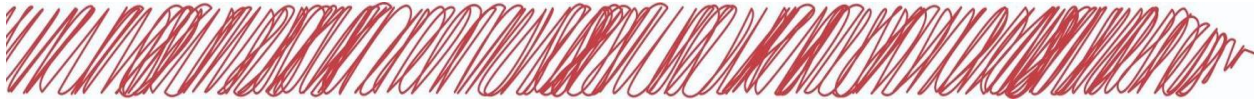


**71st Annual New Jersey District
Key Club Convention**



Registration Packet

KEY CLUB®



Greetings New Jersey Key Club Members –

Since the formation of the planets and the start of Key Club, our members have changed the world. In commemorating the service and hard work done throughout the service year, we invite you to attend the New Jersey District's 71th Annual Key Club District Convention. You have now been given the chance to explore the galaxies of service the weekend of **March 31st – April 2nd 2017** at the New Jersey District's 71th Annual Key Club District Convention!

Here are some helpful ideas and hints to help make your Registration Process run smoothly:

1. **Start planning with your Advisor and School Administration as soon as possible.** Find a plan to help members pay. Determine if your club is able to subsidize a portion of the costs for some or all of your members to attend. If needed, ask your Kiwanis club for financial help as soon as possible.
2. If you need permission from your school principal, administrations, or Board of Education, please ask now. Do not wait until the week before.
3. Plan transportation now, especially if you need a bus from your school or an outside source. It may be easier to share with other area clubs. Contact your Lieutenant Governor to find out about the other clubs in your division's means of transportation.
4. Chaperones are mandatory for this trip. If chaperones need to be found, please start looking now. If you do not have a chaperone, please contact your respective Lieutenant Governor for assistance.
5. If you need to submit a check request to your school, please do it early. If you need to get the New Jersey Key Club to sign it, send it to NJ Kiwanis District Office (120 Morris Avenue, Summit, NJ 07901) with a self-addressed stamped envelope to the address below. It will be signed and sent back to you. Allow enough time to meet the deadlines. This can be done without enclosing the money. With many more issues to consider, remember to read through the entirety of this packet and mailing to gain a full understanding of the registration process and district convention.
6. **Students no longer need to receive a notary on their medical form.**

All of the enclosed information and the Elections and Scholarship Packets will be posted on the District website: www.njkeyclub.org. If you have any further questions, please contact your Lieutenant Governor, any member of the Kiwanis Committee, or myself at treasurer.clarkin@gmail.com. Remember to start planning early! We look forward to seeing you at convention!

Ciara Clarkin

Convention Registration Chairperson

District Treasurer

New Jersey Key Club

2017 District Convention Schedule

**Subject to Change

Friday, March 31

1:00 PM – 5:00 PM – Attendee Registration and Hotel Check-In
2:00 PM – 5:00 PM – Contests Entry Submissions
3:45 PM – 4:30 PM – Candidate’s Meeting (Candidates for District Officer & their advisor)
4:00 PM – 5:00 PM – 2017 – 2018 Lieutenant Governor-Elect Meeting
5:00 PM – Campaigning Officially Begins
5:00 PM – 6:00 PM – Dinner
5:45 PM – 6:00 PM – Sergeant-At-Arms Orientation
6:15 PM – Keynote Session Featuring: Ben Nemtin from MTV’s The Buried Life
8:45 PM – 11:00 PM – Divisional Caucuses
11:00 PM – 11:45 PM – Advisor and Chaperone Social
12:00 AM - Curfew

Saturday, April 1

7:30 AM – 8:15 AM – Breakfast
8:30 AM – 9:30 AM – Meet the Candidates
9:45 AM – Impromptu Essay Contest
9:45 AM – 11:30 AM – Workshop Sessions
11:45 AM – 1:00 PM – Appreciation Session featuring The Thirst Project
1:00 PM – 1:45 PM – Lunch
1:45 PM – 6:00 PM – FREE TIME
1:45 PM – Talent Show
2:30 PM – Oratorical Contest
3:45 PM – House of Delegates
6:00 PM – Sergeant-At-Arms Meeting
6:00 PM – 7:00 PM – Dinner
7:15 PM – 10:15 PM – Recognition Session
10:15 PM – Dance and Board Auction
12:00 AM - Curfew

Sunday, April 2

7:45 AM – 8:30 AM – Walk to Fight Hunger
8:30 AM – 9:30 AM – Breakfast
9:45 AM – 11:45 AM – Farewell Session
12:00 PM - 2017 – 2018 District Board Meeting

District Convention Registration Guidelines

1. ALL REGISTRATION FORMS MUST BE POSTMARKED BY FRIDAY, MARCH 3rd, 2017.

Registration Costs:

	Postmarked prior February 12	Postmarked after February 12
Key Club Members (Quad Occupancy)	\$285.00	\$290.00
Chaperones (Double Occupancy)	\$330.00	\$335.00
Chaperones (Single Occupancy)	\$435.00	\$440.00

2. Please send a NON-REFUNDABLE check(s) or money order (NO CASH) made payable to:
"NEW JERSEY DISTRICT OF KEY CLUB."
3. Vegetarian dishes are included in the buffets.
4. Each club must have one chaperone for every 10 members. If your club is sharing chaperones with another club, it must be indicated on the registration form. You must include the complete contact information of the shared chaperone in order for us to confirm the arrangement.
5. No incomplete forms will be accepted. Registration forms may be downloaded off of the New Jersey District website, www.njkeyclub.org in PDF Format. However, you may NOT register online. You MUST mail the forms in. Send the completed TYPED OR NEATLY PRINTED Registration Form and Convention Sign-up form with a check or money order to:

**NJ Kiwanis District Office
Key Club District Convention
120 Morris Avenue
Summit, NJ 07901**

6. The Rules and Regulations Form as well as the Parental Consent Form and Emergency Medical Treatment Authorization Form should be turned in at the Convention Registration Desk upon arrival. (DO NOT MAIL THEM.)
7. Rooms containing less than four Key Clubbers may be consolidated with other clubs.
8. Once registration has been confirmed, refunds are not permitted. If someone is unable to attend and changes become necessary, contact someone in your club (of the same gender) and make arrangements for them to take that place.
9. By sending in the required forms and payment, you acknowledge all of the above procedures.

10. Upon arrival at Ocean Place, ALL clubs MUST present a copy of the Registration/Payment email confirmation that was sent to the email address specified on the Registration Form. No club will be allowed to register without this email confirmation.

Registration and Rooming Request Form

KEY CLUB OF _____

Division: _____

Registration Contacts:

Adult:

Name: _____

Position: _____

E-Mail Address: _____

Phone Number: _____

Student:

Name: _____

Position: _____

E-Mail Address: _____

Phone Number: _____

<u>REGISTRATION</u>	<u>TOTAL REGISTRANTS</u>	<u>COST</u>	<u>TOTAL AMOUNT</u>
Male Key Club Members		@ \$290.00	
Female Key Club Members		@ \$290.00	
Chaperone (Double Occupancy)		@ \$335.00	
Chaperone (Single Occupancy)		@ \$440.00	
TOTAL REGISTRANTS:		TOTAL AMOUNT DUE:	

*CHAPERONES INDICATING M OR F FOR "DOUBLE" WILL BE ROOMED WITH ANOTHER CHAPERONE OF THE SAME GENDER.

**"SINGLE" INDICATES THE CHAPERONE WANTS A "SINGLE" AT THE HIGHER RATE.

Note: All registration fees must be paid in full before Friday, March 3rd, 2017. If registration is postmarked by Friday, February 12th, 2017, a discount in the amount of \$5 per attendee can be applied to the prices.

Advisor Rooming Form

- Chaperones rooming with another adult from another school should list the other adult's name and school in parenthesis. If no name is listed and a chaperone requests a double room, they will be roomed with another chaperone of the same gender.
- Child rate for young children accompanying their parent chaperones: Age 4 & under - free; Age 5-11- \$130.00 (includes meals). Please list child's name, age, and gender on form

ROOM # 1:

Circle one: Male Female	Circle one: Single Double
Name:	Name (if double):

ROOM # 2:

Circle one: Male Female	Circle one: Single Double
Name:	Name (if double):

ROOM # 3:

Circle one: Male Female	Circle one: Single Double
Name:	Name (if double):

ROOM # 4:

Circle one: Male Female	Circle one: Single Double
Name:	Name (if double):

ROOM # 5:

Circle one: Male Female	Circle one: Single Double
Name:	Name (if double):

Key Club Member Rooming List

Please place Key Club Members in rooms of four. There will not be any rooms of five, as Ocean Place does not allow it. If you have less than four in a room, Key Club Members in other schools of the same gender may be placed in the room.

ROOM # 1:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 2:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 3:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 4:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 5:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 6:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 7:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 8:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 9:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 10:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 11:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

ROOM # 12:

Circle one: Male	Female	Officer Position
Name 1:		
Name 2:		
Name 3:		
Name 4:		

Please note: If your club adds members later on, you will be required to submit a new rooming list, any adjustments to the chaperones attending (1 for every 10 Key Clubbers), and correct payment. All rooming decisions will be made at the discretion of the Convention Registration Committee. All decisions are final. Any club who has not paid both International and District dues will not be permitted to attend the convention. If you have any questions, please feel free to contact **Ciara Clarkin**, Convention Registration Chairperson, at treasurer.clarkin@gmail.com.

Convention Sign-Ups

Sergeant-At-Arms

Each club must appoint two to four members to serve on this committee.

No committee member is exempt from any of the Convention Rules. Please select Sergeant-At-Arms carefully.

Name 1:
Name 2:
Name 3:
Name 4:

Delegates

Each club must appoint two members to serve as delegates to the House of Delegates on Saturday Afternoon. These individuals will be charged with electing the 2017 – 2018 District Officers and vote on any amendments to the District Bylaws.

Name 1:
Name 2:

Judges (Chaperones)

If you are interested in serving as a judge during the District Convention please place your name below and instructions will be distributed during the convention.

Names:	E-Mail Address:
1:	
2:	
3:	
4:	

Parental Consent Form and Medical Questionnaire

The following Consent Form on the next page must be filled out by each student and signed by their parent or legal guardian. The form is required upon check-in at District Convention. Do not send this form in the mail with registration.

Authorization to attend event and emergency medical treatment

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.

Member information: First, M.I., Last, Street address, City, State/Province, ZIP/postal code, Nation, Sex, Height, Weight, Birth date. Chaperone: Who is the designated chaperone responsible for this 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. All non-Key Club members over the age of 18 attending the Key Club International convention must have a background check that is conducted by Kiwanis International.

Emergency information: In case of emergency, please contact Relationship to member, Phone, Cell phone, Alternate contact, Relationship to member, Phone, Cell 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?, Convulsion or epilepsy?, Heart condition?, High blood pressure?, Rheumatic fever?, Cancer or tumors?, Headaches?, Fainting spells?, Asthma?, Diabetes?, Allergies to medication?, 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. Parent or guardian Signature Date

NEW JERSEY DISTRICT KEY CLUB CONVENTION RULES AND REGULATIONS

*Each Student Attendee is required to bring this to convention. Forms **MUST** be handed in at check-in.*

The following rules and regulations have been adopted to ensure the safety, comfort, and pleasure of all participants at the convention. Infractions of the Convention Rules will be reported to the Sergeant-At-Arms Committee and Kiwanis Committee members in charge and could result in dismissal from the convention, disciplinary action against any individual, and the loss of future convention privileges.

1. **NO** alcoholic beverages or drugs [not prescribed by a physician] will be permitted in the possession of any Key Clubber. The legal drinking age in New Jersey is 21 and the hotel will do everything in its power to protect itself and its business. **The hotel security staff has the OBLIGATION AND RIGHT to apprehend violators and turn them over to the New Jersey State Police.**
2. A retiring hour of 12:00 a.m. will be strictly enforced. Key Clubbers **MUST** be in their rooms at this retiring hour and remain there until 6:00 AM.
3. Caution should be taken not to deface any hotel or personal property belonging to another individual or club. Everyone is responsible for their own room as well as the consequences of their own actions.
4. Gambling, the use of fireworks, water fights, etc. is unacceptable. In brief, any improper behavior will not be tolerated, and may result in the dismissal of an individual or club with the possibility of awards revoked for rule infractions.
5. Smoking will not be permitted by anyone at **ANY TIME** during the convention.
6. Attendance is mandatory at all General Sessions, Caucuses, and Workshops. No participants should be in their rooms, hallways, or any other area during these meetings.
7. Appropriate dress (collared shirt, tie, and dress slacks for males; dress outfits for females) is required at all meals, meetings, caucuses, workshops, and House of Delegates. For males, jackets are recommended. **NO sweatshirts, T-shirts, jeans, shorts, beachwear, athletic footwear, and sneakers are permitted at above session**; unless otherwise noted by the New Jersey District. Neat dress is in order at all times. Please note that this regulation applies to **all** attendees of the New Jersey District Key Club Convention, **including advisors and chaperones**. The following page delves deeper into the dress code.
8. Any and all fundraising by clubs or individuals is strictly prohibited during the entire convention, with the exception of District Board sponsored fundraising projects.
9. The New Jersey District will not be responsible for damage to personal or club property during the convention or cost of sending Key Clubbers **HOME**.
10. No female Key Clubber will be allowed in the room of a Male Key Clubber, and no male Key Clubber is allowed in the room of a female Key Clubber, unless an adult advisor is present.
11. The chaperone requirement is one adult advisor (21 or over) per 10 Key Clubbers. Clubs with both male and female members should have both male and female chaperones. Schools wishing to share chaperones should make the arrangements prior to registering, so they can be roomed together. Please indicate on the registration form if you are sharing chaperones.
12. Every member will respect the authority of the Sergeant-At-Arms Committee.

ADVISORS ARE EXPECTED TO REVIEW THESE RULES WITH KEY CLUBBERS! WE ALSO ASK ADVISORS TO SET AN EXAMPLE BY FOLLOWING THE ABOVE RULES.

Key Clubber's Signature

Parent's/Guardian's Signature

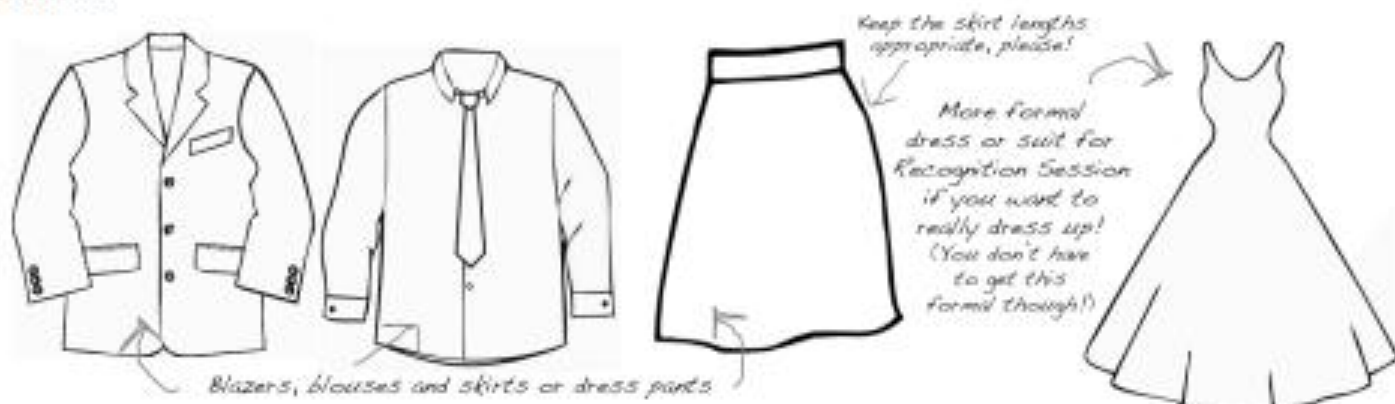
** Please note that signing the above lines implies that the Key Clubber agrees to obey the aforementioned rules and acknowledges that violations of these rules can result in the ejection of the Key Clubber from the New Jersey District Key Club Convention. The Parent/Guardian acknowledges their obligation to provide transportation back from the Convention center if a violation or ejection occurs. **

Dress for Success

The official Key Club International dress code definitions are as follows:

Business Professional

Dress shirts, slacks, neckties, sport coats, suits, dresses, skirts, blouses and dress shoes.



Business Casual

Slacks, collared shirts, skirts, blouses, and non-athletic shoes.



Casual

Shorts, skirts, skorts, or jeans, collared shirts, sweatshirts, or approved t-shirts and casual footwear, such as athletic shoes or sandals. Key Club attire encouraged!



DCON Chaperone Cheat Sheet

For those brave souls who are chaperoning DCON, this document is meant to provide a general idea of what's happening. Welcome to Long Branch, NJ. This weekend has been called "the largest collection of energy you've ever seen," and that is true! DCON is exciting, motivating and inspiring for both students, advisors, and chaperones.

Name Badges: Key Club Members and advisors must wear their convention name badges at all times in the hotel. However, when students and adults are outside of the hotels and/or in Pier Village, name badges show be removed. Admission to all convention events (including the dances) is contingent on wearing a name badge.

Agenda: Please check your program for locations of all events listed below. Please double check times listed here against times in the program as well. (Times in the program are what to follow.) Also, please follow guidelines for dress to general sessions, forums, caucuses, dances and House of Delegates.

Code of Conduct: Please check your program. All students and adults registered for DCON are required to follow the Code of Conduct at all times.

FRIDAY:

Registration: Registration begins at 1:00 PM in Office South near the Convention Ballrooms, not at the Hotel's Front Desk. Hotel Room keys are available as the rooms become available by the hotel. Please remind students that they will sleep two a bed. In the past, some students have felt more comfortable packing a sleeping bag to sleep in thus sleeping on top of a bed. You may want to share that idea with your students. Thank you in advance for your flexibility and patience throughout the registration process.

Check-In and Convention Materials: During check-in at the convention registration desk, advisors will receive room keys and an envelope containing name badges and programs. You will also receive a map to show you where your division will sit during the General Meetings and what room you will be in for the Friday night caucus.

Dinner: Dinner will be served in the Monmouth Ballroom at 5:00 PM. Seating for this meal and all other meals are open seating.

Annual Achievement Reports: Reports which have not been mailed in ahead of time must be delivered when you register.

Delegates: Each club is allowed two (2) voting delegates for the House of Delegates. Students serving as delegates must be individuated during check-in.

Contests: On Friday, schools that have entered a contest need to check in at the Contest Office (Office North) near the ballrooms. Judging for all contests is held on Saturday. Advisors wishing to volunteer to be contest judges may indicate in the Registration Packet or visit the Contest Office to sign up.

Opening Session: This session begins at 6:15 PM in the Atlantic Ballroom. Seating Assignments are by division and will be distributed at check-in.

Caucuses: Mandatory for all members and advisors please. Caucuses will be held directly after the Opening Session. Meeting rooms will be distributed at check-in. Students need to go to their own Division caucus. Here, candidates will give a short speech and members will have the opportunity to question the candidates. A caucus runs as long as there are candidates to meet: the larger the number of candidates, the longer the caucus. Please help your students be engaged, educated caucus attendees by encouraging them to ask appropriate questions and be good listeners. Sample caucus questions can be found in the candidate's packet.

Dance: The dance is held directly after caucuses on Friday. Casual dress is suggested. ALL attendees need to wear a name badge.

Advisor/Chaperone Reception Workshop: Will be held from 11:00 pm to 11:45 PM on the second floor of the hotel above the lobby.

Curfew: Curfew is at MIDNIGHT. Please check in with your students. Check to see if each student is in his/her assigned room at midnight. Feel free to assist in getting all students off to their rooms, even if they are not from your school. In the event of an

emergency during the night, bed checks go much more smoothly when students are in the rooms as listed. If you find a problem, please report it to an adult member of the Sergeant-At-Arms committee. Each advisor must submit their check-in form to an adult member of the SAA Committee prior to retiring for the evening. Curfew is NOT the time to get ice, snacks, et cetera. All of these needs must be taken care of prior to midnight. Also, students must stay in their own rooms after curfew. Hallways must remain clear of students after midnight. Curfew lasts until 5:00 A.M.

SATURDAY:

Breakfast: Is served in the Monmouth Ballroom beginning at 7:30 AM and ending at 8:15 AM.

Meet the Candidates: Mandatory for all!

Workshops: Review the program closely with your students. There is a workshop particular to each office and also some intended for general members. Please send your officers as well as any member who may be thinking of running for an office next year or is curious as to what an officer in the club is supposed to be doing. Some workshops are designed to help train the new officer; others are for general members. No one should be saying, "I have nothing to do." Insist that members attend the workshops. They should not be walking around doing nothing. Each workshop is run by a current member of the District Board.

Advisor Workshops: Intended for all advisors. Check your convention program.

Appreciation Session: All Distinguished Officers should line up in the Monmouth Ballroom prior to the start of the session. Each officer will be introduced and will be greeted by the District Governor during the session. All other attendees and advisors should move to their seats.

Service Fair: When your students are not at lunch and during the free time, they should be attending the Service Fair. Check your convention program. This is a showcase of project ideas, charities, other branches of the Kiwanis Family and more.

House of Delegates: Voting time! Mandatory for all delegates. Delegates need their tickets to enter the House. There is a seating area for non-delegates.

Dance: ALL attendees need to wear a name badge. Advisors should drop in occasionally to help monitor student behavior. (Wear ear plugs if needed!)

Curfew: Midnight. Same guidelines apply as Friday night.

SUNDAY:

Walk: All attendees are encouraged to attend the walk prior to breakfast.

Farewell Session: All attendees that received a t-shirt on Saturday will be able to wear their Convention T-Shirt to the Farewell Session. All incoming-Board Members should be in Business Professional.

Check-out: After the Farewell Session. Please remind students to leave gratuity for hotel chamber staff. Suggestion: \$4.00 per member for the weekend.