

# Criminal history background checks

Kiwanis International has recently updated the guidelines and requirements for criminal history background checks. The following information is designed to clarify the latest requirements—both for Kiwanis International and for Kiwanis clubs.

## Kiwanis International requirements

### Who must receive criminal history background checks?

- Current Kiwanis International officers (i.e., the Kiwanis International Board and district governors) and candidates for a Kiwanis International office
- Officers or candidates for offices in direct line of succession to a district governor
- Circle K International district governors and board members age 18 and older
- All adults registered for, participating in or staying overnight at any event organized by Kiwanis International and that involves interaction between adults and youth under age 18 (Examples: Key Leader, Key Club International Convention, Key Club governor and administrator training conference, Key Club International Leadership Conference.)
- District board-approved chairperson(s) and their assistants for Kiwanis-branded programs involving youth under age 18 (i.e., District and Assistant District Administrators)
- Kiwanis youth protection managers, Kiwanis risk managers

*Please note: Kiwanis districts and/or clubs may have stricter standards than those above. If so, those policies should be followed.*

### How does this process work?

Kiwanis International currently partners with Safe Hiring Solutions, which conducts the organization's criminal history background checks. Kiwanis' Human Resources department reviews results to determine whether an individual meets criteria for a leadership position.

### What is the renewal frequency?

Background checks are valid for two years. When necessary, a new check should be conducted in time to ensure that updated results are on file before the two-year period of validity is complete.

## Kiwanis club requirements

### Who must receive criminal history background checks?

Any Kiwanis club member who will serve as a club advisor to a Service Leadership Program club that the Kiwanis club sponsors. Kiwanis' SLPs are K-Kids, Builders Club, Key Club, Circle K, and Aktion Club.

**Each Kiwanis club can determine its provider. Here are a few suggestions:**

- Contact the school or organization that hosts the SLP club, and ask about the background-check process that school or organization may have.
- Obtain an individual's background check through [Safe Hiring Solutions](#).
- Connect with your local government office, police station or other vendor/provider.

### How does this process work?

Each Kiwanis club can determine its provider. The Kiwanis club's secretary (or other specifically designated individual) reviews the completed background check to determine whether an individual is eligible to serve as a Kiwanis advisor. *Recommendation: A Kiwanis club should establish its criteria for a "clear" background check.*

### What is the renewal frequency?

Approved background checks shall be valid for no more than ten years.