



March 2-4, 2018

Hyatt Regency, Baltimore, MD

December 4, 2017

Dear Key Club:

The Capital District Key Club Board is preparing for the 69th Annual Capital District Key Club Leadership Conference (DCON) at the Hyatt Regency Baltimore, Baltimore, Maryland, to be held March 2-4, 2018. This year's DCON theme is island paradise with the tagline of "Riding the Waves of Service!"

The Hyatt Regency staff is working along with the District Board and Adult Committee to make the conference an outstanding event. The weekend starts with opening session featuring a keynote leadership/motivational speaker and a meet and greet activity on Friday night. The District Board is planning several motivational programs, educational forums and workshops, and other fun activities on Saturday. There will also be a service fair on Saturday afternoon highlighting individual club or divisional projects and more. The Governor's gala dinner and dance on Saturday night will be a highlight of the conference. **Seating for this will be assigned on a first registered basis. To be considered registered, all forms and money must be in.** The conference will end on Sunday morning with the House of Delegates voting session, a sit-down buffet breakfast and the installation ceremony of the 2018-19 District Board.

We are continuing with online registration this year. Registration will officially open on Wednesday, January 3, 2018. The change to the online format was incredibly helpful to the Capital District last year and we have taken some of your comments and some of our own pain points to make it easier to register. Clubs will have the option to pay by credit card when registration is complete or can be invoiced by the district through Paypal. As always, the option to pay by check is available.

On Saturday morning and afternoon, there will be several educational forums and workshops conducted by District Board members. Students will also be able to participate in the oratorical, essay, and talent contests. There will be workshops specific for adult faculty and Kiwanis advisors. Clubs will be on their own for dinner on Friday and lunch on Saturday. In addition to the motivational and educational experiences of the conference, attendees will be involved in the election of the 2018-19 District Officers through the House of Delegates (voting session) and caucus session (speeches and question/answer time for candidates). Award winners will be announced for the various individual and club competitions that will be judged during the conference at the Governor's Gala on Saturday night. To view awards criteria, please consult your student lieutenant governor. You can also view many of the awards on the Capital District website at <http://www.capitalkeyclub.org/district-awards-2018.html>.

We are again continuing the Parade of Checks on Friday evening. The Parade of Checks, a special part of the program, will give all of the clubs and divisions that have raised money for any project the chance to stand in line and announce one by one how much they are contributing and their club name. One student representative per club (chosen by the club) will make the announcement and have the chance to present a check (if they wish) to District Kiwanis Family leaders and shake their hands on stage while doing so. This activity will further engage all clubs in the conference as well as prove to be an inspirational and powerful show of collective energy and efforts - and that is what the Kiwanis Family is all about! If the club is making a contribution to the Eliminate project or the Boys and Girls Club, a check can be made out to Capital District Key Club and brought to the convention. It is fine for clubs to bring multiple checks for this only.

The annual Service Fair will be a special aspect of the weekend. This is an opportunity for clubs and divisions to highlight successful or unique projects and get new service project ideas and for students to learn more about both International and District service partners. Award-winning contest entries will be available to see as samples and all branches of the Kiwanis Family will be represented. The Service Fair will be on Saturday afternoon. The General Session on Sunday morning will feature a hot breakfast buffet.

Our keynote speaker this year is Kent Julian, an entertaining speaker for people of all ages. Kent is a successful lifestyle entrepreneur who previously led a national youth organization. After 20 years of non-profit work, Kent launched a successful lifestyle business and spends much of this time traveling around the country speaking to groups of all ages. Kent has spoken at several Kiwanis Family events and we look forward to hosting Kent Julian at this year's conference, where he will speak at Friday's opening session and facilitate workshops on Saturday morning. Check out his website at www.liveitforward.com.

Please plan to arrive at the Hyatt Regency between 3-5 p.m., on Friday for check in. **Rooms will not be ready before this time.** Your cooperation will be appreciated. We will have a luggage storage area if you wish to arrive early and tour the Baltimore Harbor area, which is within walking distance (about 5 minutes) from the hotel.

Please refer to the enclosed packet for all of the information needed to understand, register for, and secure hotel reservations for this year's District Leadership Conference. We look forward to seeing you in Baltimore in March!

Mr. Joe Stankus
District Administrator
keyclubcapitaldistrict@gmail.com
804-564-5668

Basic DCON Information

Date: Friday-Sunday, March 2-4, 2018

Place: Hyatt Regency Baltimore, 300 Light Street, Baltimore, Maryland 21202; phone 410-528-1234

Theme: Island Paradise - "Ride the Waves of Service!"

Brief Schedule & What To Wear*:**

FRIDAY - casual / theme dress optional

Theme dress could include appropriate costumes for the island paradise theme (no cleavage, no midriff-baring outfits, no short shorts, no bare feet, no toy or plastic weapons). Towels or sheets must not be taken from hotel rooms to be used in theme attire.

Arrive between 3-5 p.m. (NOTE: hotel rooms will NOT be ready before this time), hang out, dinner on own, opening general session with Keynote Speaker Kent Julian, Meet and Greet, advisor hospitality

SATURDAY DAY- business professional

Continental breakfast, educational workshops/forums for students and advisors, caucus session to hear candidates' speeches, service fair; there will be a break in the afternoon for lunch on your own

SATURDAY NIGHT - semi-formal

Dinner awards banquet general session, dance

SUNDAY - business professional

House of Delegates to elect District leaders, farewell general session with buffet breakfast, check out of hotel, will leave to go home around 12-1 p.m.

Note: There are many restaurants within walking distance of the hotel and delivery service also available. A list of such places will be provided to you at registration on Friday.

Cost: Cost to attend based on 4 students per room for registration and hotel: \$187.00/person

Cost to attend based on 3 students or 3 advisors per room for registration and hotel: \$211.00/person

Cost to attend based on 2 students or 2 advisors per room for registration and hotel: \$260.00/person

Cost to attend based on 1 advisor per room for registration and hotel: \$408.00/person

These costs include lodging, registration, all conference materials, conference souvenirs, and three food functions (continental breakfast on Saturday morning, gala dinner banquet on Saturday evening and sit-down, buffet breakfast on Sunday morning). For advisors, advisor hospitality and snacks are also included.

Parking Options: Self-parking for overnight guests is \$10.00 per day (this is a discounted rate than what the hotel typically charges and was negotiated specifically for our convention) and valet parking is \$40.00 per day. Rates include in / out privileges. Parking must be paid individually and cannot be charged to your account.

Registration deadline is Friday, February 2, 2018; after this date, a late fee of \$20/registrant will be assessed.

Adult Supervision: There must be at least 1 adult for every 10 students. Adults cannot room with students.

*****What to Wear - Attire Definitions:**

- ✓ **Casual** includes khakis, jeans, shorts, capri pants, nice tee shirt, nice sweatshirt, polo shirt, casual button-down shirt, sundress, open-toed sandals, flip flops, sneakers, Crocs, Toms
- ✓ **Business Professional** includes dress shirt and tie, sport coat or blazer, suit, nice slacks, skirt and dress, dress capris with matching blazer that could be worn in professional atmosphere, open-toed sandals for females, dress shoes
- ✓ **Business Professional** does not include jeans, shorts, capri pants, tee shirt, sweatshirt, polo shirt, flip flops, sneakers, Crocs, Toms
- ✓ **Semi-Formal / "Homecoming Attire"** includes dark suit with dark shoes and socks for males and formal evening dress, short cocktail dress, dressy evening separates for females
- ✓ **Semi-Formal / "Homecoming Attire"** does not include jeans, shorts, tee shirt, polo shirt, flip flops, sneakers, Crocs, Toms

Registration and Hotel Reservations Information

- Capital District Policy requires one adult chaperone for every ten students and also requires all conference attendees to stay at the conference hotel(s).
- Only those Key Clubs and members in good standing that have paid annual dues may attend the Capital District Leadership Conference.
- There is no limit to the number of students who may attend per club. Registrations will be accepted up to the room capacity of the conference hotel(s).
- Please note that our hotel room rates are only guaranteed until **Friday, February 2**. After this date, rooms can be reserved, if available, at a much, much higher rate. This is non-negotiable.
- **Costs:** Cost to attend based on 4 students per room for registration and hotel: \$187.00/person; cost to attend based on 3 students or 3 advisors per room for registration and hotel: \$211.00/person; cost to attend based on 2 students or 2 advisors per room for registration and hotel: \$260.00/person; cost to attend based on 1 student or 1 advisor per room for registration and hotel: \$408.00/person
- These costs include lodging, registration, all conference materials, conference souvenirs, and three food functions (continental breakfast on Saturday morning, banquet lunch on Saturday mid-day and sit-down, buffet breakfast on Sunday morning). For advisors, advisor hospitality and snacks are also included.
- The cost per student or advisor will not be pro-rated or adjusted for any reason.
- **The deadline for conference registration and hotel reservations is Friday, February 2.**
- There will be \$20.00/registrant late fee after the deadline date. This is non-negotiable.
- Registration is not complete until total payment for both registration and hotel reservations have been received. Cancellations can be made in writing to the District Administrator up until Friday, February 16. **There will be no refunds after this date.**
- All hotel registrations are processed through the District Administrator. The Hyatt Regency will not accept direct reservations.
- Adjustments /changes in student information can be made after the initial registration by contacting the District Administrator only but must be done no later than Friday, February 16. A \$10 fee will be charged for changes made after this date if there is the ability to accommodate the change.
- Room cancellations can be made in writing (email is accepted) by notifying the District Administrator no later than Friday, February 16 by 4:00 p.m. Refunds will be made after the conference.
- You can pay by credit card (through the Capital District Kiwanis PayPal account) for both registration and hotel. There is no additional charge, but any changes to registrations after payment will incur a \$10 processing fee per change.
- If paying by check, you can send one check for both registration and hotel payable to Capital District Key Club, or you can send two separate checks (one for registration and one for hotel) that are both payable to Capital District Key Club.
- Clubs may collect checks from individuals but can only submit a maximum of 2 checks with the Conference Registration Forms. (Do not send multiple checks from students with registration materials.)
- Registration confirmation will be sent to the contact person listed on the Conference Registration Forms.
- Adults may not room with students unless the student is his or her own child.
- Rooms will be assigned as received.
- Please direct all DCON registration question to Kristina Dlugozima at kmsd512@gmail.com or 703-868-6224 and any hotel questions to District Administrator Joe Stankus at keyclubcapitaldistrict@gmail.com or 804-564-5668.

Online Registration Information

The Capital District Leadership Conference registration form can be found at <https://fs11.formsite.com/CapitalKeyClub/DCON/>. This registration form will be live on January 3, 2018 when you can begin to register as soon as you have gathered all of your relevant information.

Some helpful hints:

- The e-mail address entered will receive both an e-mail confirmation directly from our program as well as any communications from the district regarding the weekend.
- Midway down the form you will be asked whether you plan to pay by check or credit card. If you choose check, just proceed as you normally do. If you choose to pay by credit card, you will have the ability to pay immediately by credit card. If you do not pay at that time, you may request an invoice by e-mail kmsd512@gmail.com. We recommend that you finalize number of registrants and hotel rooms prior to payment as all changes to PayPal transactions will incur a \$10 fee as we are assessed a fee from PayPal.

Do you plan to pay by check or credit card? *

- Check
- Credit Card

- Advisors will still need to fill out the hotel spreadsheet (similar to last year's spreadsheet). You will upload that completed spreadsheet to the online form and shown below. The form will not be accepted if there is no document uploaded here.

Upload your hotel list spreadsheet here *

No file chosen

- If there is something that needs to be communicated to the Capital District that is not on this form, please use the box for additional comments. This could include if you are sharing chaperones, if you need to request a roommate for an advisor or a student, etc.
- This year we are including delegate registration on the regular registration form in order to cut out some of the excess paperwork and streamline the system. If you do not know who your delegates are going to be when registering, feel free to leave this blank and the advisor will be contacted prior to the District Leadership Conference.
- Invoices – there are two opportunities for you to receive a receipt directly from the system. First, when you complete your registration, you will receive a final page that details the number of registrations and the number of rooms requested. You will also receive an e-mail of the final page to the e-mail listed on the form. If you are requesting roommates and need an edited invoice, please let us know.
- Any questions on registration and the form, please feel free to contact Kristina Dlugozima, kmsd512@gmail.com. All hotel questions can be directed to District Administrator, Joe Stankus, keyclubcapitaldistrict@gmail.com.

Please type or print all information. This form is required for all Key Club members attending designated Capital District Key Club events or activities. The parent, legal guardian, or person in loco parentis for the member must complete this form.

Member Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Initial Last </div> Mailing Address _____ <div style="display: flex; justify-content: center; width: 80%; margin-left: 20px;"> Street Address </div> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> City State/Province Zip/Postal Code Nation </div> Sex (circle one) F M Height _____ Weight _____ Birth Date Month: _____ Day: _____ Year: _____	<p>Who is the designated chaperone responsible for your Key Club member?</p> _____ <p>Relationship to member</p> <p><i>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.</i></p>
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<p>Emergency Information</p> In case of emergency, please contact: _____ Relationship to member _____ Phone (____) _____ Cell phone (____) _____ Pager _____ (____) _____ Alternate contact _____ Relationship to member _____ Phone (____) _____ Cell phone (____) _____ Pager (____) _____

<p>Medical Information</p> Health Insurance Company _____ Policy Number _____ Group Name on Insurance Coverage _____ Telephone number or other contact information shown on insurance card _____ Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? _____ If yes, please explain _____ Has he/she ever been or currently being treated for (circle "Yes" or "No")? <table style="width: 100%; border: none;"> <tr> <td>Nervousness?</td> <td>Yes No</td> <td>Rheumatic Fever?</td> <td>Yes No</td> <td>Asthma?</td> <td>Yes No</td> </tr> <tr> <td>Convulsion or epilepsy?</td> <td>Yes No</td> <td>Cancer or tumors?</td> <td>Yes No</td> <td>Diabetes?</td> <td>Yes No</td> </tr> <tr> <td>Heart Condition?</td> <td>Yes No</td> <td>Headaches?</td> <td>Yes No</td> <td>Allergies to medication?</td> <td>Yes No</td> </tr> <tr> <td>High Blood Pressure?</td> <td>Yes No</td> <td>Fainting Spells?</td> <td>Yes No</td> <td></td> <td></td> </tr> </table> List any allergies or other medical conditions of which we need to be aware _____ _____	Nervousness?	Yes No	Rheumatic Fever?	Yes No	Asthma?	Yes No	Convulsion or epilepsy?	Yes No	Cancer or tumors?	Yes No	Diabetes?	Yes No	Heart Condition?	Yes No	Headaches?	Yes No	Allergies to medication?	Yes No	High Blood Pressure?	Yes No	Fainting Spells?	Yes No		
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<p>I am the parent or legal guardian for the above-named Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by Capital District Key Club. I also have read and understand the Code of Conduct shown on the reverse side, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member from the event. I hereby certify that the information provided above is correct.</p> <p>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 <i>or other licensed medical provider</i>, 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 Capital District Key Club and its officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.</p> <p>Parent or guardian _____ Signature _____ Date _____</p>
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CODE OF CONDUCT

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 Capital District Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, Advisors 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 substance, with the exception of medication prescribed for the attendee.
5. Members may not possess or use tobacco products.
6. Members are expected to abstain from any activity of a sexual nature.
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 Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
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 a curfew beginning at midnight and lasting until 5:00 am unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.

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 males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
3. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skirt or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
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 convention events.

Enforcement

1. Violations of this Code will result in notification to the respective district administrator and event chaperone.
2. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Capital District Key Club Administrator or his representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
4. These rules are effective as of the time you arrive at this event, until the time you depart.

Student _____ Signature _____ Date _____

Parent or guardian _____ Signature _____ Date _____

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); approved by the school; and registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, each Key Club District Administrator shall have authority for all persons in attendance from his/her respective district.