



General Information for Advisors and Chaperones

1. Residence required — For liability reasons all registered attendees of the District Convention and Leadership Conference (DCLC) are required to stay at the Conference hotel during the time of DCLC. Any person who leaves the Conference 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 DCLC, stay in the Conference 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 preregistered for DCLC to cancel his/her registration for any reason, the following refund policy will apply: cancelation must be made in writing with a full refund 30 days in advance, 50% refund 15 days in advance, and one week in advance is non-refundable.
6. Code of Conduct — Violations of any of the Conference Rules by any member of a Key Club will result in that member being sent home prior to DCLC's close, or other disciplinary action as may be deemed appropriate. Anyone dismissed from DCLC 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.

Conference Badges and Identification — Admission to all DCLC sessions is by Conference 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.