

Key Club

Louisiana-Mississippi-West Tennessee District

Required Convention Registration Form

CONVENTION REGISTRATION SUMMARY FORM

Key Club of _____ High School, Division _____
Address _____ City, State _____ Zip _____

EXTREMELY IMPORTANT: In the event that some problem would occur that would prevent the processing of your club's registration, please indicate the **ADULT** that could most easily be reached to reconcile such a situation:

Name _____ E-mail: _____

Phone Numbers Required: Home/Cell: _____ School: _____ Fax: _____

District Office Use Only
A: _____
B. _____
C. _____
D. _____
E. _____
F. _____

A. **TOTAL NUMBER OF CONVENTION PARTICIPANTS** registering and participating at Convention: These totals should coincide with the names listed on **REGISTRATION FORM.**

- a) [] No. of Male Key Clubbers
- b) [] No. of Female Key Clubbers

- c) [] Total No. of Advisors/Chaperones

- d) [] Total Number Attending

CONVENTION T-SHIRTS: How many shirts for each size are needed for your club – total numbers from Convention Registration Form:
[] Small [] Large [] XX-Large
[] Medium [] X-Large [] XXX-Large
No. should not exceed Total Number Attending!

B. **Date Postmarked:** ____/____/2010
(Will be checked on mailing envelope. **Packages postmarked after April 1st will be returned!**)

C. **Registration FEES ENCLOSED** (All participants - students **AND** adults)
*If postmarked **BY March 16, 2010** (postmark date will be checked):*
Total Number Attending (e) _____ x \$125.00 = \$ _____
*If postmarked **AFTER March 16, 2010** (postmark date will be checked):*
Total Number Attending (e) _____ x \$175.00 = \$ _____

D. **CHECK LIST: Have the following been done and included in club's registration package?**
If "NO" is answered to ANY of the these, your Registration Packet will not be processed until item(s) resolved.

- YES NO A typed or computer-generated roster of all being registered for the convention is enclosed.
- YES NO Is the advisor/student ratio met? (**One (1) adult per ten (10) students or fraction thereof**)
- YES NO Has the proper payment been sent? \$125/person; \$175/person after 3/16!
- YES NO Has the club made room reservations at one of the Official Convention Hotels?
At which hotel: Natchez Grand Natchez Eola Hampton Inn Grand Soleil
- YES NO Have the names of all of the registrants been verified for spelling and accuracy?
- YES NO Has the Kiwanis Convention Authorization been properly signed & mailed? (**A Required Form!**)
- YES NO Have the Delegates been elected and the Certification of Delegates been mailed? (**A Required Form!**)
- YES NO Has the Sergeant-At-Arms Report been properly completed & mailed? (**A Required Form!**)

E. **OTHER FORMS & REPORTS INCLUDED IN THIS MAILING:**

<input type="checkbox"/> Club Video Entry	<input type="checkbox"/> Talent Show Entry Form	<input type="checkbox"/> Sandy Nininger Nomination
<input type="checkbox"/> Casserly Award Entry	<input type="checkbox"/> Oratorical Contest Entry	<input type="checkbox"/> Outstanding Club President Nom.
<input type="checkbox"/> District Office Candidate Form	<input type="checkbox"/> Impromptu Essay Contest Entry	<input type="checkbox"/> Outstanding Vice President Nom.
<input type="checkbox"/> 2010-2011 Officer Election Report	<input type="checkbox"/> "Key Facts" Entry Form(s)	<input type="checkbox"/> Outstanding Club Secretary Nom.
<input type="checkbox"/> Outstanding Kiwanian Nom.	<input type="checkbox"/> Outstanding Faculty Advisor Nom.	<input type="checkbox"/> Outstanding Club Treasurer Nom.

F. **CERTIFICATION:**
I hereby certify that I have verified all information including all names for accuracy:
signed: _____ date: _____

2009-2010 Faculty Advisor