be updated to reflect the clear results date.

Kiwanis International will retain a copy of the **Vulnerable Sector Check (background check)**.

To ensure control, each Site Coordinator or individual must request from KI that the original of the check results for each individual be returned by KI using a secure mail option. If sent by the Site Coordinator, they will be responsible for returning the original to the individual who had the Vulnerable Sector check done.

## 2.7.2 In Other Countries

All adult volunteers who will stay overnight at a Key Leader event must have a background check, good for 2 years, completed and can only attend a Key Leader event with a clear background check result. Those adult volunteers acting as drivers are not required to have a background check carried out.

Adult volunteers must submit a request to Kiwanis International for a background check to be performed by “Safe Hiring Solutions”, an organization used by Kiwanis International.

After the background check is performed by “Safe Hiring Solutions”, then Kiwanis International will have the results directly and should inform the Key Leader Office by way of a summary report of those cleared. The Key leader Office will in turn provide to each site coordinator a regular report of the background check status of each adult chaperone for their event.

## **2.8 Job Descriptions**

### **2.8.1 District Key Leader Administrator**

Refer to the **Key Leader – Marketing and Logistics** document for further information. As per Kiwanis International amendments to their policies and procedures, effective May 1, 2020, all SLP District Administrators are required to complete an application process, which includes submitting a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual’s application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP District Administrator. Kiwanis has no obligation to allow an individual to become an SLP District Administrator based solely on a “clear” background check. Denial may be appealed via the process outlined in procedure 197.

### **2.8.2 Site Coordinator**

#### **Principal Tasks:**

Plan the logistics of the Key Leader event.

This position focuses approximately 70% on administrative work and 30% working directly with teens. Recruiting and training a team of approximately 10 volunteers who can chaperone the event, as well as run the logistics during the program. This team also supports the district chair whose primary responsibility is to market Key Leader.

#### **Time Commitment:**

This position requires about 1-2 hours per week during the full calendar year to assist the District Key Leader Administrator in marketing the program and recruiting volunteers. During the three weeks before the event, this position can require up to 8 hours per week. It is mandatory for all site coordinators to arrive at their Key Leader event no later than 12 pm on opening day for the event and stay throughout the entire event.

#### **Skills Needed:**

1. Experience working with teens,
2. Working knowledge of technology including e-mail, Power Point, Word, Excel, accessing the internet, the Google Drive registration system, video (DVD or Internet), CD player, LCD projector, microphone, and a digital camera.

3. Ability to work with a timeline of logistics, including accessing e-mail and the web on a daily basis, especially during the 3 weeks prior to the event.
4. Ability to assist the District Key Leader Coordinator with the annual marketing plan for the program.
5. Ability to assist the District Key Leader Coordinator with research on camp locations and dates to recommend sites that could serve the program well.

**Additional Requirements:**

With the District Key Leader Coordinator, build a team of core volunteers who can chaperone district Key Leader programs, help carryout the logistical responsibilities, as well as assist in marketing.

With the District Key Leader Administrator, work to ensure all overnight volunteers have submitted a background check three weeks prior to the event.

**Appointment:**

While the governor of the district seeks out candidates for the position of the District Key Leader Coordinator each year, the District Key Leader Coordinator will then appoint one person for each Key Leader event to be the site coordinator. The site coordinators, the District Key Leader Coordinator and Assistants make up the district leadership for Key Leader. Each site coordinator will also appoint 8 committee members who will help with marketing of the event and chaperone the event.

**Budget:**

A budget for each event is produced each year covering all aspects of revenues and expenses to ensure a successful camp can be carried out financially. Donations from local businesses can really help to defer costs. Also refer to the **Key Leader – Marketing and Logistics** document for further information.

### **2.8.3 Registrar**

**Principal Tasks:**

Input all registrations and maintains the registration data collected. Print registration reports as required. Performs the check-in process at the event. Assist the site coordinators in assembling all the completed forms and surveys along with the final check in list to be sent to the Key Leader Office at Kiwanis International.

**Time Commitment:** This position requires about 1-2 hours per week during the 3<sup>rd</sup> and 4<sup>th</sup> months before the event and up to 8 hours per week during the 2 months leading up to the event. It is desirable that registrar arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

**Skills Needed:**

Experience working with teens. Working knowledge of technology including e- mail, Word, Excel, accessing the internet and the Google Drive registration system. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily

basis, especially during the 3 weeks prior to the event. Ability to assist the site coordinator with the annual marketing plan for the program.

**Appointment:**

The Site Coordinator for each Key Leader event will appoint one person to be the Registrar.

## **2.8.4 Treasurer**

**Principal Tasks:**

Accounts Receivable - collects all cheques, debit card and credit card payments and either forwards them to the district office for deposit in the district's bank account OR deposits them into the district's bank account directly via a local branch of the same institution. Invoices all clubs and others for payments due.

Accounts Payable – Instructs the District Office via a requisition and invoices to pay all amounts due by cheque out of the District's bank account. Maintains a record of all payments and receipts. Assists the Site Coordinator in preparing an annual budget for the event. Prepares a financial statement once a year and as required. The Final report will show income, expenses and the carryover amount to be designated to cover future camps.

Works closely with the District Secretary Treasurer to maintain financial records and resolve any financial issues.

**Time Commitment:**

This position requires about 1-2 hours per week during the 3<sup>rd</sup> and 4<sup>th</sup> months before the event and then requires up to 8 hours per week during 2 months before and after the event. It is desirable that treasurers arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

**Requirements:**

Experience working with teens. Working knowledge of both basic accounting and technology including e-mail, Word, Excel, accessing the internet and the Google Drive registration system. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, for the two months before the event and for the next two months after the event. Assist the site coordinator with the preparation of an annual budget, an annual financial statement and other financial report as requested.

**Appointment:**

The Site Coordinator for each Key Leader event will appoint one person to be the Treasurer.

## **2.8.5 Quartermaster**

**Principal Tasks:**

Responsible for all Kiwanis and district supplies and maintains a storage area for these supplies between events. Ensures all Kiwanis and event supplies are brought to the event



and returned to storage afterwards. Assists Site coordinator in replenishing event supplies and purchasing snacks for each event.

**Time Commitment:**

This position requires up to 2 hours per week for the month before and after the event. It is desirable that Quartermaster arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

**Requirements:**

Experience working with teens. Working knowledge technology including e-mail, Word, Excel, and accessing the internet. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, especially for the 3 weeks before the event. Assist the site coordinator with the purchase of additional district and camp supplies as required each year. Maintains the district supplies including the first aid kit and stores all district supplies when not in use at a Key Leader event.

**Appointment:**

The Site Coordinator for each Key Leader event will appoint one person to be the Quartermaster.

**2.8.6 Other Positions**

The site coordinator may require additional adults if and when required to support the efforts of the event committee.

**2.8.7 Training**

Once a year the Key Leader Office at Kiwanis International holds a training sessions prior to or during the Kiwanis International convention primarily for adult volunteers wishing to become site coordinators. The cost of attending is the sole responsibility of the individual.

**2.9 Menu Selection, Dietary Restrictions and Allergies**

When doing the annual camp inspection about a week out from the event, this is a good time to discuss the menu and dietary restrictions and allergies of the participants with the staff of the campsite location.

Ensure alternative foods and drinks are offered for those with food restrictions and food allergies at each meal and snack time. Food restrictions and allergies include no pork, no shellfish, vegetarian, vegan, lactose intolerance, no peanuts, etc.

For each weekend event, the 5 meals are as follows....

Dinner on Friday and Saturday

Lunch on Saturday

Breakfast on Saturday and Sunday

For each weekend event, the 4 snacks are as follows....

Friday evening

Saturday afternoon  
Saturday night campfire (typically s'mores)  
Sunday departure

## **2.10 Annual Site Inspection**

About 1-2 weeks ahead of the event the site coordinator should go to the event site for a visible inspection of all the facilities. It is important to ensure the camp environment is suitable and clean.

As discussed above, the menu, dietary restrictions and allergies should be discussed and dealt with during the inspection. Provide a list to the camp staff of those items you want remedied and be sure to follow up.

## **2.11 Creation of Housing and Neighbourhood Lists**

**Housing** - Ask for a diagram or write down how many beds are available in each space. Double check adequate space for gender split. Also, remember, Kiwanis International requires at least 2 adults per cabin. Create a list of students by cabin assignment. Determine a separate location for the lead facilitator to stay, preferably away from the main group of participants.

**Neighbourhoods (Groups)** - Divide the number of student participants into equal size groups mixing in female and male participants from different schools and different Key Clubs. Each neighbourhood will be led by a student facilitator. Create a list of the neighbourhoods, showing all attendees, to be given to each Student Facilitator.

## **2.12 Maintenance of District Supplies**

The quartermaster will secure a location to keep the district supplies between each Key Leader event and will ensure the district supplies are transported to the event and returned afterwards. The quartermaster will also ensure all the district supplies are setup or distributed prior to the event and taken down and collected up afterwards.

## **2.13 Acquisition of all Event Supplies**

The quartermaster will assist the site coordinator in the purchasing of depleted district supplies and snacks as required.

## **2.14 Communications with Key Leader Office at KI**

### **Pre-Event**

The site coordinator will provide the date and location of his/her event to the Key Leader Office at KI before January 31<sup>st</sup> each year. Before supplies are shipped from KI, the site coordinator will provide the anticipated number of attendees for his/her event to the Key Leader Office at KI. In return, the Key Leader Office at KI will provide each site coordinator with the name and bio of the Lead Facilitator for his/her event.

The Key Leader Office at KI will also provide the following expendable student supplies that will be sent to the individual designated (usually the Quartermaster or Site Coordinator) by the local event Site Coordinator approximately 3 weeks before an

event: Curriculum Books, Pre and post Surveys, Student Facilitator Manuals, Letters to Self plus Envelopes, Key Leader Gram pads and Mailboxes, Autograph banners, meet your Neighbor Cards, Building Community activity sheets, Certificates of completion for students and student facilitators, and Thank You Notecards.

### **Post-Event follow-up**

Within one week of the event, all event paperwork including pre- and post- surveys, letters to self, roster of all attendees, and group picture must be sent to KI.

## **3.0 Registration**

### **3.1 Registration Rates**

As each Key Leader event is managed separately with a different budget, the rates for students will vary from camp to camp. However, adult volunteers pay no fees.

### **3.2 Registration System**

Each camp may develop its own registration system using Google Docs as a platform. Each site coordinator or appointee is responsible for updating the registration site on an annual basis.

#### **3.2.1 Registration Forms**

The following forms are used in the registration process and can be found on Google Drive by camp under Key Leader Forms:

- Registration form
- Medical Release form
- Community Values
- Student Facilitator Questionnaire
- Transportation Release form
- Weekend Packing List
- ~~-T-shirt order form~~

#### **3.2.2 Registration Activities**

For information on carrying out the following activities refer to section 3.2.3 Guides and Documentation:

- How to register Adult chaperones
- How to register Students
- How to cancel or transfer registrations
- Printing reports, etc.
- Maintenance of the registration system.

\*NOTE – be sure to instruct each Kiwanis Club registrar to send confirmation to each student that they have been registered for camp.

#### **3.2.3 Guides and Documentation**

The Registration process uses the **Google Drive service**.

Refer to the following Guides and Documentation for the registration process and they can be found on Google Drive by camp under Key Leader Registration Info.

- Google Drive Access
- Guide to Registration and Spreadsheets
- Information on Key Leader Registration and Google Account
- How to Amend the Registration Form
- Cabin Assignments Template
- Neighbourhood List Template
- Certificate Template
- Key Leader Invoice Template.

### **3.2.4 Student Facilitator Selection**

Each Site Coordinator will review each applicant wishing to be a Student Facilitator and determine who will or will not be selected. To facilitate this task, a completed Student Facilitator Questionnaire will be sent to the Site Coordinator via email.

### **3.3 Check in at camp**

The registrar will welcome all attendees to the event at a reception area and check off all those present and make notation of all on site registrations, last minute cancellations, and no shows.

The registrar should also collect up and retain all of these forms: community values, medical/event authorization, and transportation authorization.

All attendees will be advised of their sleeping accommodations upon check in.

## **4.0 Transportation**

### **4.1 Authorization**

Each student travelling to and from camp via another person's vehicle or on a bus/coach must have a Transportation Authorization form filled out and signed by his/her parent or guardian.

### **4.2 Personal Vehicles**

Each club is to organize (and pay if necessary) for transportation of their sponsored students to and from camp. Many clubs have members volunteer to drive the students. In private vehicles, remember the **minimum rule of 3... 2 students and one adult OR 1 student and 2 adults.**

### **4.3 Bus/Coach**

Where numbers warrant, some clubs hire a bus/coach to take students from the city to the event on Friday and return on Sunday. It is recommended two adult chaperones accompany the students on the bus.

## **5.0 Supplies**

## 5.1 New Event

For each new event, be sure to order the district supplies directly from the Key Leader Office at KI. The District supplies forwarded by KI include: Key Leader banners, various posters, signs, stands, student facilitator bags, and a first aid kit.

## 5.2 Course Material

The **Key Leader Office** at KI will provide the following supplies for each event - Curriculum Books, Pre and post Surveys, Student Facilitator Manuals, Letters to Self plus Envelopes, Key Leader Gram pads and Mailboxes, Autograph banners, Meet your Neighbor Cards, Building Community activity sheets, Certificates of completion for students and student facilitators, and Thank You Notecards.

The **event committee** will provide the following supplies for each event—Markers, tape and scissors for the student facilitator bags, nametags and holders, ink pens, pencils, flipchart paper, t-shirts (Official Key Leader art will be provided by KI), and snacks. An AED will be provided by the event committee if one does not exist at the camp facility.

## 6.0 Finances

### 6.1 Banking Arrangements

Each event committee will use the District bank chequing account; typically the event treasurer will make deposits to the District bank account and send all requisitions and invoices to DST Jim Steele (district@kiwanisec.org) at the district office for payment. The event treasurer will maintain a copy of all financial records. All deposits in Canada can be done locally at any CIBC branch by writing on the back of the cheque:

**"For Deposit Only to Account 07772-1706519 EC&C District of Kiwanis International"**

### 6.2 Accounts Receivable

#### **Payee (Made out to...)**

All payments should be made out to *"EC&C District of Kiwanis International"* and indicate in the memo area for which camp (e.g. *Key Leader Arden Camp*).

#### **Registration Payment Methods**

Registration payments from individuals and sponsors can be by cheque, debit card or credit card. (note 3% fee). All payments are to be deposited in the designated district chequing account and recorded by the event treasurer.

#### **Donations**

Donations from individuals and sponsors can be by cheque, debit card or credit card (note 3% fee). All donations are to be deposited in the designated district chequing account and recorded by the event treasurer.

#### **Sponsorships - Eastern Canada**

Each year after the event has taken place the treasurer must request the \$50 scholarship from the Kiwanis Foundation of Canada (KFC) for each Canadian student attending this Key Leader event. The cheque from the KFC should be deposited in the designated district chequing account and recorded by the event treasurer.

### **Sponsorships - Caribbean**

Where applicable, each year after the event has taken place the treasurer should request the scholarship from the applicable foundation for each student attending this Key Leader event held in a Caribbean country. The cheque from the applicable foundation should be deposited in the designated district chequing account and recorded by the event treasurer.

## **6.3 Accounts Payable**

Send all requisitions for payment to the **District Secretary-Treasurer** ([district@kiwanisec.org](mailto:district@kiwanisec.org)) at the District office for payment.

For expense items to be paid by the EC&C District Office, be sure each requisition includes receipts, invoices, and clearly identifying on whose behalf this payment is being paid (e.g. Key Leader Arden Camp) and to whom each payment is to be sent and their full address.

Typical payments include... payments to KI for the Lead Facilitator and course material, payments to the event campsite, refunds for registration cancellations, payments for snacks, payment for vehicle travel claims, payment for district supplies, and requests for petty cash.

## **6.4 Reporting**

### **Invoices**

An invoice will be issued to the designated sponsor for each student at the time of their registration. Payment will be due within 30 days.

### **Financial Report**

After an event is completed and all financial transactions are completed the event treasurer will send a Final Financial report showing income, expenses and carryover (amount to be designated to cover future events) to the District Office, District Key Leader Coordinator, and applicable Site Coordinator. Each event treasurer can be requested for a financial statement at any time by the District Office, District Key Leader Coordinator, or applicable Site Coordinator.

## **7.0 Related Documents**

The following documents should also be referenced for additional information and clarification:

- 2019 District Partnership Model-DPM-Guide
- Key Leader – Marketing and Logistics
- Youth Protection Guidelines
- EC&C District Risk Management Plan

-Key Leader website is at [www.key-leader.org](http://www.key-leader.org)

## 8.0 Key Leader Contacts

### 8.1 Key Leader Office Contacts at Kiwanis International

The staff at the International Office is always at your service and encourages you to write or call with questions or concerns.

Dial **1-800-KIWANIS** for immediate assistance. Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m.-EST. Contact staff at [keyleader@kiwanis.org](mailto:keyleader@kiwanis.org)

**Staff List:** Melissa McMann, email: [mmcmann@kiwanis.org](mailto:mmcmann@kiwanis.org)

Phone: 1-800-KIWANIS, ext. 218

**Key Leader website** is at [www.key-leader.org](http://www.key-leader.org)

**Mail address:** Kiwanis International ATTN: Key Leader Office 3636 Woodview Trace  
Indianapolis, IN 46268 USA

### 8.2 Key Leader Contacts at EC&C District of Kiwanis International

**District Key Leader Coordinator - Sheila Donald**

email: [s.donald@cogeco.ca](mailto:s.donald@cogeco.ca) Phone: 519-490-0066

**Key Leader Assistant - Caribbean - Leza Basden**

email: [lezabasden33@gmail.com](mailto:lezabasden33@gmail.com)

**EC&C District Office - DST Jim Steele**

Email: [district@kiwanisec.org](mailto:district@kiwanisec.org)

1-519-304-2768 (English) 1-514-505-4131 (French)

30 Brant Ave., Brantford. ON N3T 3G6

#### *Eastern Canada*

##### *Atlantic Canada*

**Site Coordinator - Snider Mountain Camp - Snider Mountain, NB - Peter Curtis**

email: [peter.curtis57@gmail.com](mailto:peter.curtis57@gmail.com) phone: 506-459-4828

**Site Coordinator - Camp Breton Dean - John Ryan**

email: [johncryan50@msn.com](mailto:johncryan50@msn.com) phone: 902-567-1706

**Site Coordinator - Bayside Youth Camp, Sambro, NS - Kevin Ripley**

email: [kevin.r@ns.sympatico.ca](mailto:kevin.r@ns.sympatico.ca) phone: 902-462-2221

**Site Coordinator - New camp on PEI - Darren Creamer**

Email: [darren@dogwoodsiding.com](mailto:darren@dogwoodsiding.com)

***Ontario***

**Site Coordinator - ICSR-Big Clear Lake Camp, Arden, ON – Camille Beaufort**

Email: [Camille4keyleader@gmail.com](mailto:Camille4keyleader@gmail.com) Phone : 1-613-292-0233

**Site Coordinator – ICSR-Grand River Camp - Brantford, ON – Sheila Donald**

email: [s.donald@cogeco.ca](mailto:s.donald@cogeco.ca) Phone: 519-490-0066

***Caribbean***

***Bahamas***

**Site Coordinator – Camp Bahamas, Tarpum Bay, Eleuthera, Bahamas - Leza**

**Basden - email: [lezabasden33@gmail.com](mailto:lezabasden33@gmail.com)**

**2023 Key Leader Camps**

**April 21-23 – Bayside Camp, Sambro, Nova Scotia**

**Oct. 21-23 – Circle Square Ranch Grand River, Brantford, Ontario**

**Oct. 27-29 – Circle Square Ranch Big Clear Lake, Arden, Ontario**