

CNH | KEY CLUB

CNH Key Club District Office | 8360 Red Oak St., Ste. 201, Rancho Cucamonga, CA 91730

Attendance Request Form

An Attendance Request Form (ARF) must be completed and approved before a Board member may attend an event outside his/her home division or an event not identified as an official duty or required event of the position held. Attendance at special events and any events beyond those required of the position is a privilege and not a right. Attending extra events should not interfere in the actual responsibilities of the position acknowledged by signing the service agreement.

Region Advisor Teams may independently address the attendance of Board members of the same region at events within that region; however, Leadership/Executive Team member attendance at events outside the home division must be also approved by the Administrator/Mentor.

The Key Club General Fund may not be used for expenditures incurred by attending such events.

The following criterion may be used to determine if attendance at a special event is appropriate: Board performance, current and future commitments, transportation, and purpose.

ARFs must be on file with the host, the host's Region Advisor, the guest, and the guest's Region Advisor/Administrator/Mentor no later than two (2) weeks in advance of the proposed event.

Each Board member must have and carry a Consent and Medical Release form completed and signed by a parent/guardian.

Procedures:

- Host discusses extending an invitation to a special guest with his/her Region Advisor before the invitation is made.
- Host submits ARF to potential guest, the guest's Region Advisor/Administrator/Mentor, and host's Region Advisor
- Guest discusses the invitation with his/her Region Advisor/Administrator/Mentor before responding
- Guest responds with either regrets or sends the completed form. In both scenarios, the guest will include in the communication the host, the host's Region Advisor, and the guest's Region Advisor/Administrator/Mentor.

Request Date _____

Host
Region Advisor _____

Guest
Region Advisor _____
Mentor _____

Event Details
Event _____
Date _____ Times _____

Purpose of Invitation _____

Guest Logistics
Transportation _____ Housing _____

Comments _____

Approval

Discussion regarding attendance at this event may be conducted by the approved methods as per the individual Team Agreements. E-signatures on this form indicate that approval has been granted for the guest to attend the aforementioned event.

Host _____
Region Advisor _____

Guest _____
Region Advisor _____
Mentor _____