



# BUDO-KAI INTERNATIONAL



## SCHOOL AND OWNER RECOGNITION

### “POLICIES AND PROCEDURES”

#### 1. SCHOOL, OWNER, AND RANK RECOGNITION POLICIES, PROCEDURES, AND FEES:

- a. BUDO-KAI INTERNATIONAL WILL ACCEPT AND REVIEW APPLICATIONS FOR SCHOOL AND OWNER RECOGNITION FROM ANY SCHOOL PRACTICING ANY STYLE OR DISCIPLINE OF MARTIAL ARTS OR PUGILISTIC SPORT, WHO IS ABLE TO PROVIDE BUDO-KAI INTERNATIONAL WITH CURRENT EVIDENCE OF THEIR EXISTENCE IN BUSINESS, THEIR TRADE, ART, AND/OR EXPERIENCE. (I.E. BUSINESS CERTIFICATES OF GOOD STANDING, OWNERSHIP DOCUMENTS, CERTIFICATES AND/OR LETTERS FROM A PROFESSIONAL INSTRUCTOR ESTABLISHING OWNERSHIP AND TIME OF CONTRIBUTION TO THE ARTS.) A VISUAL INSPECTION COMPLETED BY A BUDO-KAI INTERNATIONAL INVESTIGATOR MAY ALSO SUFFICE AS PROOF OF A BUSINESS IN GOOD STANDING.
- b. APPROVAL OF THE “APPLICATION FOR SCHOOL RECOGNITION” BY BUDO-KAI INTERNATIONAL REQUIRES A MAJORITY VOTE APPROVAL BY THE BUDO-KAI INTERNATIONAL BOARD, WITH FINAL REVIEW BY THE BOARD PRESIDENT. IF APPROVED AND UPON PAYMENT OF FEES (SEE FEES, PARA 3, 5, 7.), A “SCHOOL CERTIFICATE OF RECOGNITION”, WILL BE MAILED TO THE APPROVED SCHOOL. THE “SCHOOL CERTIFICATE OF RECOGNITION” IS GOOD FOR 2 (TWO) YEARS FROM THE DATE PLACED ON THE CERTIFICATE. AFTER 2 (TWO) YEARS AN “APPLICATION FOR RENEWAL OF SCHOOL RECOGNITION” WILL BE REQUIRED.
- c. IF THE “APPLICATION FOR SCHOOL RECOGNITION” IS NOT APPROVED BY THE BOARD THEN A LETTER AND/OR EMAIL WILL BE SENT INFORMING THE SCHOOL OF THE REASON(S) FOR DISAPPROVAL. THE APPLYING SCHOOL MAY THEN PETITION THE BOARD, IN WRITING, FOR “RECONSIDERATION FOR SCHOOL RECOGNITION”. THE PETITION MUST BE RECEIVED BY BUDO-KAI INTERNATIONAL WITHIN 20 (TWENTY) WORKING DAYS OF THE SCHOOL RECEIVING THE DISAPPROVAL LETTER. THE PETITION MUST PROVIDE NEW DOCUMENTS AND/OR ARGUMENTS THAT MAY CONVINCE THE BOARD TO RECONSIDER CHANGING THE DISAPPROVAL TO AN APPROVAL, OTHERWISE IT WILL NOT BE CONSIDERED. IF AFTER REVIEW OF THE PETITION BY THE BOARD THE PETITION IS DISAPPROVED THEN THE SCHOOL MUST WAIT 1 (ONE) YEAR BEFORE A NEW “APPLICATION FOR SCHOOL RECOGNITION” WILL BE CONSIDERED.
- d. TIMEFRAMES OF THE APPLICATION PROCESS: UPON BUDO-KAI INTERNATIONAL HEADQUARTERS RECEIVING THE MAILED IN OR EMAILED “APPLICATION FOR SCHOOL RECOGNITION”, THE BOARD WILL REVIEW THE APPLICATION AND SEND ITS FINDINGS TO THE SCHOOL WITHIN 30 (THIRTY) DAYS OF RECEIPT OF THE APPLICATION. IF DISAPPROVED THE SCHOOL MUST MAIL/EMAIL IN THE PETITION TITLED



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“RECONSIDERATION FOR SCHOOL RECOGNITION”, TO THE BOARD WITHIN 20 (TWENTY) WORKING DAYS FROM DATE OF RECEIPT OF THE DISAPPROVAL LETTER. THE BOARD WILL THEN HAVE 30 (THIRTY) ADDITIONAL DAYS TO RESPOND TO THE PETITION. THE BUDO-KAI INTERNATIONAL BOARDS RESPONSE TO THE PETITION IS FINAL. (SEE 1.c. ABOVE)

- e. THE INITIAL “APPLICATION FOR SCHOOL RECOGNITION” FEE IS \$150.00 (ONE HUNDERED AND FIFTY DOLLARS) WITH AN EVERY 2 (TWO) YEARS (BIENNIAL) RENEWAL FEE OF \$50.00 (FIFTY DOLLARS). A RENEWAL APPLICATION IS REQUIRED IN ORDER TO PROVE THAT THE SCHOOL IS STILL VIABLE AND MAINTAINING A LEVEL OF PROFESSIONALISM AS REQUIRED BY BUDO-KAI INTERNATIONAL STANDARDS.
- f. SCHOOLS OUTSIDE OF THE CONTINENTAL UNITED STATES WILL BE CHARGED A SHIPPING AND HANDLING FEE FOR CERTIFICATES AND PATCHES, TO BE DETERMINED UPON ACCEPTANCE AND APPROVAL OF THE SCHOOL, INSTRUCTOR, AND/OR PRACTITIONER.
- g. FEES ARE PAID ONLY UPON APPROVAL FOR RECOGNITION BY THE BOARD. THERE IS NO COST FOR THE APPLICATION PROCESS ITSELF. FEES ARE DUE TO BUDO-KAI INTERNATIONAL HEADQUARTERS NO LATER THAN 10 (TEN) WORKING DAYS FROM THE TIME THE SCHOOL HAS RECEIVED THE LETTER OF APPROVAL. FEES MUST BE IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER MADE OUT TO BUDO-KAI INTERNATIONAL.
- h. THE APPLICATION FEE INCLUDES 1 (ONE) 11 X 14 SIZE “SCHOOL CERTIFICATE OF RECOGNITION” (if applicable), 1 (ONE) 11 X 14 SIZE “OWNER CERTIFICATE OF RECOGNITION”, AND 2 (TWO) BUDO-KAI INTERNATIONAL PATCHES.
- i. ADDITIONAL BUDO-KAI INTERNATIONAL PATCHES REQUESTED BY THE SCHOOL WILL HAVE A CHARGE OF \$8.00 (EIGHT DOLLARS) PER PATCH.

## **2. FEES FOR MULTI OWNED SCHOOLS**

- a. IN THE CASE THAT AN OWNER HAS SEVERAL SCHOOLS THAT ARE OPERATING UNDER HIS OWNERSHIP AND GUIDANCE, A FEE REDUCTION WILL BE PROVIDED. AS DESCRIBED IN THIS CLAUSE THE DEFINITION OF MULTI OWNERSHIP MEANS THAT THE OWNER LEASES OR HAS PURCHASED ALL OF THE BUILDINGS UNDER HIS NAME AND THAT HE IS RESPONSIBLE FOR ALL FINANCIAL LIABILITIES ON THESE BUILDINGS BUT HAS A “MANAGER/INSTRUCTOR” RUNNING THE EVERYDAY BUSINESS ACTIVITIES AND INSTRUCTION OF CLASSES.
- b. IN THIS CASE THE OWNER WILL PAY THE ORIGINAL FEE OF \$150.00 (ONE HUNDERED AND FIFTY DOLLARS) FOR THE MAIN SCHOOL AND \$50.00 (FIFTY DOLLARS) PER EACH ADDITIONAL SCHOOL TO BE RECOGNIZED.



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BIENNIAL RENEWAL FEES WILL BE \$50.00 (FIFTY DOLLARS) FOR THE MAIN SCHOOL AND \$25.00 (TWENTY-FIVE DOLLARS) FOR EACH ADDITIONAL SCHOOL.

### **3. RETRACTION AND/OR WITHDRAWEL OF RECOGNITION FOR CAUSE**

- a. BUDO-KAI INTERNATIONAL RESERVES THE RIGHT TO RETRACT, WITHDRAW, AND MAKE NULL AND VOID ITS RECOGNITION OF ANY SCHOOL, AND/OR ITS OWNER, AND/OR ANY PRACTITIONER(S) AT ANY TIME, WITHOUT REIMBURSEMENT OF ANY FEES, IF ANY OF THE FOLLOWING OCCURS OR IS DISCOVERED WITHIN THE "APPLICATION SCHOOL RECOGNITION" OR "APPLICATION FOR RENEWAL OF SCHOOL RECOGNITION" PROCESS:
  - i. FAILURE TO PAY ANY OF THE REQUIRED FEES WITHIN THE STATED TIMEFRAME.
  - ii. FAILURE TO FOLLOW ANY POLICIES STATED IN THE APPLICATION.
  - iii. ANY CONVICTION OF CRIMES OF MORAL TURPITUDE, ASSAULTS, SEXUAL CRIMES, MANSLAUGHTER, AND MURDER BY THE INSTRUCTOR AND/OR ANY SCHOOL PRACTITIONER.
  - iv. ANY IMMORAL ACTIVITIES, LIFE THREATENING ACTIONS WITHOUT CAUSE, OR UNSAFE TRAINING PRACTICES CONDUCTED BY THE OWNER OR PRACTITIONERS OF THE SCHOOL.
  - v. FAILURE TO MAINTAIN A VIABLE SCHOOL AS STATED IN PARAGRAPH 1 "DECLARATIONS" OF BUDO-KAI INTERNATIONAL HISTORY AND AUTHORITY.
  - vi. ANY OTHER REASON(S) DEEMED AS CAUSE FOR RETRACTION AND WITHDRAWEL OF RECOGNITION BY MAJORITY VOTE OF THE BUDO-KAI INTERNATIONAL BOARD WITH FINAL REVIEW BY THE PRESIDENT OF BUDO-KAI INTERNATIONAL.

### **4. INDIVIDUAL STUDENT AND SCHOOL DAN RANK INSTRUCTOR RECOGNITION:**

- a. PLEASE SEE THE APPLICATION FOR INDIVIDUAL RECOGNITION ON THE BUDO-KAI INTERNATIONAL WEBSITE. [www.budokaiinternational.com](http://www.budokaiinternational.com)

### **5. RECOGNIZED DAN RANK FOR SCHOOL INSTRUCTORS THROUGH THE SCHOOL:**

- a. FOR THE OWNERS SHODAN AND HIGHER RANK STUDENTS REQUESTING A "BLACK BELT CERTIFICATE OF RECOGNITION" FROM BUDO-KAI INTERNATIONAL A FEE OF \$75.00 (SEVENTY-FIVE DOLLARS) PER BLACK BELT WILL BE REMITTED TO BUDO-KAI INTERNATIONAL. THIS FEE WILL INCLUDE A ONE YEAR BUDO-KAI INTERNATIONAL MEMBERSHIP, A SPECIAL 11 X 14 SIZE "BLACK BELT CERTIFICATE OF RECOGNITION" AND 2 (TWO) BUDO-KAI INTERNATIONAL PATCHES.
- b. ALL CERTIFICATES AND PATCHES WILL BE MAILED TO THE ADDRESS OF THE RECOGNIZED SCHOOL PROVIDED IN THE APPROVED APPLICATION. DISTRIBUTION OF THESE ARTICLES TO THE STUDENTS IS THE RESPONSIBILITY OF THE SCHOOL OWNER.



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## APPLICATION FOR SCHOOL RECOGNITION

### UNDERSTANDING

THE UNDERSIGNED HAS READ THE BUDO-KAI INTERNATIONAL "RECOGNITION POLICIES AND PROCEDURES" AND UNDERSTANDS AND AGREES TO THE REQUIREMENTS, COMMITMENTS, AND FEES (AS APPLICABLE), AND UNDERSTANDS THE PROCEDURES NECESSARY TO BE CONSIDERED FOR APPROVAL OF RECOGNITION BY THE BUDO-KAI INTERNATIONAL BOARD. ADDITIONALLY, THE UNDERSIGNED UNDERSTANDS THAT BUDO-KAI INTERNATIONAL CAN WITHDRAW ITS RECOGNITION FOR REASONS OUTLINED IN THE BUDO-KAI INTERNATIONAL "RECOGNITION POLICIES AND PROCEDURES".

### REQUEST FOR CONSIDERATION OF THIS APPLICATION FOR RECOGNITION

THE UNDERSIGNED RESPECTFULLY REQUESTS THE BUDO-KAI INTERNATIONAL BOARD REVIEW THE APPLICATION FOR APPROVAL OF RECOGNITION AND GRANT RECOGNITION TO THE SCHOOL AND OWNER AND THAT WITH RECOGNITION, GRANT ALL BENEFITS AND CREDENTIALS THAT COME WITH SCHOOL RECOGNITION, RECOGNITION OF OWNER RANK/TITLE.

### AGREEMENT TO PAY ALL FEES AS REQUIRED TO OBTAIN AND TO RETAIN RECOGNITION BY BUDO-KAI INTERNATIONAL.

THE UNDERSIGNED AGREES THAT IF THE APPLICATION FOR RECOGNITION IS APPROVED BY THE BUDO-KAI INTERNATIONAL BOARD THAT THE UNDERSIGNED WILL IN GOOD FAITH MAKE ALL PAYMENTS OF FEES IN THE ALLOTTED TIMEFRAME AS REQUIRED PER THE "RECOGNITION POLICIES AND PROCEDURES".

THE UNDERSIGNED UNDERSTAND THAT THERE IS NO FEE REQUIRED IF THE SCHOOL IS NOT APPROVED FOR RECOGNITION BY BUDO-KAI INTERNATIONAL.

### UNDERSTANDING OF DISAPPROVAL PROCEDURES:

THE UNDERSIGNED UNDERSTANDS THAT IF A DISAPPROVAL OF THE APPLICATION IS RECEIVED THAT THE UNDERSIGNED HAS THE RIGHT TO PETITION THE BUDO-KAI INTERNATIONAL BOARD FOR RECONSIDERATION OF THE APPLICATION AS OUTLINED IN THE "RECONSIDERATION FOR SCHOOL RECOGNITION", AND IF THE PETITION IS APPROVED THAT ALL FEES WILL BE DUE AS OUTLINED. IF THE PETITION IS DISAPPROVED THERE IS A 1 (ONE) YEAR WAIT FOR RESUBMISSION. THERE IS NO COST FOR THE PETITION PROCESS.

### BUDO-KAI INTERNATIONAL NAME AND LOGO:

THE UNDERSIGNED ACKNOWLEDGES AND AGREES THAT THE OWNER(S), SCHOOL(S), INSTRUCTOR(S), AND PRACTITIONER(S) ARE NOT AUTHORIZED TO USE THE BUDO-KAI INTERNATIONAL AUTHORITY, NAME, OR LOGO IN ANY MANNER WITHOUT PERMISSION FROM BUDO-KAI INTERNATIONAL EXCEPT FOR THE USE OF BUDO-KAI INTERNATIONAL CERTIFICATES, LETTERS, PATCHES, ETC. SENT TO THE SCHOOL BY AND THROUGH BUDO-KAI INTERNATIONAL. THAT THE BUDO-KAI INTERNATIONAL NAME AND LOGOS MAY NOT BE USED ON ANY LETTERHEAD, CERTIFICATES, LOGO'S OR FACSIMILE'S OF LOGOS ON UNIFORMS, CREATED OR OUTSOURCED BY THE UNDERSIGNED SCHOOL(S), INSTRUCTOR(S), AND



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PRACTITIONER(S). HOWEVER, MEMBERS OF BUDO-KAI INTERNATIONAL MAY WEAR THE BUDO-KAI INTERNATIONAL PATCH ON UNIFORMS.

## SIGNATURE OF AGREEMENT AND RELEASE OF LIABILITY

THIS IS TO CERTIFY THAT THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS ALL OF THE ABOVE, AND HEREBY MAKES APPLICATION FOR RECOGNITION OF THE SCHOOL AND OWNER BY BUDO-KAI INTERNATIONAL. UPON ACCEPTANCE OF THIS APPLICATION AND APPROVAL BY THE BUDO-KAI INTERNATIONAL BOARD, THE UNDERSIGNED PLEDGES TO FOLLOW ALL REQUIREMENTS, REGULATIONS, AND PROCEDURES AS OUTLINED IN THE APPLICATION, AND FURTHER AGREES THAT FAILURE TO COMPLY WITH THE BUDO-KAI INTERNATIONAL REQUIREMENTS, REGULATIONS, AND PROCEDURES, WOULD PLACE THE UNDERSIGNED IN VIOLATION OF BUDO-KAI INTERNATIONAL RECOGNITION REQUIREMENTS, AND MAY RESULT IN POSSIBLE REVOCATION OF THE RECOGNITION OF THE UNDERSIGNED SCHOOL, OWNER RECOGNITION, AND PRACTITIONERS RECOGNITION. THE UNDERSIGNED AGREES TO ASSUME ALL LIABILITIES AND DAMAGES THAT MAY RESULT FROM ANY CLAIMS OR LAWSUITS, BECAUSE OF THE FAILURE OF THE SCHOOL, OWNER, OR PRACTITIONERS TO COMPLY WITH THE ABOVE LISTED RULES AND REGULATIONS AND THAT BUDO-KAI INTERNATIONAL, ITS OFFICERS, MEMBERS, OR AFFILIATES ARE NOT RESPONSIBLE FOR ANY INJURIES AND/OR DAMAGES TO PROPERTY OCCURRED DURING NORMAL SCHOOL BUSINESS ACTIVITIES, OUTSIDE SCHOOL ACTIVITIES, THE TRAINING OF ANY PRACTITIONERS, OR VISITORS TO THE SCHOOL, THAT MAY OCCUR WITHIN OR OUTSIDE OF THEIR SCHOOL.

I AM REQUESTING MEMBERSHIP AND SCHOOL RECOGNITION IN BUDO-KAI INTERNATIONAL: \_\_\_\_\_

I AM REQUESTING RECOGNITION OF MY CURRENT DAN RANK: \_\_\_\_\_

I AM REQUESTING A PROMOTION TEST BY THE BUDO-KAI INTERNATIONAL BOARD: \_\_\_\_\_

I AM REQUESTING MEMBERSHIP AND DAN RECOGNITION FOR MY INSTRUCTORS: \_\_\_\_\_

(I HAVE ATTACHED INDIVIDUAL APPLICATIONS FOR EACH DAN RANK INSTRUCTOR): \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

OWNER PRINTED NAME: \_\_\_\_\_

OWNER TITLE: \_\_\_\_\_

SIGNED THIS DATE: \_\_\_\_\_



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## SCHOOL AND OWNER INFORMATION

SCHOOL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_

OWNER PHONE NUMBER: \_\_\_\_\_

SCHOOL WEBSITE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF ESTABLISHMENT OF SCHOOL: \_\_\_\_\_

STYLES TAUGHT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OWNER NAME/TITLE: \_\_\_\_\_

OWNER STYLE OR ART(S) TRAINED IN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

YEARS OF TRAINING IN STYLE(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CURRENT RANK(S) HELD IN STYLE(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REQUEST PROMOTION TO THE FOLLOWING RANK (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# BUDO-KAI INTERNATIONAL



## SCHOOL/OWNER CHECKLIST

(FOR OWNER USE ONLY, DO NOT MAIL IN)

**I HAVE COMPLETED THE FOLLOWING REQUIREMENTS:**

**APPLICATION PROCEDURE:**

- \_\_\_\_\_ READ THE HISTORY AND AUTHORITY
- \_\_\_\_\_ READ THE RECOGNITION POLICIES AND PROCEDURES
- \_\_\_\_\_ ENTER ALL REQUIRED INFORMATION IN THE APPLICATION FOR SCHOOL RECOGNITION
- \_\_\_\_\_ SIGN THE APPLICATION FOR SCHOOL RECOGNITION
- \_\_\_\_\_ INCLUDE PROOF OF SCHOOL ESTABLISHMENT AND OWNER RANK/TITLE/STYLE
- \_\_\_\_\_ MAIL IN APPLICATION FOR SCHOOL RECOGNITION WITH ATTACHMENTS TO BUDO-KAI INTERNATIONAL

Email: [isankanzen@gmail.com](mailto:isankanzen@gmail.com)

Address:

Budo-Kai International  
P.O. Box 1  
Wellston, OK 74881-7975

**RECEIVED APPROVAL:**

- \_\_\_\_\_ SEND IN THE REQUIRED FEE BY CERTIFIED CHECK OR MONEY ORDER TO BUDO-KAI INTERNATIONAL
- \_\_\_\_\_ SEND IN PICTURE OF OWNER IN UNIFORM AND BELT (PICTURE OF SCHOOL MAY BE INCLUDED)
- \_\_\_\_\_ ORDER ADDITIONAL DAN INSTRUCTOR MEMBERSHIPS, CERTIFICATES AND/OR PATCHES AND INCLUDED CHECK, CERTIFIED CHECK, OR MONEY ORDER

**RECEIVED DISAPPROVAL:**

- \_\_\_\_\_ COMPLETE PETITION FOR "RECONSIDERATION FOR SCHOOL RECOGNITION"
- \_\_\_\_\_ MAIL PETITION TO BUDO-KAI INTERNATIONAL WITHIN 10 WORKING DAYS OF RECEIVING DISAPPROVAL WITH DOCUMENTS FOR RECONSIDERATION