

Key Club

Louisiana-Mississippi-West Tennessee District

CONVENTION REGISTRATION BOOKLET

Key Club...



Service in a League of Its Own!

67th ANNUAL LaMissTenn KEY CLUB CONVENTION
April 16-18, 2010, at the Natchez Convention Center, Natchez, Miss.

CONVENTION REGISTRATION PROCESS:

In order for a club's Registration Packet to be processed, the following Registration Forms must be completed, properly signed, and submitted to the District Office by the published deadlines:

- Registration Summary Sheet: Must be submitted by March 16th!
- Convention Registration Form: Must be submitted by March 16th!
- Convention Authorization Form: Must be submitted by March 16th!
- Certificate of Election of Delegates: Must be submitted by March 16th!
- Sergeant-At-Arms Report: Must be submitted by March 16th!
- Parental Consent Form & Code of Conduct:** Must be submitted at On-Site Registration, April 16th!

NOTE: WE ASK THAT ALL INFORMATION BE TYPED!

NO REGISTRATIONS WILL BE ACCEPTED IF POSTMARKED AFTER APRIL 1, 2010! The full package will be returned to club unprocessed. Likewise, no "walk-in registrations" will be accepted!

COST & WHAT'S INCLUDED:

\$125.00 per registrant, if postmarked or submitted by March 16, 2010.

\$175.00 per registrant if submitted after March 16th – No exceptions.

Anyone attending any convention function must be registered -- that includes all Key Clubbers, Advisors, Kiwanians, Chaperones, Parents, and other Family Members.

The Registration Fee includes: 3 meals (Saturday lunch and dinner, and Sunday brunch), Convention T-Shirt, plus the costs related to staging the convention: speakers, entertainment, dances, awards, the facility rental and security, etc.

Monday, MARCH 16, 2010, is the deadline for "Early-Bird" Registration!
Registrations postmarked after 3/16/2010 are subject to \$50 per person late fee!

PAYMENTS & DEADLINES:

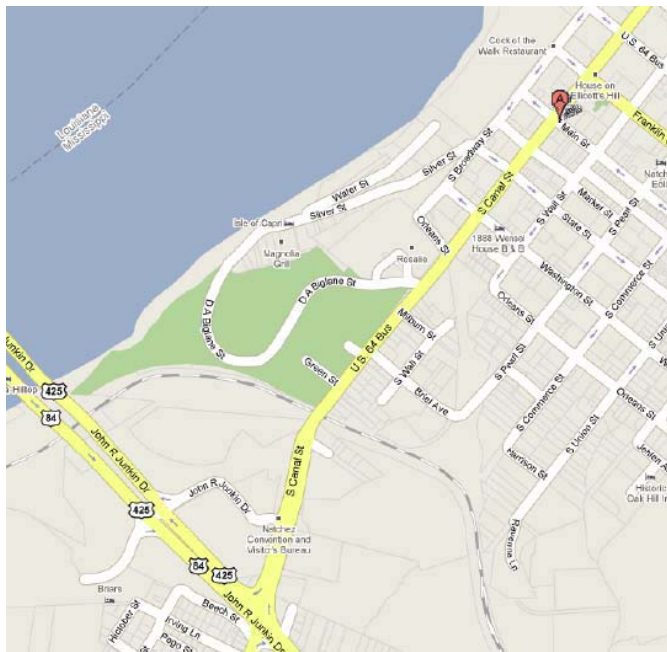
- All registration fees should be included with registration package.
- Do not send cash in the mail!
- Send only one (1) check per Key Club/Registration Package.
- Checks or money orders should be made payable to: [LaMissTenn Key Club District](#), and mailed to: [LaMissTenn Key Club Convention - P.O. Box 14026 - Baton Rouge, LA 70898-4026](#).

REGISTRATIONS MUST BE POSTMARKED BY MARCH 16, 2010.

Registrations received postmarked after this date will be subject to a \$50 per person late fee. No refunds will be given after April 12th, regardless of reason. Any cancellations and/or requests for refunds **MUST BE IN WRITING**. A processing fee of \$25 per person will be deducted for any approved cancellation.

HOTELS & RATES:

Because of security and liability exposure to the organization, all convention participants must be housed in one of the following Official Convention Hotels:



- *Natchez Grand - \$105.95 + tax and fees, per room, per night*
- *Natchez Eola - \$98+ tax and fees, per room, per night*
- *Hampton Inn - \$90+ tax and fees, per room, per night*
- *Grand Soleil - \$89+ tax and fees, per room, per night*

The hotels limit a maximum of four (4) persons per room. All room reservations should be made directly with the hotels, on the Room Reservation Form provided. The District Office will not make any room reservations for the convention. Hotel reservations will be verified at the official hotels before any Convention Registration Packages are finalized.

WHO CAN ATTEND?

There is no limit to the number of MEMBERS a Key Club may send to the Convention. However, a club must be in good standing for members to attend. **One (1) adult advisor or chaperone** (21 years of age or older) **MUST** register and attend the convention **for each ten (10) Key Clubbers or fraction thereof** registered (For example: if you have 12 students, you **MUST** have 2 adults – period!). A club's registration will not be processed unless this adult to student ratio is adhered to. It is the sponsoring Kiwanis club's responsibility to see that adequate chaperones are provided.

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DRESS CODE:

The LaMissTenn Key Club District Board has adopted a Dress Code for the convention, which is printed in the “Code of Conduct” as:

“All convention attendees -- Key Clubbers, Advisors, Chaperones, Parents and Guests must wear Professional Business Attire” at all convention sessions (except on Saturday morning).

- **For all males**, professional business attire is defined as dress shirt and tie with dress slacks.
- **For all females**, professional business attire is defined as appropriate dress (dresses, skirts and blouses, dress slacks/suits).
- **Dress apparel unbecoming of a Key Clubber will not be allowed!**”

Advisors are asked to review these Dress requirements with all attendees in advance of the convention. Should a Key Clubber feel that they cannot meet the dress standards as written, it is suggested that they make arrangements to borrow the necessary clothing from classmates, or through the sponsoring Kiwanis Club.

REQUIRED CONVENTION REGISTRATION FORMS

As shown on Page 1, there are 6 “REQUIRED REGISTRATION FORMS” that must be submitted in order for a club to attend the LaMissTenn Key Club District Convention. These forms provide the information necessary to properly register the members, advisors, and chaperones in advance of the convention, certify the club’s delegates to vote at the convention, name the students who will serve as the Sergeant-At-Arms for the convention, plus provide certification from the sponsoring Kiwanis Club and the school principal that the club and the members do indeed have permission to attend. All for the following forms **MUST** be submitted with the club’s registration packet – nothing will be done to process a club until all completed and signed forms are received.

(1) CONVENTION REGISTRATION SUMMARY FORM:

The “Summary Form” serves as a "control sheet" for your club's registration information. The name, telephone and fax numbers, and an e-mail address for an **ADULT** contact in case of any question concerning the registration **IS REQUIRED**. The remainder of the form will summarize the number attending, registration information, and appropriate fees. Do not write in the column marked "For District Office Use Only." The faculty advisor must sign this form to certify the accuracy of the information reported.

NOTE: AN E-MAIL ADDRESS IS REQUIRED!!! It is virtually impossible to communicate with many teachers in case of registration questions or problems! If there is a question with the registration, we must find a way to communicate with the adult advisor. **We stress that an e-mail address must be provided** with the registration materials so that any emergency communication can be handled quickly and effectively -- for you the advisor, and for us in the District Office.

(2) CONVENTION REGISTRATION FORM:

This form provides the names of those attending the convention and sizes for their Convention T-shirts. This form should be typed. However, if the names are hand-printed, a **computer-generated roster of all registrants must be enclosed**. Advisors are asked to check for accuracy (i.e., the spelling of the names) before mailing. A request to have a new name badge created on-site because it is misspelled will not be honored. This delays the on-site registration process, and can be more easily handled in advance by properly verifying the registration list.

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(3) CONVENTION AUTHORIZATION FORM:

This form provides verification that the school principal and the sponsoring club are aware that the Key Club will be attending with their full approval. It also provides the District Administrator with the name of the individual responsible for the club members while in attendance at the convention.

(4) ELECTION OF DELEGATES FORM:

Each Key Club in good standing is permitted two (2) official voting delegates and two (2) alternate delegates to represent the Club at the House of Delegates to elect the District Officers, and at the Divisional Caucus to elect the Lieutenant Governor. The delegates and alternates should be elected in advance by the club members, and their names provided to the convention on this form. In the case a delegate cannot attend the convention, an alternate can represent the club in the House of Delegates.

The LaMissTenn District Bylaws specify that a club's delegates may not be seated in the House of Delegates...

- (1) if the club fails to submit an Annual Achievement Report, or**
- (2) the club has not paid its International and/or District Dues.**

If it becomes necessary to change delegates for a club, the Faculty Advisor and the Club President (or current club officer) must certify to the Credentials Committee during the **Convention Packet Pick-Up** on Friday, the names of the elected delegates representing the Club.

(5) SERGEANT-AT-ARMS REPORT:

Each Key Club is required to provide two (2) Key Club members, preferably seniors, to serve on the SERGEANT-AT-ARMS COMMITTEE. **All adults attending the convention with a Key Club also serve on the Sergeant-At-Arms Committee.** Report the names of your club's Sergeant-At-Arms Committee members on the enclosed form. The number of Key Clubbers needed for the Sergeant-At-Arms Committee is as follows:

- **All-male clubs must provide two (2) male members.**
- **All-female clubs must provide two (2) female members.**
- **Co-ed clubs must provide one (1) male and one (1) female member.**

NOTE: There will be a required meeting for all Advisors and Sergeant-At-Arms immediately following the Opening Session of the Convention. All Advisors and designated Sergeant-At-Arms are required to attend this meeting.

(6) MEDICAL AUTHORIZATION & PARENTAL CONSENT FORM:

All Key Clubbers attending the convention are required to provide a completed and signed **PARENTAL CONSENT & MEDICAL AUTHORIZATION FORM** before registration can be completed. One form is required for every high school student attending the convention. **The faculty advisor, or his/her representative, should present a copy of all forms at Packet Pick-Up on Friday. Do not mail these forms in advance!**

The **PARENTAL CONSENT & MEDICAL AUTHORIZATION FORM** must be signed by a parent and by the individual Key Club member. The form provides vital medical information in case of an emergency. It also provides the District proof that the Key Club member has read the District **"CODE OF CONDUCT,"** and agrees to abide by all rules as stated.

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MEDICAL AUTHORIZATION & PARENTAL CONSENT FORM (cont'd):

CODE OF CONDUCT:

All Key Clubbers and all adults are expected to abide by the rules of the District Convention, as outlined in the LaMissTenn District's "CODE OF CONDUCT." Registration into this convention indicates each individual's knowledge and acceptance of the "CODE OF CONDUCT." All adults should also review the "CODE OF CONDUCT" prior to arriving for the convention to understand the rules of the convention. Any questions concerning the "CODE OF CONDUCT" should be addressed to the District Administrator prior to submitting the signed Parental Consent Form.

Any infractions to the "CODE OF CONDUCT" will be reported to the District Administrator and appropriate action will be taken, including possible dismissal from the convention, if necessary. No person will be entitled to any refund of registration fees if dismissed from the convention for disciplinary reasons.

(NOTE: Each advisor may also want to keep a copy of the **PARENTAL CONSENT & MEDICAL AUTHORIZATION FORM** for their personal information in case of an emergency.) The District will retain the forms during the duration of the convention. This should help us protect the students, you, the Advisor, and the District.

AWARDS & CONTESTS:

All Key Clubs are encouraged to participate in as many contests as possible. Information on all of the Awards and Contests of the LaMissTenn Convention are contained in the AWARDS & CONTESTS INFORMATION booklet. Many awards must be mailed in with the Club's Convention Registration. The Achievement, Single Service, and Year in Review entries should be submitted at the Convention Center during Registration.

- Achievement Report – **Required Report**.....4/16/10 **On-Site Packet Pick-Up**
- Single Service Report4/16/10 **On-Site Packet Pick-Up**
- Major Emphasis Report.....4/16/10 **On-Site Packet Pick-Up**
- "Key Facts" Contest Entry Form3/16/10 District Office
- Oratorical Contest Entry Form3/16/10 District Office
- Impromptu Essay Contest Entry Form3/16/10 District Office
- Talent Show Entry Form3/16/10 District Office
- Year-In-Review Contest Cost Sheet.....4/16/10 **On-Site Packet Pick-Up**
- Club Poster Contest Entry Form4/16/10 **On-Site Packet Pick-Up**
- Club Video Entry Form3/16/10 District Office
- Sandy Ninger Outstanding Key Clubber Award Nomination3/16/10 District Office
- Phil Gugliuzza Outstanding Club President Nomination3/16/10 District Office
- Outstanding Club Vice President Nomination3/16/10 District Office
- Outstanding Club Secretary Nomination.....3/16/10 District Office
- Outstanding Club Treasurer Nomination3/16/10 District Office
- James C. Casserly Award Nomination3/16/10 District Office
- Lawrence C. Catha Outstanding Faculty Advisor Nomination3/16/10 District Office
- James A. Smith, II Outstanding Kiwanian Nomination3/16/10 District Office

Other Report Requested:

- 2010-2011 Key Club Officer Election Information3/16/10 District Office

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DISTRICT OFFICER ELECTIONS:

The election of the District Governor and District Secretary-Treasurer, the endorsement of potential candidates for International Offices, and the election of a Lieutenant Governor to represent the Division on the District Board of Trustees are some of the highlights of the LaMissTenn District Convention. Information on the election process is contained in the Elections Manual. Key Clubbers are encouraged to consider running for District Office – and experiencing Key Club Leadership on a higher level.

All potential candidates for office should familiarize themselves with the rules and understand their responsibilities. Candidate should complete the forms required to qualify for office, and have them signed and submitted with the registration packets.

- Statement of Candidacy/Dist. Officer Candidate Bio Info.....3/17/09District Office
- Governor/Sec.-Treas. Service Agreement.....3/17/09District Office
- Lt. Governor Service Agreement3/17/09District Office
- Campaign Expense Report4/18/09Candidates Meeting**

CONVENTION PACKET PICK-UP:

Convention packet pick-up for all pre-registered attendees will take place on Friday, April 17th, from 3:30 to 5:00 p.m., in the Cypress Ballroom of the Holiday Inn Select. Only the Advisors and one (1) Key Clubber (preferably the Club President) may enter the Cypress Ballroom to pick up the club's packets.

KEY CLUB STORE:

The LaMissTenn District will again sponsor a Key Club Supplies Sale on Friday afternoon and Saturday morning. This service provides an opportunity for Key Clubbers to purchase Key Club T-shirts, officer and member pins, and other supplies. Advise your members that they will be able to purchase (cash, check and/or charge) these supplies.

FOR ADDITIONAL INFORMATION:

SCOTT DUPONT, District Administrator
901 Arms St., Thibodaux, LA 70301
985/447-6433 or Fax: 985/882-7451
sld_3@charter.net

CHARLES FORD, Key Club District Office
P.O. Box 14026, Baton Rouge, LA 70898-4026
225/769-9233 or Fax: 225/769-9215
districtoffice@lamisstenn.org

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