

KEY CLUB

Utah-Idaho District

57<sup>th</sup> Annual Convention of  
the Utah-Idaho District  
of  
Key Club International  
March 18-20, 2011  
Salt Lake City, Utah

### Greetings from the 2010-2011 KC UI District Board,

This year's District Board cordially invites you to attend the 57<sup>th</sup> annual Utah-Idaho District Key Club Convention, which will be held at the Red Lion Hotel in Salt Lake City, Utah. District Convention is an excellent opportunity for all the Key Club members across two states to meet, interact, and exchange ideas in the spirit of service leadership. DCON is your chance to show off all the service leadership activities your club has performed throughout the year as well as learn about all the great service happening at other clubs. Between workshops, keynote speakers, awards, elections, and more, DCON is where Key Club truly comes together.

The theme for District Convention this year is **ROMAN INTO SERVICE** – so come ready to show your Key Club flair with a bit of toga-wearing taste.

Also, in our transition to a more eco-friendly printing policy, this packet contains only the registration material needed for DCON. For more information on contests, awards, scholarships, and elections material, please visit the district website [uikeyclub.wordpress.com](http://uikeyclub.wordpress.com), to find the appropriate forms.

Yours Truly,

2010-2011 Utah-Idaho Key Club District Board

# KEY CLUB

Utah-Idaho District

## TENTATIVE DISTRICT CONVENTION SCHEDULE

DCON '11 ROMAN INTO SERVICE

### Friday, March 18th, 2011

3:30 - 6:00.....	Registration	Business Casual
5:00 - 5:30.....	Candidates Meeting/Sergeant at Arms	
5:30 - 6:00.....	Meet and Greet	
6:00 - 8:45.....	General Session	
9:00-10:30.....	Caucusing	

### Saturday, March 19th, 2011

7:45 - 8:30.....	Breakfast	Business
8:30 - 9:30.....	General Session	
9:45 - 10:45.....	First Round of Workshops	
11:00 - 1:00.....	Miracle Mile Lunch (Casual)	Professional
1:30 - 2:00.....	Candidates Meeting	
2:15 - 3:15.....	Caucusing	Formal
3:30 - 4:15.....	Second Round of Workshops	
4:30 - 5:15.....	Third Round of Workshops	
5:30 - 6:30.....	Competitions	Formal
6:45 - 9:30.....	Dinner Session	
10:00-11:30.....	Dance (Toga)	
12:00.....	Curfew	

### Sunday, March 20th, 2011

8:00 - 8:30.....	Interdenominational/LDS Service	Business Casual
8:45 - 10:00.....	House of Delegates	
10:15 - 12:00.....	General Session/Brunch	
12:00 - 12:30.....	Board Meeting	
1:00.....	Departure	

Red Lion Hotel  
161 West 600 South  
Salt Lake City, UT 84101

## Section A

### Convention Registration Materials

Registration Deadline—March 5<sup>th</sup>, 2011

(Late registration accepted until March 18, 2011)

#### CONTENTS

1. Registration and Lodging Costs
2. Notes on Registration Procedures
3. Code of Conduct
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5. Medical Release Form
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9. Sergeant-at-Arms Registration
10. Preferred Groupings for rooms form

# KEY CLUB

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## FACULTY ADVISOR 2011 CONVENTION CHECK LIST

Advisors: Before you send in the registrations for your Key Clubbers and yourself, please use the check-list below to ensure that nothing has been forgotten. These must be completed without exception for the District Convention

- \_\_\_\_\_ Each DCON attendee has read the Code of Conduct. (They will be required to sign one upon arrival at the Convention.)
- \_\_\_\_\_ Each Key Clubber has **signed** his/her registration form.
- \_\_\_\_\_ Each Key Clubber's parent or guardian has signed the registration form.
- \_\_\_\_\_ Each Key Clubber has filled out the medical information sheet, the student's parent/guardian has signed it, and that signature has been notarized.
- \_\_\_\_\_ All Chaperone forms have been completed.
- \_\_\_\_\_ A check for costs, figured by the number of attendees times the registration fee (not including lodging or transportation costs); included with the registrations you are sending.
- \_\_\_\_\_ The rooming list is completed and included with the registration materials. If you need additional students to fill up one or more of your rooms, you have indicated that on the rooming list. If you have an uneven number of students, consider sharing rooms with other schools. (Remember, adults and students may not room together).
- \_\_\_\_\_ The club members have elected two delegates and two alternates to represent them in the House of Delegates and that form is included with the registration materials.
- \_\_\_\_\_ One person has been selected to serve on the sergeant-at-arms committee and the form is included with the registration materials.
- \_\_\_\_\_ Candidates for District Office have completed all forms, inclusive of the service agreement, with all required signatures.
- \_\_\_\_\_ You and any other adult advisors/chaperones who will be attending Convention have looked at the volunteer form and signed up to help! (Thank you!)

If you have any questions, feel free to contact the District Administrator:

Michael Sims | [msims1197@yahoo.com](mailto:msims1197@yahoo.com)  
PO BOX 1112  
Bountiful, UT 84011  
801-598-7292 (C)

### Registration and Lodging Costs

57th ANNUAL CONVENTION—MARCH 18-20, 2011

#### DCON COSTS:

*The DCON costs cover all convention materials, workshops, contest award certificates, guest speakers, entertainment, dance, All meals Saturday, and Sunday brunch.*

\$120.00 per person. All Key Club members, Kiwanis, and Faculty Advisors should register for the convention.

#### Hotel Costs:

4 persons/room—\$37.50/person

3 persons/room—\$50.00/person

2 persons/room—\$75.00/person

1 person/room—\$150.00/person

No adult chaperones, faculty, or Kiwanis advisors may share a room with Key Club members, unless that member is the adult's own child. In that event, no other Key Club member may share the room.

Early Registration is due by March 5, 2011 with a \$50 non-refundable deposit per-person

Late Registration is due March 12—March 20 with a \$65 non-refundable deposit per person

The absolute final registration date is March 20, 2011.

**Balance is due on or before March 18, 2011 and may be paid up to the first day of convention.**

Checks for DCON Payments should be made out to the *Utah-Idaho Kiwanis District Foundation*.

### CODE OF CONDUCT

See also *The Key Club 2009- 2011 Guidebook*

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 Sergeant-at-Arms Committee, Key Club administrators, and designated staff. Each member of Key Club International attending this convention will be required to sign a copy of the CODE OF CONDUCT when they register.

#### **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 a.m. 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 Utah-Idaho District Key Club Board with approval of the District 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 shirt, sweatshirt, or appropriate tee-shirt and casual footwear for males, and shorts, skirt, skirt 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 Director 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*, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

# KEY CLUB

Utah-Idaho District

## KEY CLUB MEMBERS REGISTRATION FORM

57th ANNUAL CONVENTION – MARCH 18-20 2011

Red Lion Hotel  
Salt Lake City, Utah

Student's Name			
Home address		Home Phone	Cell Phone
Circle One: Male      Female	Grade (current)	Student's email address	
Name of adult chaperone for this convention		Key Club of . . .	
First Time at a Key Club Convention?  ___ Yes ___ No		What Key Club office have you held? 2008-2009 2009-2010 2010-2011	
Please indicate any assistance or special considerations you may need in terms of food and housing.			
<b>Chaperone:</b> Please read the following statement and then sign this form. I do certify that I am the chaperone for the person named above. I hereby take full responsibility for the conduct of this member of Key Club during the District Convention. Signed: _____ Date: _____			
<b>Student:</b> Please read the following statement and then sign this form. I have read and understand the <i>Convention Code of Conduct</i> and I hereby commit to abide by its provisions. Signed: _____ Date: _____			
<b>Parent:</b> Please read the following statement and then sign this form. I have read the Utah-Idaho District Convention <i>Code of Conduct</i> and understand that my child will abide by its provisions. Signed: _____ Date: _____			

Mail this form with the proper payment to the District Administrator:

Michael Sims  
PO BOX 1112  
Bountiful, UT 84011

# KEY CLUB

## Utah-Idaho District

### AUTHORIZATION TO ATTEND EVENT & EMERGENCY MEDICAL TREATMENT AUTHORIZATION

**Please type or print all information.** This form is required for all Key Club members attending designated Key Club International events or activities. This form must be completed by the parent, legal guardian, or person *in loco parentis* for the member. Please make a copy of the completed form for your records.

Name \_\_\_\_\_

*Last name First name Middle Initial*

Mailing Address \_\_\_\_\_

*Street Address City State/Province Postal Code Nation*

Sex (circle one) F M Height \_\_\_\_\_ Weight \_\_\_\_\_ Birth Date Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

#### Chaperone

Who is the designated chaperone responsible for your Key Club member? \_\_\_\_\_

Relationship to member \_\_\_\_\_

*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.*

#### Emergency Information

In case of emergency, please contact: \_\_\_\_\_ Relationship to member \_\_\_\_\_

Daytime phone (\_\_\_\_\_) \_\_\_\_\_ Night time phone (\_\_\_\_\_) \_\_\_\_\_

Alternate contact \_\_\_\_\_ Relationship to member \_\_\_\_\_

Daytime phone (\_\_\_\_\_) \_\_\_\_\_ Night time phone (\_\_\_\_\_) \_\_\_\_\_

#### 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.

### General Information for Advisors and Chaperones

1. Residence required — For liability reasons all registered attendees of the District Convention are required to stay at the convention hotel during the time of the convention. Any person who leaves the convention facility without prior authorization of the District Administrator will be considered to have departed permanently.
2. Chaperones — It is the policy of Key Club International and the Utah-Idaho District of Key Club that any Key Clubber attending the District Convention must be accompanied by an adult chaperone. An *adult* is a person twenty-six years or older according to this policy.
  - a. No adult may act as a chaperone for more than ten (10) Key Clubbers. A female chaperone must either accompany or be available to female Key Clubbers from each club. A male chaperone must either accompany or be available to male Key Clubbers from each club.
  - b. Chaperones are expected to register for the Convention, stay in the Convention hotel, attend general sessions, caucuses and appropriate meetings and workshops and be responsible for room check at curfew. Chaperones may also be asked to assist with Sergeant-at-Arms responsibilities.
3. Refunds — Should it become necessary for a Key Clubber or adult advisor who has pre-registered for the District Convention to cancel his/her registration, the following refund policy will apply: \$50 early/\$65 late deposit is non-refundable. Remainder is not due until convention, so the club will need to recalculate cost per person based on cost charts shown under “Registration and Lodging” section.
4. Code of Conduct — Violations of any of the Convention Rules by any member of a Key Club will result in that member being sent home prior to the convention's close, or other disciplinary action as may be deemed appropriate. Anyone dismissed from the convention should understand that they must pay their own expense home and that a letter will be sent to their parents, school principal and sponsoring Kiwanis Club detailing the reason(s) for dismissal.
5. Convention Badges and Identification — Admission to all Convention sessions is by Convention Badge Only. **You must wear your badge at all times on the hotel premises.** request identification of any person on the premises. Do not wear your badge outside of the hotel.



### Advisor & Chaperone Judging Duties

57th ANNUAL CONVENTION – MARCH 18-20, 2011

Faculty Advisors, Kiwanis Advisors, and Chaperones:

Each year the Utah-Idaho District of Key Club International sponsors several contests that challenge the students' skills and knowledge of service. It is very important to the students that those contests be judged fairly and impartially. We depend on your willingness to serve in a number of capacities during the District Convention, including serving as chaperones during the Saturday evening dance.

Your help is needed in one of the following capacities. Please indicate which of these activities in which you would like to participate as a judge.

- Impromptu Essay Contest
- Scrapbook Contest
- Talent Contest
- Oratorical Contest
- Chaperone the Saturday Dance
- Talent Contest (Finals)

Please know that your efforts and service on behalf of the students is very much appreciated.

---

Name

Key Club Representing

### Sergeant-at-Arms Registration

1. Each club is to select one person to serve on the Sergeant-at-Arms Committee.
2. The members of the Committee shall act on the direction of the Chairperson of the Committee and the District Administrator.
3. It will be the duty of this committee to keep order at all sessions of the convention. The committee will monitor all entrances for all meetings. Everyone in attendance must have a convention badge.
4. Members of the committee will be assigned to one or more of the following responsibilities:
  - a. Stand at the entrance to the room in which the general sessions are held.
  - b. Be assigned to certain floors of the hotel to enforce curfew.
  - c. Be assigned to the House of Delegates.
5. All members of the Committee will be issued a ribbon to designate that they are a member of the Sergeant-At-Arms Committee.
6. This committee should not consider itself a police force, but as a service committee to provide for a successful convention and for the protection of those attending the convention. Committee members should, at all times, remain courteous and help direct attendees as well as possible. The Sergeant-At-Arms ribbon is not a license to act as one pleases, nor should it be used as an excuse to circumvent regulations. All members of the committee are obligated to abide by the same regulations established for all Key Club members.

NAME OF KEY CLUB \_\_\_\_\_

NAME OF MEMBER \_\_\_\_\_  
*Last, First*

ADDRESS \_\_\_\_\_  
*Street Address City State Zip*

E-Mail Address \_\_\_\_\_

I agree to obey and enforce all the rules pertaining to the position of Sergeant-At-Arms.

\_\_\_\_\_  
Key Clubber's Signature

\_\_\_\_\_  
Faculty Advisor's Signature

If possible, please return this completed form with the Convention Registration forms. You may also submit it at the registration table at Friday registration.

# KEY CLUB

Utah-Idaho District

## Preferred Groupings for Rooms

57th ANNUAL CONVENTION – MARCH 26-28, 2011

Every effort will be made to accommodate you in the groups you list below based on the hotel accommodations available. Rooming groups will be made as you list them on this form. This form must be received by the District Administrator no later than March 5, 2011

Key Club of: \_\_\_\_\_

Please write in the name of each Key Clubber who is to stay in the room. Please note adult advisors. Make additional copies of this form if more rooms are needed. Please make a copy for your records.

Room #1  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #2  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #6  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #3  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #7  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #4  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #8  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #5

# KEY CLUB

Utah-Idaho District

## DELEGATES & ALTERNATES REGISTRATION FORM

Each Key Club is allowed two (2) members to represent their club as members of the House of Delegates.

<b>The Key Club of _____</b>	
<b>hereby certifies that the following persons, active members of this Key Club, have been elected as delegates and as alternate delegates to the House of Delegates of the 55<sup>th</sup> Annual Convention of the Utah-Idaho District of Key Club International.</b>	
_____	
<b>Club Secretary</b>	
<b>DELEGATES</b>	
Delegate's Name	
Home or cell phone	Home address
Email address	
Delegate's Name	
Home or cell phone	Home address
Email address	
Alternate's name	
Home or cell phone	Home address
Email address	
Alternate's name	
Home or cell phone	Home address