



## Registration and Lodging Costs

### *DCON Costs:*

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The DCON costs cover all Convention materials, workshops, contest award certificates, guest speakers, entertainment, dance, and all meals.

\$120.00 per person. Includes five (5) meals, DCON shirt, and DCON pin. All Key Club members, Kiwanis, and Faculty Advisors should register for the Convention.

Checks for DCON Payments should be made out to the *Utah-Idaho Kiwanis District Foundation*. Lodging costs should be paid directly to the hotel *Red Lion Hotel Boise Downtowner*.

### *Hotel Costs\*:*

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4 persons\*\*/room – \$18.75/person  
 3 persons/room – \$25.00 /person  
 2 persons/room – \$37.50 /person  
 1 person/room – \$75.00 /person

*\*These rates are quoted without tax. Schools that provide a tax number will be exempt from the 13% tax rate on the total above. Those who are paying individually or schools without tax-exempt information should plan to add 13% to the above figures.*

*\*\*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.*

### *Deadlines*

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Early Registration is due by March 9, 2012 with a \$50 non-refundable deposit per-person

Late Registration is due March 10-30 (at the door) with an \$80 non-refundable deposit per person  
 The absolute final registration date is March 20, 2012.

**Balance is due on or before March 20, 2011 and may be paid up to the first day of Convention.**

### *Transportation*

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Transportation by bus will be available at an extra \$50.00 for Utah Key Clubbers.

Idaho Key Clubbers are responsible for individual transportation needs/busses. Contact local Kiwanis Clubs for assistance, if needed.



## Notes on Registration Procedures

### *Where and When?*

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March 30–April 1, 2012  
Red Lion Hotel Boise Downtowner  
1800 Fairview Avenue  
Boise, Idaho 83702  
(208) 344-7591

### *Who Can Attend?*

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**All club members and adult advisors are invited to attend the Convention.** The Key Clubbers who are interested in being or will be the 2012-2013 officers for your club should definitely attend. Over the course of the weekend, you will learn crucial lessons about Key Club operations, leadership, and service that will help build your club. Also be sure to invite underclass members, as their involvement in Key Club opens doors for District and even International Leadership!

**\*\*\*NOTE\*\*\* In order to register for Convention, participate in the House of Delegates, and run for District Office, each participating Key Club member's dues must have been paid on time. Members of Key Club are not considered active until dues have been paid.**

### *Forms to Fill Out*

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Members, Advisors, Chaperone Judges, and Sergeants-At-Arms each have their own registration forms in this section. **All registering Key Club members MUST** fill out a medical release form separate from this registration packet and **MUST** bring both their medical release form and registration form to the District Convention upon checking in.

### *Financial Assistance*

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It is important that all club members have the opportunity to take advantage of everything that District Convention has to offer. Reach out to your sponsoring Kiwanis Clubs, and more often than not, they will be more than happy to aid at least one of your club members to attend. It would certainly be appropriate for the Kiwanis to pay for the faculty advisor's registration and/or hotel room. **If you as the faculty advisor cannot attend, make sure someone from your sponsoring Kiwanis Club accompanies your students to the Convention.**



## Code of Conduct

Key Club members, adult advisors and invited guests are expected to demonstrate behaviour 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 Behaviour*

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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*

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9. Members staying in a hotel or other lodging facility must sleep in their assigned room.
10. 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.
11. Male and female members may be present together in hospitality suites when an adult chaperone is present.
12. 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.
13. Items within this section may be modified by the Utah-Idaho District Key Club Board with approval of the District Administrator.



## Code of Conduct

### *Dress Code*

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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 skirt, blouse or collared shirt and appropriate shoes for females.
4. “Casual” refers to shorts or jeans, collared shirt, sweatshirt, or appropriate T-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*

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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*; over the age of twenty-one (21); approved by the school; and registered with and accompanying the Key Club members at the Convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, each Key Club District Administrator shall have authority for all persons in attendance from his/her respective District.

## Key Club Member Registration Form

Name (Last, First):			
Home Address:			
Home Phone:		Cell Phone:	
Circle One: Male          Female	Grade (Current) 9   10   11   12	Email:	
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? 2009-2010 2010-2011 2011-2012	
Please indicate any assistance or special considerations you may need in terms of food, medication and housing.			
<p><b>Chaperone:</b> Please read the following statement and sign this form.</p> <p><i>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.</i></p> <p>Signed:..... Date:.....</p>			
<p><b>Student:</b> Please read the following statement and then sign this form.</p> <p><i>I have read and understand the Convention Code of Conduct and I hereby commit to abide by its provisions.</i></p> <p>Signed:..... Date: .....</p>			
<p><b>Parent:</b> Please read the following statement and then sign this form.</p> <p><i>I have read the Utah-Idaho District Convention Code of Conduct and understand that my child will abide by its provisions.</i></p> <p>Signed:..... Date:.....</p>			

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

Mike Sims  
PO BOX 1112  
Bountiful, UT 84011

**Make checks out to Utah-Idaho Key Club**



## Medical Release Form

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

Name \_\_\_\_\_  
Last First Middle Initial

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

City State/Province Postal Code

Sex (circle one) F M Height \_\_\_\_\_ Weight \_\_\_\_\_ Birth Date \_\_\_\_\_

### 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 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 tumours? 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 events sponsored by Key Club International. I also have read and understand the Code of Conduct, 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 hospitalisation, injection, anaesthesia 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, judgements, 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.*

Parent or guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Notarization (required in the United States and Canada)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Notary in the State/Province of \_\_\_\_\_. My commission expires \_\_\_\_\_.

## Preferred Groupings for Rooms

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 postmarked to the District Administrator no later than March 9, 2012

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

Please write the name of each Key Clubber who is to stay in the room. Please 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: \_\_\_\_\_

Room #5  
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: \_\_\_\_\_