



2026 DECON REGISTRATION PACKET



**SERVICE NEVER
GOES OUT OF STYLE**

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GREETINGS FROM OUR DISTRICT GOVERNOR

Hello New Jersey Key Clubbers!

My name is Abigail Lee, and I am honored to serve as your 2025-2026 NJ Key Club District Governor. I am beyond excited to invite you to New Jersey Key Club's 80th annual District Educational Conference (DECON), a milestone celebration that marks eight decades of service, leadership, and unforgettable memories for NJKC.

This year's DECON will take place March 26-28th at the Berkeley Oceanfront Hotel in Asbury Park, where we will be throwing it back to the 1980s as we celebrate our 80th convention in style. The District Board has been working hard to plan an event that is bigger and better than ever, with workshops that will level up your leadership skills and inspire new ideas, captivating speakers who will energize your passion for service, a hands-on service event to make a real impact together, and fun contests and competitions where you can show off your talents and creativity.

So dust off your neon and get ready to dance to the beat of service because this year's DECON will be a celebration you will not want to miss. Come join us at our 80th District Educational Conference to have a blast from the past- I hope to see you all there!

**Yours in Caring and Service,
Governor Abigail Lee**



HOTEL VENUE INFO.

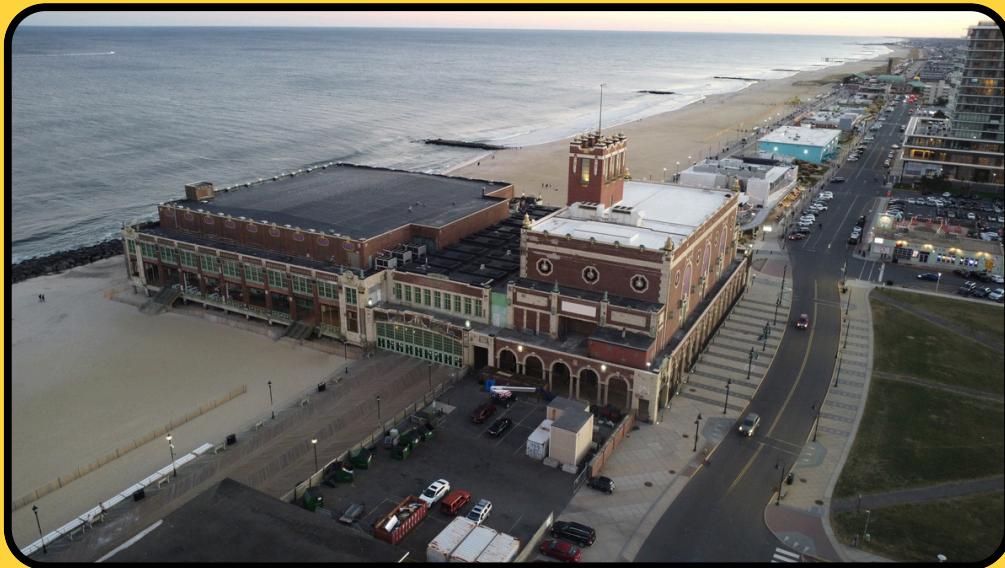
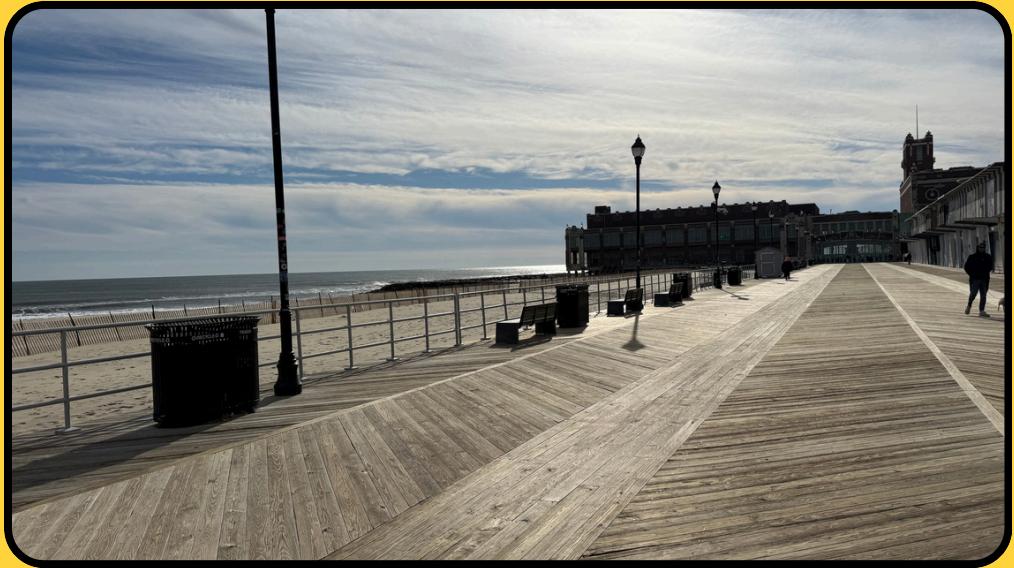
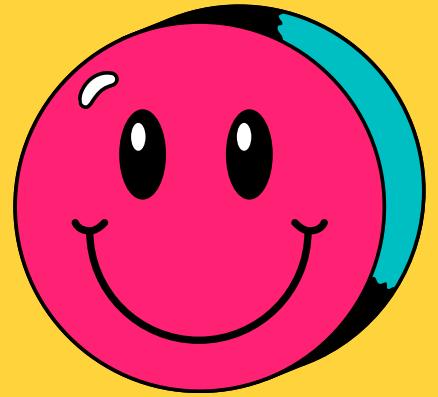


Conference Venue

DECON 2026 will be held at the Berkeley Oceanfront Hotel. All bookings must be made through the registration process in the following pages.

Berkeley Oceanfront Hotel
1401 Ocean Avenue
Asbury Park, NJ 07712

HOTEL VIEWS



SCHEDULE

THURSDAY, MAR 26

4 PM - 5 PM	Arrival
6:00 PM - 6:30 PM	Sergeant-At-Arms Meeting
6:00 PM - 6:30 PM	Candidates Meeting
6:30 PM - 9:00 PM	Dinner, Opening Session, Nominations, Candidates Speeches
9:00 PM - 11:30 PM	Social Time
11:30 PM	Curfew/Onsite Contest Submissions Due

SCHEDULE

FRIDAY MAR 27

7:30 AM - 9:00 AM	Breakfast
8:30 AM - 10:30 AM	Service Project
8:45 AM - 9:45 AM	Essay Contest
9:50 AM - 10:50 AM	Oratorical Contest
10:00 AM - 12:00 PM	Talent Show Prelims
11:15 AM - 12:00 PM	1st Workshop Session
12:00 PM - 1:00 PM	Lunch

SCHEDULE

FRIDAY MAR 27
(CONT.)

1:00 PM - 2:45 PM	2nd & 3rd Workshop Sessions/Advisor Meeting
3:00 PM - 4:30 PM	Caucusing
4:30 PM - 6:15 PM	Free Time
6:15 PM - 7:15 PM	Dinner
7:30 PM	Recognition Session
AFTER SESSION - 11:30 PM	Dance!
MIDNIGHT	Curfew

SCHEDULE

SATURDAY MAR 28

8:45 AM - 9 AM	Delegate Check-In
9:00 AM - 10:00 AM	House of Delegates
9:45 AM - 10:30 AM	Brunch/Room Checkout
10:30 AM - 12:00 PM	Farewell Session
12:30 PM - 2:00 PM	2026-2027 Board Meeting

PRICING

****Early Registration Due: February 23rd****

****Late Registration Due: March 1st****

Room Type	Early Reg.	Late Reg.
Single	\$605.00	\$615.00
Double	\$455.00	\$465.00
Triple	\$400.00	\$410.00
Quad	\$375.00	\$385.00

- Early Registration pricing requires Purchase Order or Paypal payment by February 23, 2026.
- Registration materials postmarked after Monday, March 1, 2026 will be considered late and will be subject to room availability.
- Full payment or Purchase Order MUST accompany your club's registration.
- Please contact Andrew DeFelice (adefelice@njkeyclub.org) with any questions.
- There are NO REFUNDS for DECON 2026 due to room and meal guarantees.
- You can submit both early and regular registrations for students that decide late.

REGISTRATION



Instructions

- Complete the EARLY registration process at:
- <https://fs6.formsite.com/NJKeyClub/hgvtbvi7i/index>
- Complete the REGULAR registration process at:
- <https://fs6.formsite.com/NJKeyClub/4jxckfmexu/index>
- Complete Medical, Code of Conduct, and Advisor Assurance Form
- Please ensure the information is complete and accurate.
- Have the parent/guardian of each Key Clubber review and sign the medical, code of conduct and liability waiver forms.
- Please upload or scan completed medical and code of conduct forms through the online system.
- Include payment
- The payment amount is shown on the invoice generated by the online system. If you need a signed invoice, please contact the Financial Counselor at: adefelice@njkeyclub.org
- Forms (if needed):
 - [New Jersey Key Club W9](#)
 - [New Jersey Key Club BRC](#)

PAYMENT



- **Payment Options:** Credit Card, Check or Purchase Order
 - **Credit Card:** Payment will be processed through the online system.
 - **Check:** Make checks payable to “New Jersey Key Club” and mail to the address included on your invoice along with a copy of your Registration Summary Form.
SCHOOL CHECKS ONLY
 - **Purchase Order:** An invoice will automatically be generated by the online system when you submit your registration information. This invoice should be submitted immediately to the appropriate school official to generate the Purchase Order. Copies of the purchase order and Registration Summary Form should be mailed to the address included on the invoice. Purchase Orders can also be emailed to District Financial Counselor, adefelice@njkeyclub.org, for signature.
 - If you need a W-9 and/or BRC, please click the links on the prior page or email District Financial Counselor at: adefelice@njkeyclub.org.
- You will receive a confirmation email from the online system when your registration is successfully submitted. A receipt will be emailed to you upon receiving payment. Clubs are also expected to submit the Annual Achievement Report Form.
- Instructions for submitting this report and other award forms can be found in the contests packet. Please direct all registration questions to registration@njkeyclub.org.

REG. SUMMARY

Room Type	BY 2/23/26 COST per person	2/24/26 - 3/01/26 COST per person	Quantity	Total (\$)
Single	\$605.00	\$615.00		
Double	\$455.00	\$465.00		
Triple	\$400.00	\$410.00		
Quad	\$375.00	\$385.00		
Payment by: <input type="checkbox"/> Check <input type="checkbox"/> Purchase Order				

Please note: Registration includes accommodations for Thursday and Friday nights and meals for Thursday Dinner, Friday Breakfast, Lunch, Dinner and Saturday Brunch.

Disclaimer: Clubs are Responsible for filling their own rooms and complying with any school district policies regarding overnight field trips. For example, some schools may permit quad occupancy and others may not.

ADVISOR: EXPECTATIONS

All registration materials must be submitted in the online system no later than February 23rd 2026 if participating in early registration or March 13th 2026 if participating in regular registration. Please follow the instructions below to register your club through the online system. In addition, if paying by Check or Purchase Order, the Purchase Order must be RECEIVED by the registration deadline. To ensure time for you to organize and complete all the registration materials for your club in the online system, it is highly recommended that you set a deadline for your students much sooner.

- As you arrive, proceed to the first floor of the Convention Center to Berkeley 3 for registration. All Key Clubbers are encouraged to wear spirit gear on Thursday Evening.
- For safety reasons, please remember that Key Club members may not leave their assigned hotel after curfew and advisors must confirm students are in their assigned rooms before retiring for the evening. Also, it should be noted that advisors are ultimately responsible for the safety and welfare of their students throughout the conference including enforcement of the Code of Conduct. Violations of the Code of Conduct must be reported to the District Administrator immediately.

**Again, advisors and chaperones, YOU are
responsible for the students from YOUR club.**

ADVISOR: REFERENCE SHEET

Advisor Responsibilities

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DECON 2026. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DECON events, as well as fulfill any other responsibilities required by their school or school district. Faculty advisors and chaperones will also be required to sign a Statement of Assurance upon arrival at the Berkeley Oceanfront Hotel to confirm they understand their responsibilities during DECON 2026.

Arriving at DECON

When you arrive at the hotel, proceed to Berkeley 3. Registration will take place inside the Berkeley 3 and room keys will be given to faculty advisors then. A club advisor or chaperone is needed to pick-up their registration materials.



ADVISOR: REFERENCE SHEET PT. 2

Bed Checks

Faculty advisors and chaperones are responsible for conducting their own bed-checks at curfew and ensuring their students remain in their assigned rooms throughout the night. Curfew is 11:30 PM on Thursday night and 12:00 AM on Friday night. Students are not permitted to leave their rooms until 7:00 AM. Advisors and chaperones may not retire for the night until all of their students are in their assigned rooms and lights are out. Advisors and chaperones must remain available to their students throughout the night should an emergency situation arise and therefore should not leave their assigned hotel at night unless addressing an emergency situation with one of their students.

Overseeing Students at DECON

Although students do not need to be within the direct line of sight of faculty advisors and chaperones at all times, students first must obtain permission from their faculty advisor or chaperone if they wish to travel anywhere unaccompanied within the hotel premises. Students must travel in groups of three or more whenever they travel unaccompanied by a faculty advisor or chaperone. In addition, faculty advisors should require students to physically check-in (i.e. phone calls are not sufficient) with the faculty advisor at predetermined times and locations at least three times per day. These check-ins should include but are not limited to, the beginning of their trip to DECON 2026, during meal times, and at each DECON 2026 general session.

ADVISOR: REGISTRATION CHECKLIST

Please make sure you complete the following:

1. Online Registration at
 - For early registration:
<https://fs6.formsite.com/NJKeyClub/hgvtbtvi7i/index>
 - For regular registration:
<https://fs6.formsite.com/NJKeyClub/4jxckfmexu/index>
 - This will include:
 - Hotel Room Spreadsheet and T-Shirt Spreadsheet
 - Uploading of all Code of Conducts and Medical Forms
2. If paying by Credit Card:
 - Upon completing your registration, pay online using your credit card. No items need to be mailed
3. If paying by Check or Purchase Order:
 - Mail a copy of your Registration Summary and payment (payable to New Jersey Key Club) to:
 - New Jersey Key Club
 - c/o Andrew DeFelice
 - 29 Cheryl Lane
 - Millstone Township, NJ 08510

MUST BE RECEIVED BY February 23rd, 2026 if participating in early registration or March 1st, 2026 if participating in regular registration.

ADVISOR: REGISTRATION CHECKLIST PT. 2

Bring to DECON:

Statement of Assurance for each advisor/chaperone assigned to a Key Club (turn in Thursday during registration).

Code of Conduct:

Chaperones are responsible for ensuring that their students stay engaged, fully participate, and abide by the Code of Conduct at all times. See the Key Club Code of Conduct on Page 19.

Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DECON 2026:

1. Having a signed copy of the required medical and code of conduct forms.
2. Having a current emergency contact number for each student.
3. Having a current cellphone number for all students traveling with a cell phone.

All Code of Conduct violations must be immediately reported to the New Jersey Key Club District Administrator. Chaperones should email administrator@njkeyclub.org to report Code of Conduct violations, and a member of the New Jersey Kiwanis Committee will contact you.



FAQS



1. Can clubs/students come for only part of the convention such as Friday night dinner into Saturday?

No, Clubs/students will be here for the full Education Conference from Thursday Evening into Saturday Afternoon.

2. What are the chaperone requirements?

Chaperones may be a Kiwanian, faculty member, parent, legal guardian, or person in loco parentis, all of whom must also be 21 or older, approved by the school, and registered with and accompanying the Key Club members to DECON meetings and sessions. Chaperones must: (1) register for the conference by submitting their own online registration form; (2) have a background check on file with New Jersey Kiwanis; (3) stay in their designated hotel; and (4) remain on-site during the conference which means being at the Berkeley Hotel. Chaperones must be available to assist their students 24 hours a day and must provide students with a cellphone number that will be answered by the chaperone at all times during DECON 2026.





FAQS



3. Do chaperones need to have a completed background check on file with the Key Club District of New Jersey?

All chaperones including faculty advisors must have a completed background check on file with New Jersey Kiwanis and must comply with any additional background checks required by their school or school district. All chaperones needing a background check will be contacted by New Jersey Kiwanis after they register for the convention and must pay a **\$35 refundable processing fee**. Please ensure each chaperone provides a unique email address when they register for the convention. Failure to do so will result in delays in processing your registration. The New Jersey District will reimburse for required background checks for any club that is bringing students to convention.

4. What is the required chaperone-to-student ratio during DECON 2025?

There must be at least one chaperone for each ten or part of ten students.

5. Our Key Club is having difficulty arranging bussing and hence our attendance is tentative, who may I contact with questions?

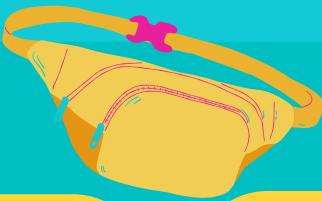
Please contact our financial advisor Mr. DeFelice (adefelice@njkeyclub.org) or our District Administrator Ms. Trecate (administrator@njkeyclub.org).

6. Can a student order in food from outside?

Food Delivery Service Policy:

We ask that attendees avoid ordering outside food delivery services to the hotel. The hotel is unable to accept the food on behalf of the buyer, only the direct buyer can receive it. Any food delivery that arrives after curfew CANNOT be picked up by the student, the advisor must pick up the order in the hotel lobby.

PACKING LIST



Spirit Wear

(During Opening Session)

Anything your heart desires, as long as it is school appropriate! It could be your school's colors, school's mascot, divisional theme, or you could make your own spirit gear! Glitter is not allowed.

Business Casual Attire

(For candidates and delegates on Saturday morning at the House of Delegates & during Workshops & Caucusing)

Suggestions



Collared Shirt



Blouse/Collared Shirt

Slacks

Slacks/Skirts/Skorts

Appropriate Shoes Appropriate Shoes

Semi-Formal Attire

(During Recognition Celebration, Friday Night)

Suggestions



Suit/Sport Coat +
Dress Shirt + Necktie



Dress/Suit/Blouse

Slacks

Slacks or Skirts

Appropriate Shoes

Appropriate Shoes

Casual Attire

(During Friday Afternoon)

Anything comfortable that you want to wear (again, school appropriate - you will be given time to explore the venue, so if you want to take pictures bring clothes!)

Casual Pants

(During Saturday Morning & Thursday Night)

Pants without any holes or tears to wear with the DECON T-Shirt you will get at registration!
Example: Jeans, Sweats, Leggings

Vaccination

There are no vaccination requirements to attend

Toiletries

Be sure to bring toothpaste, a toothbrush, deodorant, etc.

Money

The amount of money you bring is up to your discretion!

HOUSE OF DELEGATES

PURPOSE

To vote for candidates running for District Executive Office and endorse candidates for International Office.

PROCEDURE

The members of the House of Delegates will hear speeches and vote by digital ballot for the candidate of their choice. Delegates include Executive Officers, Lieutenant Governors, and up to two representatives from each Key Club in attendance. Only the candidates who submitted the proper forms indicated in the Elections Packet and registered to attend DECON 2026 will be eligible to run for office at the House of Delegates. Each club in good standing is entitled to two (2) voting delegates. No club that is delinquent in the payment of International or District dues shall be considered in good standing. It is highly recommended that these voting delegates be the club President and Vice President. Alternates should be chosen for each delegate. Each delegate shall be entitled to cast one vote. The alternate may cast the vote if the elected delegate is not in attendance at the conference. There shall be no voting by proxy. District bylaws provide that each current Lieutenant Governor, as well as the Executive Officers (Governor, Secretary, Treasurer, Editor, and Webmaster), shall serve as Delegates-At-Large and each have a vote in the House. Other Key Clubbers are also permitted in the “Delegate” portion of the House, such as any International Officers and members of the New Jersey Kiwanis Key Club Committee, to observe, but they are not permitted to vote.

REGISTRATION

Two (2) individuals must be selected and designated as delegates in the online registration system by each club before submitting their online registration. Please determine these delegates before registering your club in the online system. As a delegate, you are personally responsible for being in the House of Delegates on time. This means being present in the House of Delegates no later than 9:00 AM. The House of Delegates is on Saturday, March 28th, 2026, at 9:00 AM. You should carefully review the Candidate Profile Booklet and any other information provided to you before arriving in the House of Delegates. “Robert’s Rules of Order, Newly Revised” must be adhered to at all times during the House of Delegates session.

SERVICE PROJECT

Together Totes: Serving With Care and Compassion

We're proud to announce that the official 2026 DECON Service Project, led by the Service Project Committee, will be Together Totes—a hands-on, districtwide initiative where Key Clubbers will assemble hygiene-care totes for individuals experiencing homelessness. Through this project, members will work together to create thoughtfully packed totes containing essential items such as soap, shampoo, deodorant, toothbrushes, toothpaste, and menstrual products, all of which promote comfort, cleanliness, and overall well-being. Completed totes will be donated to local shelters, outreach organizations, and community partners to ensure our service makes a direct and immediate impact.

The Service Project Committee will oversee the planning and execution of Together Totes, including reaching out to nonprofit organizations, community partners, and companies to secure item donations and sponsorships. The committee will also work closely with shelters and outreach groups to ensure the supplies collected align with the needs of those being served.

To expand participation beyond DECON, clubs across the district will be encouraged to host hygiene-item drives at their schools leading up to the conference. Supplies collected through these drives can either be brought directly to DECON by attending clubs or coordinated for pickup through the Service Project Committee, ensuring that all clubs—regardless of attendance or transportation limitations—can participate.

To recognize outstanding club involvement, the school that contributes the greatest number of hygiene products through its drive will receive special recognition at DECON. This friendly competition encourages broader participation while celebrating clubs that go above and beyond in service.

Expanding Our Service Journey

Beyond assembling totes, DECON attendees will have the opportunity to learn more about organizations addressing homelessness, explore ways to support vulnerable populations beyond DECON, and understand how small, collective actions can lead to lasting community impact.

Together Totes brings Key Clubbers together through compassion, organization, and purposeful service. With the leadership of the Service Project Committee and the collective efforts of our clubs, this year's DECON service project will uplift communities, strengthen partnerships, and reflect the heart of Key Club service.

DISTRICT EDUCATION CONFERENCE 2026 CODE OF CONDUCT

Name _____

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.

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 substances, with the exception of medication prescribed for that member. 5. Members may not possess or use tobacco or marijuana products including prescription marijuana. 6. Members are expected to abstain from any activity of a sexual nature. 7. Members are expected not to 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.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned rooms.
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 the curfew set in the schedule and lasting until 7 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies.

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 boys; and dress or suit, skirt or slacks, blouse, and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirts, and appropriate shoes for boys; and slacks, skirts or skorts, blouses or collared shirts, and appropriate shoes for girls.
4. "Casual" refers jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirts, skort or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
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 conference events.

Enforcement

1. Violations of this code will result in notification to the District Administrator and event chaperone.
2. Violations involving the destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club District Administrator or his/her representative to the school, Kiwanis sponsor, and parents of any member disciplined under this section.
4. These rules are effective from 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); have a completed background check on file with Kiwanis International; approved by the school and registered with and accompanying the Key Club members at the conference. The adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read, understand, and agree to abide by the Code of Conduct, and I understand that a violation of certain provisions of these rules may result in dismissal from the event:

Parent/Guardian Signature _____ Signature _____ Date _____

Authorization to Attend and Medical Authorization

[Reset Form](#)[Print Form](#)

Authorization To Attend Event and Emergency Medical Treatment Authorization

Members attending designated Key Club activities. This form must be completed by the parent, legal guardian, or person in loco parentis for the member.

Member

Name

Address

City, State, Zip

Sex Male Female

Birthdate

Chaperone (who is the designated chaperone for your child?)

Name

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?

Yes

No

If yes, please explain:

Has he/she ever been or currently being treated for:

Nervousness? Yes NoHeadaches? Yes NoConvulsion or epilepsy? Yes NoFainting Spells? Yes NoHeart Condition? Yes NoAsthma? Yes NoHigh Blood Pressure? Yes NoDiabetes? Yes NoRheumatic Fever? Yes NoAllergies to medication? Yes NoCancer or Tumors? 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-mentioned 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 or the New Jersey District. I also have read and understand the Code of Conduct form, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member. 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 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 New Jersey Kiwanis District and their 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 or the New Jersey Kiwanis District for obtaining medical emergency services for said Key Club member pursuant to this authorization.

Parent or Guardian:

Signed By

REQUIRED FOR EACH ADVISOR/CHAPERONE

Statement of Assurance

District Education Conference Rules

- District and International dues for the current year (2025-2026) must be paid for each Key Clubber attending District Education Conference by March 19, 2026.
- There must be one male adult for every ten or part of ten male Key Clubbers in attendance. Likewise, there must be one female adult for every ten or part of ten female Key Clubbers in attendance.
- Only advisors or chaperones may pick up their club's registration materials and room keys upon arrival. • Convention name badges and wristbands must be always worn in a visible position. However, name badges should be removed when leaving the Hotel for security reasons.
- Code of Conduct violation(s) by a Key Clubber must be immediately reported to the District Administrator. Such violations will result in that member being sent home prior to the District Education Conference's close, or other disciplinary actions as deemed appropriate. Anyone dismissed from District Education Conference must arrange transportation at their own expense. Parents and appropriate school and Kiwanis officials will also be notified of the incident that led to the District Education Conference dismissal.
- Each advisor/chaperone must be at least 21 years of age.
- Advisors/chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.

Advisor and Chaperone Responsibilities

- Each advisor/chaperone shall have a completed background check on file with Kiwanis International and shall comply with any additional background checks as required by their Key Clubbers' school or school district.
- Advisors/chaperones shall review all Code of Conduct expectations with each Key Clubber prior to arrival.
 - Advisors/chaperones shall discuss with their Key Clubbers that no intoxicants or drugs of any kind will be in possession of anyone attending the convention; nor will smoking be permitted.
 - Advisors/chaperones shall report behavior or conduct violations to the District Administrator at cbylsma@njkeyclub.org.
- Advisors/chaperones will be available to their Key Clubbers 24 hours per day. This responsibility begins from the time parents/guardians leave their student(s) with the advisor/chaperone until the time they are picked up.
 - Advisors/chaperones shall provide Key Clubbers under their supervision with a cellphone number at which they can be contacted.
- Advisors/chaperones shall ensure that all Key Clubbers adhere to the convention curfew set each night and remain in their rooms until 6:00 AM.
 - Advisors/chaperones will patrol hallways at curfew until all supervised Key Clubbers are accounted for.
- Advisors/chaperones shall ensure Key Clubbers are mindful of noise levels so other hotel guests are not disturbed.
- Advisors/chaperones are responsible for always knowing the whereabouts of all their students.
 - Advisors/chaperones will ensure Key Clubbers do not leave the hotel without first obtaining their permission and must travel in groups of three or more whenever they travel unaccompanied.
- Advisors/chaperones shall ensure the property is not defaced or destroyed and furniture remains inside the hotel rooms. Any damage will be the responsibility of the person(s) occupying that room.
- Advisors/chaperones are expected to interact with Key Clubbers, Kiwanians, and convention guests with respect and courtesy and interact responsibly. Any action unbecoming of an Advisor/chaperone shall be referred to the District Administrator.
- Advisors/chaperones shall ensure Key Clubbers do not change room assignments without the consent of the District Administrator.
- Advisors/chaperones shall not enter opposite-gender hotel rooms unless another advisor/chaperone is also in attendance.
- Advisors/chaperones shall ensure Key Clubbers participate in all sessions, workshops, and activities.
- Each advisor/chaperone shall attend all advisor meetings/sessions.
- Each advisor/chaperone shall have: a copy of each Key Clubber's medical, code of conduct, and a list of each student's name, parents'/guardians' names, and phone numbers
- No alcohol shall be consumed by the advisor/chaperone for the entire duration of the District Education Conference, even if the adult is not "on duty" or responsible for Key Clubbers during a specific period.

The rules and responsibilities outlined herein are minimum standards of conduct for advisors/chaperones attending the New Jersey Key Club District Education Conference. Violations will be addressed with the safety and welfare of Key Clubbers in mind.

Each advisor and chaperone must complete and submit this form upon arrival at District Education Conference.

I have read, understand, and agree to abide by the Statement of Assurance:

Name of Advisor/Chaperone _____ Signature _____ Date _____

CONTACT INFO.

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Chair**

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