

Section I: Registration & General Information

Southwest District Key Club
Annual District Convention
April 5-7, 2024
Tempe, Arizona



WELCOME TO CONVENTION

Table of Contents

Greetings from Your Convention Chair	3
---	----------

Information:

Hotel, Dates and Fees.....	4
Meals and Convention Rules	5
Dress Code	6
Required Forms	7

Required Forms:

Event Code of Conduct Form	8-9
Medical Form	10
Photo Release Form	11
Advisor & Chaperone Statement of Assurance	12

Delegate Information:

House of Delegates Information	13
Certificate of Election Form – Delegates	14
Advisor & Chaperone Reference Sheet	15
Registration Instructions	16-18
Checklist	19
Frequently Asked Questions	20-21

From Your Convention Chair

Greetings

I would love to take this chance to thank all of you Southwest-Southbest attendees for taking the weekend to come and participate in our annual District Convention! Our convention is planned every year by the District Events Committee and our Convention Chair, which just so happens to be me!



This year we have been hard at work planning this event, and we are ecstatic that it is finally time to reunite with you all this year in Tempe, Arizona! From the engaging workshops and spirit-filled sessions, to the competitive competitions and well-earned awards, all along with amazing prizes, raffles, and key club merch, this DCON is sure to be memorable!

Our theme this year is "Service Under the Sea!" Come ready to channel your inner service shark and swim through the Southwest Convention to learn all about how Key Club serves you, and how you are serving the world! Your service to your homes, schools, and communities has made this DCON possible, and for that, we thank you and we are so excited to show you how much Southwest District Key Club has accomplished this year!

Raise your seashells with me in the name of unforgettable workshops, elections, speeches, and more!

On behalf of the Southwest District, I am indebted to your endless support and attendance to this year's convention.

Here's to an unforgettable weekend!

With Respect,
Brandon Strange
District Events Chairperson

Hotel & Dates

Hotel

DoubleTree Hilton Suites - 2100 South Priest Drive, Tempe AZ, 85282

Important Dates and Deadlines

February 26, 2024: Registration Deadline

The downloaded and completed Excel registration file must be emailed to KeyClubConvention@SWDKiwanis.org. Included in the registration file is the following information of all attendees:

- Names and rooming list
- T-Shirt size
- Dietary restrictions
- List of first-time attendees, Class of 2024, and Candidates for Office
- Club delegate information (2 delegates per club)

March 26, 2024: Deadline for Mailing Payment

All candidates for District Office (Governor, Secretary/Treasurer, Bulletin Editor & Lt. Governor) and all candidates seeking Southwest District endorsements for International Office should have completed the [Candidate Application Google Form](#).

April 5, 2024: DCON 2024

Onsite registration for DCON will open at 3pm. Please do not arrive prior to 3pm, as we will not have space available for you to gather. All Clubs must submit:

- Payment in full (purchase orders are not accepted as full payment)
- Medical form (all attendees)
- Event Code of Conduct form (Key Clubbers only)
- Statement of Assurance (advisors and chaperones)
- Award & Contest Applications (as applicable)

April 5th - 7th, 2024: DCON 2024

Onsite registration for DCON will be open from 3-5pm on Friday, April 5th. All Clubs should be onsite and checked-in by 5pm on April 5th. Activities will cease by Noon on Sunday, April 7th.

Registration Fees

Registration Fees are based on room occupancy. The more people in a room, the lower the per person cost:

- Quad (4) Occupancy - \$325.00/person
- Triple (3) Occupancy - \$375.00/person
- Double (2) Occupancy - \$425.00/person
- Single (1) Occupancy - \$575.00/person

The registration fee includes hotel room, Friday dinner, Saturday lunch & dinner, and Sunday breakfast, and, of course, all the great convention activities and merch!

INFORMATION

Convention Rules

Dues

District and International dues for the 2023-2024 year must be paid for each Key Clubber attending District Convention, and all Key Clubs attending DCON must be active and in good standing.

Convention Hotel

All students and chaperones are required to stay at the convention hotel. From arrival on Friday to departure on Sunday, students shall not leave hotel grounds except in cases of emergency with the prior knowledge and permission of their faculty advisor. Any advisor chaperoning students who drove themselves to the hotel shall implement a system for making sure those students are not able to leave the hotel without their knowledge.

Annual Achievement Report & Officer Certification Form

Clubs are asked to bring with them to DCON their completed [Distinguished Club Award Report Form](#) (aka Annual Achievement Report) and their [2024-2025 Officer Certification Form](#).

Chaperone Background Screens & Training

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(s) at an event or activity. Kiwanis International requires all chaperones and other adult attendees at a Key Club function to have completed a Kiwanis International background screen and online training modules. Chaperones must also complete any training/screening required by the school district.

Don't Forget to Wear Your Name Badge and Wristband!

To gain admission to any convention activity, you must wear your convention name badge and wristband that will be provided at check-in on April 5th. If you lose your name badge, please report to the Key Club Help Desk for a replacement.

Event Code of Conduct

All students shall abide by the Event Code of Conduct at all times during the Convention.

Statement of Assurances

All adults shall abide by the Statement of Assurances at all times during the Convention.

INFORMATION

Dress Code

Friday Night

You have two options for the Opening Session and caucusing:

1. Key Club Casual
2. Dress in theme attire (Key Club appropriate; NO BATHING SUITS)

Saturday

Business during the day; Professional or Formal for the Saturday night banquet and Governor's Ball.

Sunday

Key Club Casual

*Candidates

ALL candidates for District or International office shall wear Professional attire starting with the Candidates meeting on Friday and ending when their campaign is completed (after Friday night for Lt. Governors and after House of Delegates for Executive and Endorsement Candidates).

**Advisors

Advisors are asked to abide by the same dress code as Key Club Members (below).

DRESS CODE DESCRIPTIONS:

Key Club Casual	Your home Key Club T-shirt or the DCON T-Shirt with jeans/casual pants/skirts and appropriate shoes (no flip flops or shorts)	
Business	Button-down or polo shirts, pants, and appropriate shoes (no ties required). No jeans, shorts, or flip flops.	Skirt & blouse, dress pants & top, dresses, and appropriate shoes. No bare midribs, halter tops, spaghetti straps, or low rising slacks or skirts, or miniskirts. No jeans, shorts, or flip flops.
Professional	Suits, jackets or sports coats with appropriate slacks, ties, and appropriate shoes. Ties required.	Suits or dresses with sleeves or jackets and appropriate shoes (pantyhose not required). Dresses with spaghetti straps/halter tops are permitted ONLY at the Governor's Ball. A jacket/shrug must be worn over the dress for the dinner.

Required Forms

The following pages contain the forms required for DCON attendees. Individual forms are also available by clicking [HERE](#) or by visiting <https://www.swdkeyclub.org/dcon24>.

It is recommended the Advisor (or a person designated by Advisor) collect all the forms (double-checking to make sure all attendees have submitted theirs) and make one copy for the Club and one copy for the District.

Advisors may choose to either (1) bring a paper copy of the forms to DCON to turn in at check-in on April 5th, or (2) email a PDF copy of the forms to KeyClubConvention@SWDKiwanis.org no later than March 26th, 2024. It's requested that forms be sorted by attendee.

Required Student Forms:

The following forms are required from each **student** attending DCON:

- ☐ Event Code of Conduct
- ☐ Medical Form
- ☐ Photo Release Form

Student forms require the signatures of **both** the student **and** a parent/guardian.

Required Adult Forms:

The following forms are required from each **adult** attending DCON:

- ☐ Statement of Assurances
- ☐ Photo Release Form

All adults (advisors, chaperons, and guests) are required to complete and sign these forms.

If you have questions about required forms, please email the DCON hotline at KeyClubConvention@SWDKiwanis.org.

Event Code of Conduct

REQUIRED FOR EACH KEY CLUBBER

Key Clubber's Name: _____ Key Club: _____

THIS EVENT CODE OF CONDUCT MUST BE READ AND SIGNED BY EACH KEY CLUB MEMBER AND BY HIS/HER PARENT/GUARDIAN. ALL PERSONS ATTENDING WILL BE HELD RESPONSIBLE TO THE CODE

A. GENERAL STATEMENT: The Southwest District Board and the Sergeant-at-Arms Committee hope every Key Club member and visitor will fully enjoy the conference. To insure the safety and enjoyment by everyone, the following Event Code of Conduct (the "Code") has been established and each individual is expected to follow: 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. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

B. RESPONSIBLE BEHAVIOR:

1. All Key Club members & guests are expected to conduct themselves as responsible young adults and are expected to attend all sessions and activities. All participants are expected to abide by all government laws and regulations as well as hotel rules and policies.
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 or doors. 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, except for medication prescribed by a doctor and noted on the Medical Form.
5. Members may NOT possess or use tobacco or marijuana products.
6. Members are expected to abstain from any activity of a romantic or sexual nature (i.e. includes holding hands or any kind of public displays of affection) in public or sleeping rooms.
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 Club member.
9. Attendees are expected to respect others by not using electronic devices (i.e. cell phone, MP3 players, etc.) during sessions and meals, unless such use is part of the program.
10. Attendees shall not post inappropriate content on social media

C. Lodging:

1. Members staying in a hotel or other lodging facility must sleep in their ASSIGNED room (4 per room max). Any changes to room assignments must be approved in advance by the Administrative Team.
2. Unless an adult/chaperone is present, members are NOT allowed in any sleeping room other than their assigned room for any reason at any time during the event, and they may never be present in a sleeping room of the opposite sex.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All attendees are expected to check in Friday and remain at the Conference Hotel until the closing session of Sunday morning. Once they have checked in on Friday, no attendees will be allowed to leave the convention property without the advanced permission of the Administrative Team and the attendee's advisor/chaperone.
5. All members are expected to abide by a curfew beginning at midnight (unless otherwise posted) and lasting until 5:00 am. No Key Club member shall be allowed on balconies during curfew.
6. Every member will respect the authority of the Administration Team, the Sargent-at-Arms Committee, and adult chaperons.

D. Enforcement:

1. Violation of this code will result in notification to the District Administrator and the appropriate event chaperone.
2. Violations involving destruction of property and possession, consumption, or use of alcoholic beverages, controlled substances or theft, will result in dismissal of the attendee from the event. (Note: Local authorities may be contacted if there is a charge for damage the student and/or club will be responsible for full payment.)
3. Violation of opposite sex in rooms ("purple") will result in immediate removal from the event and suspension from attending any Kiwanis International or Key Club International sponsored events for up to a year or as decided by the District Administrator.
4. Notification will be made by the District Administrator to the school administration and Kiwanis sponsor of any member disciplined under this section.
5. If a student is removed from the event, it will be the responsibility of the parent/guardian to cover any charges incurred.
6. These rules are effective as of the time you arrive at the event until the time you depart.

E. Dress Code

Advisors are required to abide by the same dress code as Key Club Members. Appropriate footwear will be required under each category. **Flip flops are not allowed at any time during convention.**

Candidates: ALL candidates for District or International office shall wear PROFESSIONAL attire throughout the entire Convention, starting with the Candidates meeting of Friday.

Friday Night: You have two options for the Opening Session:

- Key Club Casual or
- Dress in theme attire (Key Club appropriate) **NO Bathing Suits**

Saturday: BUSINESS during the day; PROFESSIONAL or FORMAL dress for the Saturday night banquet and dance. No males will be admitted without a jacket and tie. Governor's Ball will also be PROFESSIONAL OR FORMAL.

Sunday: Key Club Casual

DRESS CODE DESCRIPTIONS

KEY CLUB CASUAL:

Your home Key Club T-shirt or the DCON T-Shirt with jeans/casual pants/skirts and appropriate shoes (no flip flops or shorts)

PROFESSIONAL:

For males: Suits, jackets or sports coat with appropriate slacks, ties, and appropriate shoes.

For females: Suits or dresses with sleeves or jackets and appropriate shoes; pantyhose not required. Spaghetti strap and halter dresses are NOT professional.

BUSINESS:

For males: Button-down or polo shirts, pants, and appropriate shoes (no ties required).

For females: Skirt & blouse, dress pants & top, dresses, and appropriate shoes. No bare midriffs, halter tops, spaghetti straps, or low rising slacks or skirts, or miniskirts.

Jeans are NOT business.

FORMAL:

For males: Tuxedos, suits, jackets or sports coat with appropriate slacks, ties, and appropriate shoes For females: Appropriate formal dresses or pantsuits. Halter or appropriate spaghetti straps will be allowed on Saturday evening only.

No drug/alcohol/sexual messages on clothing, no skirts that are extremely short, no bare midriffs, no underwear showing, and no gang attire or beach shoes/flip flops.

Swimsuits are to be appropriate. Please do NOT walk through the hotel lobby in a swimsuit, towel, and/or bare feet.

ANY advisor, adult chaperone, or Sgt. at Arms may ask you to return to your room to change clothes if they deem you are not following the Convention Dress Code.

All participants are required to wear name badges and wristbands for the duration of the Convention. You will NOT be admitted to any workshop, function, or meal without them.

By signing below:

(1) I acknowledge I have read the EVENT CODE OF CONDUCT. I understand failure to abide could mean immediate removal from the event at my expense, and

(2) I acknowledge my student's failure to abide by the Code of Conduct may result in dismissal from the event resulting in my need to pick them up at the convention hotel.

Signature of Key Clubber: _____

Date_____

Signature of Parent/Guardian: _____

Date _____

Parent/Guardian Printed Name: _____

Parent/Guardian Cell Phone: _____

Parent/Guardian Email: _____

NOTE:

- ORIGINAL to be kept by chaperone while traveling
- COPY emailed

Medical form

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 Zip Code

Sex (check one) ☐ F ☐ M Height _____ Weight _____

Birthdate: _____

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 conducted by Kiwanis International.

Emergency information

In case of emergency, please contact: _____

Relationship to member: _____ Phone: _____ Alt Phone: _____

Alternate Contact: _____

Relationship to member: _____ Phone: _____ Alt Phone: _____

Medical information

Health Insurance Company: _____

Policy Number: _____ Group Number: _____

Name on insurance coverage: _____ Phone of Named Insured: _____

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 is currently being treated for (check yes or no)?

Nervousness ☐ Yes ☐ No

Rheumatic fever ☐ Yes ☐ No

Asthma ☐ Yes ☐ No

Convulsion/epilepsy ☐ Yes ☐ No

Cancer or tumors ☐ Yes ☐ No

Diabetes ☐ Yes ☐ No

Heart condition ☐ Yes ☐ No

Headaches ☐ Yes ☐ No

Medication Allergies ☐ 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 of 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 Event 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 a 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 and agents, from any and all claims, liabilities, causes of action, 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/Guardian Name: _____ Signature: _____ Date: _____

Photo release

KEY CLUB®

Participant Name: _____ Date of Birth: _____

Name of Parent/Guardian (if participant is under 21): _____

Key Club Name: _____

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), I agree to allow Kiwanis to use my photograph or film footage that included me for any purpose whatsoever, and in any media throughout the world, including, but not limited to publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites).

Photographs or film footage shall be collectively referred to herein as "My Information."

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release. This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the State of Indiana; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof. I warrant I am over the age of twenty-one (21), that I have read this Consent and Release, and that I understand and agree with its terms.

CONSENT OF PARENT OR LEGAL GUARDIAN

I am the parent and/or guardian of the above-named Participant, my child is aged _____. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

Signature: _____ Date: _____

Printed Name: _____

Street Address: _____

City/State/Zip: _____

Statement of Assurance

REQUIRED FOR EACH ADVISOR/CHAPERONE

Convention Rules

- Each Key Clubber attending District Convention must have paid District and International Dues, and each Club must be in good standing • Please be sure that an Annual Achievement Report Form has been mailed in for your club by February 1, 2020. This form will be included later in this packet
- 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 worn in a visible position at all times.
- Event Code of Conduct violation(s) by a Key Clubber must be reported to the District Administrator. Such violations will result in that member being sent home prior to the convention's close, or other disciplinary actions as deemed appropriate. Anyone dismissed from convention 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 convention dismissal.
- Each advisor/chaperone must be at least 21 years of age.
- All students, advisors, and chaperones must stay overnight at the convention hotel.
- Advisors/chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.

Advisor and Chaperone Responsibilities

- Each advisor/chaperone, with the exception of faculty advisors, 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. Individuals needing to complete a background check
- Advisors/chaperones shall review all Event Code of Conduct expectations with each Key Clubber prior to arrival at the convention. • Advisors/chaperones shall discuss with their Key Clubbers that no intoxicants or drugs of any kind will be in possession of anyone attending convention; nor will smoking be permitted.
- Advisors/chaperones shall report behavior or conduct violations to the District Administrator at KChurch@SWDKiwanis.org. • Advisors/chaperones shall receive permission and proper authorization from the school administrator to travel to District Convention. • Advisors/chaperones shall review and comply with all school/district policies regarding travel and supervision of students at District Convention. • 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 attendees adhere to the convention curfew of Midnight each night and remain in their rooms until 5:30AM.
- Advisors/chaperones will patrol hallways at curfew until hallways are quiet and 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 knowing the whereabouts of all of their students at all times.
- Advisors/chaperones understand that students attending District Convention have the opportunity to participate in activities that require walking in public areas.
- Advisors/chaperones will ensure Key Clubbers do not leave the hotel.
- Advisors/chaperones shall ensure 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 use the pool and exercise areas during District Convention without the Advisor's supervision.
- 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 form
 - 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 District Convention, even if the adult is not "on duty" or responsible for Key Clubbers during a specific period of time.
- The dance is an official convention activity for Key Clubbers. Advisors/chaperones must assist with supervising Key Clubbers at this event.
- Concerns about convention management shall be communicated to the District Administrator or their designee.

Advisors/chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.

Every Adult must complete and submit this form upon arrival at Convention

I _____ have read, understand, and agree to abide by the Statement of Assurance.
(Print Name of Advisor/Chaperone)

Signature _____ Date: _____ Name of Key Club : _____

ABOUT

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 ballot for the candidate of their choice. Delegates include executive officers, lieutenant governors, and two representatives from each attending Key Club. Only those candidates that submitted their paperwork from Section II by March 17, 2024 will be eligible to run for office at the House of Delegates.

Each club in good standing is entitled to two (2) voting delegates. It is highly recommended that these voting delegates be the Club President and Club 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 convention. A Certificate of Election Form for Delegates is included on Page 13. Please have this form completed, signed and presented by the Delegates at the Delegate Credentialing Table at Registration.

There shall be no voting by proxy. No club delinquent in the payment of International or District dues shall be considered in good standing.

District bylaws provide that each current lieutenant governor, as well as the executive officers (Governor, Secretary/Treasurer, and Editor) shall serve as Delegates-At-Large.

Non-voting Key Clubbers permitted in the "Delegate" portion of the House include any international officers and members of the Southwest District Key Club Admin Team.

REGISTRATION

Two (2) individuals must be selected and designated as delegates in each Club's registration. Delegates must check in at the Credentials Desk at Registration. The Credentials Desk will be open Friday during Registration. Upon check-in, each delegate will receive a delegate ribbon for his/her name badge which acts as a delegate pass. To be admitted to this session as a voting member, each delegate must have their name badge and delegate ribbon.

As a delegate, you are personally responsible for being in the House of Delegates on time. Check in will begin at 3:15 PM to gain entry into the House of Delegates. This means being seated no later than 3:30 PM in the House of Delegates.

House of Delegates is on **Saturday, April 6th, at 3:30 PM.**

"Robert's Rules of Order, Newly Revised" must be adhered to at all times during the House of Delegates session.

Certificate of Election Form

Southwest District Delegate Form

Key Club Name: _____ Division: _____

Each Southwest District Key Club in good standing may select two (2) Delegates to represent their club at the 2024 Key Club Southwest District House of Delegates, and two (2) Alternates to serve if a named Delegate is not in attendance.

A Club's Delegates should be indicated on the Convention Registration spreadsheet, but this Certificate of Election Form is the official certification and should be completed and signed by the Key Club President and Secretary and brought to the District Convention. This certifies that the persons named have been selected as delegates by the club. When a Club anticipates a Delegate change from those indicated on the Convention Registration spreadsheet, they are asked to notify the District via email to KeyClubConvention@SWDKiwanis.org.

The Form should be presented at the Delegate Credentialing Table at Registration by a total of two (2) Delegates/Alternates between 3pm and 5pm on Friday, April 5, 2024. The two assigned Delegates must **both** be present when turning in this Form at the Credentialing Table. It is not necessary for Alternates to be present unless they are replacing a named Delegate.

THIS IS TO CERTIFY that the following Key Club members of the Key Club list at the top of this Form are duly elected Delegates and Alternates of this Club for the 2024 Southwest District House of Delegates.

Delegates (please type or print clearly):

Alternates (please type or print clearly):

For District Use Only Check when Credentialed
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Club President (sign): _____ Date: _____

Club Secretary (sign): _____ Date: _____

Note: Each chartered Club in good standing is entitled to two delegates. Alternates should be chosen for each delegate. Each Delegate shall be entitled to cast one vote. An Alternate may be credentialed to cast the vote if the elected Delegate is not in attendance. There shall be no voting by proxy. No club delinquent in the payment of International or District Dues shall be considered in good standing.

Please bring this certificate with you to the Convention.

Advisors and Chaperones

Reference Sheet

Advisor and Chaperone Responsibility

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DCON 2024. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DCON events, as well as fulfill any other responsibilities required by their school or school district. Faculty advisors and chaperones will also be required to provide a completed Statement of Assurance at Registration to confirm they understand their responsibilities during DCON 2024.

Arriving at DCON

Please plan to arrive at the hotel between 3:00-5:00pm on Friday, April 5th. A portion of the ballroom will be designated for storing luggage upon arrival. Have your student drop their luggage off in the storage location upon arrival and retrieve it after your hotel rooms are ready.

Expedited Registration will begin in the conference center lobby at 3:00pm (follow the signs). On-Site Registration will begin at 3:00 in room Coronado (follow the sign). Only Faculty Advisors (or a designated adult chaperone) should enter the On-Site Registration Room.

There will be activities to keep students occupied between arrival at the hotel and opening session. Details and locations will be announced in March.

Advisor & Chaperone Orientation Meeting

There will be an orientation meeting Friday at 8:30 P.M for advisors and chaperones. This **mandatory** meeting will provide important information for advisors and chaperones.

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 Midnight both nights and students are not permitted to leave their rooms until 5:30 A.M. 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 the hotel at night unless addressing an emergency situation with one of their students.

Code of Conduct

Chaperones are responsible for ensuring their students stay engaged, fully participate, and abide by the Event Code of Conduct at all times. See the Key Club Event Code of Conduct on Pages 9-10.

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

1. Having a signed copy of the required Medical Form for each student.
2. Having a current emergency contact number for each student's parent/guardian.
3. Have a way to contact each student traveling with you in case of emergency.

All Code of Conduct violations must be immediately reported to the Southwest Key Club District Admin Team. Chaperones can email KeyClubConvention@SWDKiwanis.org to report Code of Conduct violations, and a member of the Southwest District Admin Team will contact you.

Registration Instructions

Financial Points

- Registration is due **Friday, February 26, 2024.**
- Pricing is as follows
 - Quad (4) Occupancy - \$325.00
 - Triple (3) Occupancy - \$375.00
 - Double (2) Occupancy - \$425.00
 - Single (1) Occupancy - \$575.00
- Filling Rooms to Desired Occupancy:
 - Clubs are responsible for filling their rooms to the desired occupancy. For example, if you have three students interested in paying the quad-rate, you will need to find one more for that room. If you cannot, the students will be charged the triple-rate.
 - When in compliance with school district policy and parental permissions, Clubs are welcome to combine with other Clubs to fill empty room slots.
- Registration fees includes the following meals:
 - Friday dinner
 - Saturday lunch and dinner
 - Sunday breakfast
- Registrations received after February 26th, 2024 will be considered late and will be accepted as space permits. Southwest District Key Club reserves the right to pass on additional food and lodging costs assessed by the hotel, and we cannot guarantee t-shirt availability for late registrations.
- Clubs are financially responsible for their registered numbers submitted as of February 26, 2024 (or, with late registrations, upon receipt). Commitments for room and food are made to the hotel after that date, so Clubs will be financially responsible for cancellations that cannot be filled with students of the same-sex.
- Full payment is due no later than April 5th, 2024. Purchase Orders are not considered Full Payment. Checks should be made payable to "Southwest District Key Club". Checks can be mailed prior to March 26, 2024 to Southwest District Key Club, PO Box 9678, Santa Fe, NM 87504. After March 26, 2024, checks should be brought to Tempe, AZ and presented at check-in.
- Clubs with all forms, no changes to their registration, and who have paid in full prior to March 26, 2024, will be eligible for expedited check-in at convention.

Submitting Your Registration

We are using the same registration system used for prior in-person conventions. Under this system registration is completed on a Club basis (not individually). The Advisor will gather the necessary information from attendees, complete the spreadsheet, coordinate payment from students, and submit payment to the District.

The process for completing registration is walked through below:

1. Download the Registration Excel workbook
 - a. A link to the Registration workbook can be found at
<https://www.swdkeyclub.org/dcon24>
 - b. It's important to **download** the workbook as an Excel file. Do not attempt to complete it online.
2. Completing the Registration
 - a. You will need the following information for each person attending
 - i. Name
 - ii. Dietary/Allergy information
 - iii. T-shirt size
 - iv. Whether this is the students first District Convention
 - v. If they are a senior
 - vi. If they are running for a District Office or International Endorsement
 - b. A worksheet for gather this information from your students can be downloaded [HERE](#) (or you can create your own system)
 - c. Please save your completed Excel file using the following naming formula:
[\[YOUR CLUB NAME\]_2024DCONRegistration_\[DATE\]](#)
3. Email the completed Excel workbook to KeyClubConvention@swdkiwanis.org.
4. After completing the registration spreadsheet, an Invoice will be automatically generated on the fourth tab of the spreadsheet.
 - a. Prior to March 26, 2024, mail check payable to "Southwest District Key Club" to:
PO Box 9678, Santa Fe, NM 87504
 - b. After March 26, 2024, bring a check with you to DCON.
 - c. Payment by credit card is available, but processing fees will be assessed.
5. New for 2024...if your school district requires a "Quote" for approval of the expense before an invoice can be presented and processed, there is now a "Quote" tab in the Registration Excel workbook.

On-Site Check-In

Your Club's DCON Registration spreadsheet is due no later than February 26, 2024, but the required forms and payment are not due until you arrive at the convention hotel on April 5th.

However, due to tremendous success last year, "expedited" check-in is returning to DCON 2024!

To be eligible for Expedited Check-In a Club must:

- ☐ Have no changes to their registration after March 26th,
- ☐ Have paid in full by March 26th, and
- ☐ Have all the Required Forms for their group.

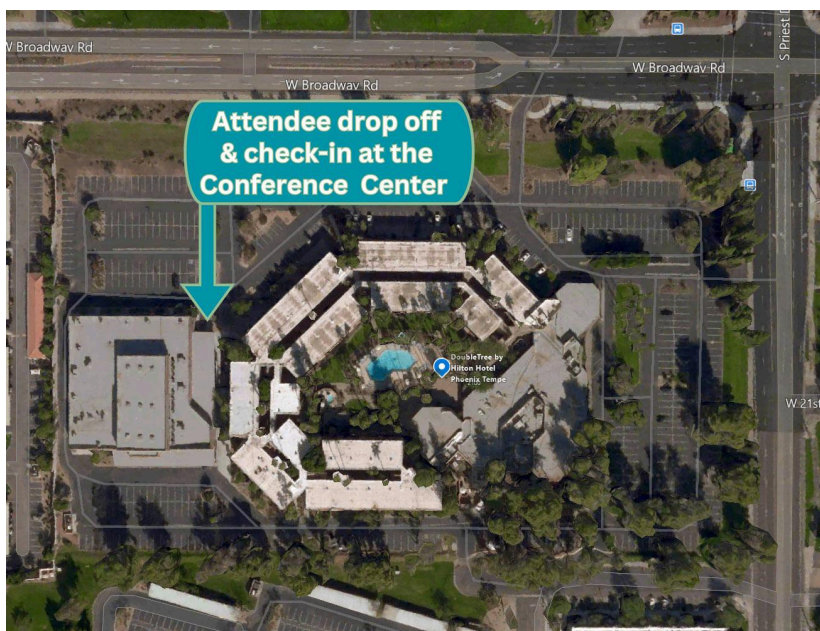
Clubs meeting this Expedited Check-In criteria will be able to drop off their forms, collect their kit tickets (for t-shirts, programs, and goody bags) and room keys (if available) and go. Based on last year's experience, this expedited check-in really saved Advisors a lot of time.

To take the Expedited Check-In to the next level, Advisors are also welcome to email a PDF copy or a link to a shared folder of their required forms! Advisors wishing to do so, should make sure the completed, signed forms are emailed to KeyClubConvention@swdkiwanis.org no later than April 1st, since District personnel will be traveling after that point and may have limited access to email.

Clubs who have no-shows or other last minute changes/substitutions on their registration, those Clubs who are making their final payment at convention, and those who need to call parents or make other arrangements on required forms, will be directed to the standard check-in queue and helped in order of arrival.

Check-in (both expedited and standard) will be in the Conference Center on the West side of the hotel.

As is usually the case, we are at the mercy of the hotel for room keys. We always hope room keys will be available at the time each Club checks in, but frequently there is a delay. If your group's room keys are not available when you check-in, volunteers will direct you and your students to a location for luggage storage.



Checklist

Between December 1, 2023 and February 26, 2024

- ☐ Download Excel workbook for Registration from
<https://www.swdkeyclub.org/dcon24>
- ☐ Save Excel workbook under naming formula:
[YOUR CLUB NAME]_2024DCONRegistration_[DATE]
(for example Los Alamos_2024DCONRegistration_1.30.23)
- ☐ Review instructions for completing Registration on the prior page.
- ☐ Gather information for registrations:
 - Names
 - T-Shirt sizes
 - First timers
 - Seniors
 - Delegates
 - Candidates for office
- ☐ Distribute required forms to attendees (also available [HERE](#))
 - Event Code of Conduct (to students)
 - Medical Form (to all)
 - Photo Release (to students)
 - Statement of Assurances (to all adults)
- ☐ Complete information in Excel workbook and save
- ☐ Email completed Excel workbook to KeyClubConvention@SWDKiwanis.org

Prior to March 26, 2024

- ☐ Payment deadline for expedited check-in. Mail check payable to "Southwest District Key Club" to:
Southwest District Key Club
PO Box 9678
Santa Fe, NM 87504

Prior to April 5, 2024

- ☐ Collect and review completed required forms from students and adults
- ☐ Verbally review Event Code of Conduct and Dress Code with students
- ☐ Verbally review Statement of Assurances with adult chaperones
- ☐ If you did not mail prior to March 26, 2024 bring the check to Tempe, AZ

Frequently Asked Questions

Is a discounted registration fee available to students, faculty advisors, and chaperones who live in the Phoenix metropolitan area because hotel accommodations are not necessary?

No. All students, faculty advisors, and chaperones must stay at the official convention hotel. Requests for exceptions cannot be accommodated for economic, safety and security reasons.

What is the convention hotel for DCON 2024?

The official convention hotel is the DoubleTree Hilton Suites - 2100 South Priest Drive, Tempe AZ, 85282. All sessions, workshops and meals will be at the DoubleTree Hilton Suites. All Key Clubbers, Advisors and adult chaperones are expected to remain onsite from registration on Friday through the end of the Sunday morning session.

What happens if a student/advisor I've registered needs to cancel?

The ability to cancel and make changes depends on when you request the cancellation/change:

- Prior to 11:59pm on February 26, 2024: Changes and cancellations can be made by emailing a new Registration Spreadsheet clearly named "REVISED [YOUR CLUB NAME]_2024DCONRegistration_[DATE]" to KeyClubConvention@SWDKiwanis.org. Amended registrations received prior to February 26th will be eligible for fee adjustments (up or down).
- After February 26, 2024: Changes to a DCON Registration after February 26th will only be permitted under the following circumstances:
 - Substituting new student/advisor of the same-sex as student/Advisor who will no longer be attending, or
 - Adding new students/advisor to rooms with a vacancy, or
 - Adding a new room of students/advisor(s) if the hotel has room availability, or
 - Other special circumstances at the sole discretion of the Southwest Key Club District Administrator.

After 2/26, permitted changes are accomplished by downloading, completing, and emailing a [DCON Registration Change Order](#) to KeyClubConvention@SWDKiwanis.org. Additional participants registered after February 26, 2024 are not guaranteed a t-shirt, and substitute participants registered after February 26th will be given the t-shirt size ordered for the original registrant.

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 DCON meetings and sessions. Chaperones must: (1) be registered for the convention in the Key Club's registration form; (2) have a background check on file with Kiwanis International; (3) complete the required online training, (4) stay in the hotel; and (5) remain on-site at all times during the convention. 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 DCON 2024.

Do chaperones need to have a completed background check on file with Kiwanis International? Yes, all chaperones must have a completed Kiwanis International background check on file. They must also comply with any additional background checks required by their school or school district. All chaperones needing a background check will be contacted by Kiwanis International after they register for the convention. Please ensure a unique email address for each chaperone is provided when the Key Club registers for the convention. Failure to do so will result in delays with processing your registration.

What is the required chaperone-to-student ratio during DCON 2024?

There must be at least one male chaperone for each ten or part of ten male students. Likewise, there must be at least one female chaperone for each ten or part of ten female students. Schools may coordinate to “share” chaperones between groups. If your school district requires a more restrictive ratio, you must comply with your school district.

Who is responsible for overseeing the conduct of students during DCON 2024?

It is the responsibility of faculty advisors and chaperones to oversee the conduct of their students during DCON 2024. Faculty advisors are responsible for ensuring that their students stay engaged, fully participate, and abide by the Code of Conduct at all times. Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DCON 2024: (1) having a signed copy of the required medical and code of conduct forms (2) having a current emergency contact number for each student and (3) having the ability to contact each member of their delegation in case of emergency. All Code of Conduct violations must be immediately reported to the Southwest Key Club District Admin Team. Chaperones should email KeyClubConvention@SWDKiwanis.org to report Event Code of Conduct violations, and a member of the Southwest Key Club Admin Team will contact you.

Who is responsible for conducting bed-checks at curfew?

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 Midnight, and students are not permitted to leave their rooms until 5:30am. 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.

Who is ultimately responsible for the safety and welfare of students attending DCON 2024? Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DCON 2024. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DCON 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 DCON to confirm they understand their responsibilities during the Convention.

If you have additional questions, please contact Key Club Help Desk at KeyClubConvention@SWDKiwanis.org.

In the event of an emergency, please call the Key Club Southwest District Administrator, Karin Church, at 602-549-5930.