

Section A Convention Registration Materials Registration Deadline — March 27, 2015

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Faculty Advisor Checklist

Advisors: Before you send in the registrations, please use the checklist below to ensure that nothing has been forgotten.

_____ 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 notarised.

_____ 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.

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

John Brown | uikiwanisjb@aol.com
561 Tamarack Drive
Tooele, UT 84074-3147
435-830-8380 (Cell)



Registration and Lodging Costs

DCON Costs:

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

Early Registration: \$130*- Due February 15

Regular Registration: \$150*- Due March 15

Late Registration (or at the door) \$170*- Due March 27

Includes five (5) meals, rooming, 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*. Checks for lodging costs should also be made out to the *Utah-Idaho Kiwanis District Foundation*.

* The prices mentioned above are for four person rooms

It will be \$15 more per person for a three person room, \$44 more per person for a two person room and \$66 more per person for a one person room.

Transportation

Transportation by bus will be available at an extra \$30.00 for Idaho Key Clubbers.

Utah Key Clubbers are responsible for individual transportation needs/busses. Contact your LTG for assistance, if needed.



Notes on Registration Procedures

Where and When?

March 27–March 29, 2015
Marriot Hotel
247 24th Street
Ogden, UT, 84401
(801) 627-1190

Who Can Attend?

All club members and adult advisors are invited to attend the Convention. The Key Clubbers who are interested in being or will be the 2015-2016 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

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

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

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

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

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 shorts, 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

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? 2012-2013 2013-2014 2014-2015
Please indicate any assistance or special considerations you may need in terms of food, medication and housing.		
<p>Chaperone: 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>Student: 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>Parent: 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:

John Brown | uikiwanisjb@aol.com

561 Tamarack Drive

Tooele, UT 84074-3147

435-830-8380 (Cell)

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 (____) _____ Nighttime phone (____) _____

Alternate contact: _____

Relationship to member: _____

Daytime phone (____) _____ Nighttime 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 _____.



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-one years or older according to this policy.
3. 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.
4. 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.
5. 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.
6. 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.
7. Convention Badges and Identification – Admission to all Convention sessions is by Convention badge only. **You must wear your badge at all times, in a visible place, while on the hotel premises.** Hotel security is authorized to request identification of any person on the premises. Do not wear your badge outside of the hotel.

Advisor and Chaperone Registration Form

Name (Last, First):	
Home Address:	
Home Phone:	Cell Phone:
Circle One: Male Female	Email:
Key Club of ...	Member of a KI club? If so, which club?
Check all that apply: <input type="checkbox"/> First time at a Key Club Convention <input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Kiwanis Advisor <input type="checkbox"/> Chaperone	
Please indicate any assistance or special considerations you may need in terms of food and housing.	
Please read the following statement and sign this form. <i>I do certify that I have read the Key Club Code of Conduct and that I recognise my responsibility for the members of Key Club International under my supervision.</i>	
Signed:	Date:

Mail this form with proper payment to the District Administrator:

John Brown | uikiwanisjb@aol.com
 561 Tamarack Drive
 Tooele, UT 84074-3147
 435-830-8380 (Cell)



Advisor & Chaperone Judging Duties

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.

- Traditional Scrapbook Contest
- Non-Traditional Scrapbook Contest
- Oratorical Contest

Please know on behalf of the Utah-Idaho Key Club members, we appreciate your efforts and service.

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:
 - Stand at the entrance to the room in which the caucusing sessions are held.
 - Be assigned to certain floors of the hotel to enforce curfew.
 - Be assigned to the House of Delegates.
5. All members of the Committee will be issued a ribbon to designate their Sergeant-At-Arms Committee membership.
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: _____

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 this form at the registration table at Friday registration.

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 15, 2015

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: _____