



**March 21-23, 2025**  
**Hyatt Regency Crystal City**  
**Arlington, VA**

January 2, 2025

Dear Key Club:

**The Capital District Key Club Board is preparing for the 76th Annual Capital District Key Club Leadership Conference (DCON) at the Hyatt Regency Crystal City, Arlington, Virginia, to be held March 21-23, 2025.** This year's DCON theme is Roaring Service (a 20s theme) in celebration of Key Club International's 100<sup>th</sup> birthday on March 23!

The Hyatt Regency staff is working along with the District Board and Adult Committee to make our conference an outstanding event. The weekend begins with opening session featuring a keynote leadership/motivational speaker and a "get to know you" activity on Friday night. The District Board is planning several motivational programs, educational forums and workshops, and other fun activities on Saturday. We will have a Kiwanis Family luncheon that will feature speakers from each of our branches of the Kiwanis Family. There will also be a service fair on Saturday afternoon highlighting individual club or divisional projects and more. The Governor's Awards session and dance on Saturday night will be a highlight of the conference. The conference will end on Sunday morning with the House of Delegates voting session, a sit-down breakfast, and the installation ceremony of the 2025-26 District Board. As our convention is during the actual weekend of the 100<sup>th</sup> birthday of Key Club International, look out for some exciting celebrations!

All chaperones will be required to undergo a background check by an approved Kiwanis vendor, Safe Visitor/Hiring Solutions. If a chaperone already has a current background check through Kiwanis, they will not need to do another one – these checks expire every two years so chaperones checked this year will not need to do so again until 2027 and those checked last year will not be required to do one this year. The cost of these background checks is included in the price of registration. Background checks can take 2-3 weeks to complete so please ensure that chaperones are registered in a timely manner.

We are continuing with online registration this year. Registration is officially open. Clubs will have the option to pay by credit card when registration is complete or can be invoiced by the district through Stripe – please e-mail Kristina Dlugozima at [kmsd512@gmail.com](mailto:kmsd512@gmail.com) if you need an invoice. As always, the option to pay by check is available.

On Friday evening, we provide a pizza party after opening session as we get to know one another. We will provide a grab and go bag for dry breakfast offerings to each attendee and there is a lunch for Saturday afternoon. Clubs will be on their own for Saturday dinner with plenty of time given to go offsite. Sunday morning continues to include a full breakfast buffet.

On Saturday morning and afternoon, there will be several educational forums and workshops conducted by District Board members as well as adults knowledgeable in specific topics. 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. In addition to the motivational and educational experiences of the conference, attendees will be involved in the election of the 2025-26 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 Award session on Saturday night. To view awards criteria, please consult your student lieutenant governor.

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.

Our speaker this year is Mr. Joe Lepper, a past Key Club International President (2005-06). Joe will share with vulnerability and honesty his Key Club and mental health journeys – and how these interested. Joe was named *Business West's* 40 Under 40 Class of 2024 and serves as a Senior Community Responsibility Consultant and PMP at MassMutual financial group. Joe and his wife have two young children, and he has been a member of the Kiwanis Club of Springfield, Massachusetts, since he was 21.

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 Washington D.C., which is a few Metro stops away from the hotel.

Please refer to the enclosed packet for all 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 Northern Virginia in March!

Ms. Kristina Dlugozima  
District Administrator  
kmsd512@gmail.com  
703-868-6224

**Basic DCON Information**

**Date:** Friday-Sunday, March 21-23, 2025

**Place:** Hyatt Regency Crystal City, 2799 Richmond Hwy, Arlington, VA 22202; phone 703-418-1234

**Theme:** A Roaring 20s Theme – “Roaring Service!”

**Brief Schedule:**

**FRIDAY:** Arrive between 3-5 p.m. (NOTE: hotel rooms will NOT be ready before this time), hang out, opening general session with our Keynote Speaker, Introduction to District Board candidates, Get to Know You pizza party

**SATURDAY DAY:** Caucus session to hear from candidates, educational workshops/forums for students and advisors, Kiwanis Family Luncheon, service fair

**SATURDAY NIGHT:** Awards general session, dance

**SUNDAY:** 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.

**Dress Code:**

Capital District Key Club values equity, inclusivity, and supporting the healthy development of our members' identities. Attendees should make all of their clothing and attire choices with this understanding. The dress code for Capital District Key Club District Convention 2025 is a mix of Kiwanis Family Spirit and Business Casual for all sessions with two exceptions:

1. Friday Night Optional Theme Dress: The Roaring 1920s is the theme for this convention (Roaring Service) - theme dress can include appropriate fancy attire from the 1920s time period / Great Gatsby-type era; those not wishing to participate in theme dress can follow the Kiwanis Family Spirit – Business Casual range noted on the next page
2. Saturday Night Session and Dance is Semi-Formal Dress (or Homecoming Attire): See range noted on the next page; semi-formal attire bridges the gap between casual daywear and the formalities of a black tie or formal dress code

**Cost:** Cost to attend based on 4 students per room for registration and hotel: \$205.00/person

Cost to attend based on 3 students or 3 advisors per room for registration and hotel: \$230.00/person

Cost to attend based on 2 students or 2 advisors per room for registration and hotel: \$275.00/person

Cost to attend based on 1 advisor per room for registration and hotel: \$420.00/person

These costs include lodging, registration, all conference materials, conference souvenirs, and two food functions (lunch on Saturday and sit-down, buffet breakfast on Sunday morning) as well as a pizza party on Friday night and a grab and go breakfast bag for Saturday morning. For advisors, advisor hospitality and snacks are also included.

Parking Options: Currently self-parking options are not available at the hotel – there is a nearby garage – PMI parking located next door to the hotel which charges \$15 per weekend day. Valet parking is available on-site for a discounted rate of \$25 per day.

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

**Health & Safety:** Attendees should not come to DCON – or should wear a face covering – if they are feeling unwell and/or experiencing a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. This is a mask-optional event; we respect everyone's choices.

**Registration deadline is Monday, March 3, 2025; after this date, a late fee of \$20/registrant will be assessed.**

## Basic DCON Information – Dress Code

Capital District Key Club values equity, inclusivity, and supporting the healthy development of our members' identities. Attendees should make all of their clothing and attire choices with this understanding.

### All Sessions on Friday, Saturday day, and Sunday - Kiwanis Family Spirit – Business Casual Range:

<i>What's Okay</i>	<i>What's Not Okay</i>
<ul style="list-style-type: none"> <li>• Kiwanis Family Short Sleeve T-shirts</li> <li>• Kiwanis Family Long Sleeve T-shirts</li> <li>• Kiwanis Family Sweatshirts</li> <li>• Pants or business dress pants, khakis, chinos, denim without holes, leggings</li> <li>• Skirts and dresses</li> <li>• Button-down shirts, sweaters, blouses, henleys, polo shirts, t-shirts</li> <li>• Optional cardigans, blazers, sport coats</li> <li>• Closed-toed shoes such as loafers, Oxfords, boots, pumps, flats, sneakers</li> <li>• Strappy sandals</li> <li>• Simple accessories such as scarves, belts, jewelry, shoulder bags</li> </ul>	<ul style="list-style-type: none"> <li>• Denim with holes</li> <li>• Sweatpants and yoga pants</li> <li>• Flip Flops</li> <li>• Bathing suits</li> <li>• Clothing that exposes genitalia, breasts, and/or buttocks</li> <li>• Clothing that exposes underwear due to transparency, length, and/or lack of coverage (this does not include undergarment straps worn under clothing)</li> <li>• Clothing or accessories that depict or promote illegal, violent, lewd content, and/or discriminatory imagery, words, or messaging</li> <li>• Clothing or accessories with mascots and logos that show exploitative indigenous or discriminatory imagery</li> <li>• Clothing or accessories that depict or promote the unlawful possession or use of weapons, alcohol, tobacco, drugs, drug paraphernalia, and/or other controlled substances</li> </ul>

### Saturday Night Session and Dance - Semi-Formal Dress (or Homecoming Attire):

<i>What's Okay</i>	<i>What's Not Okay</i>
<ul style="list-style-type: none"> <li>• Cocktail, midi, or maxi dresses</li> <li>• Jumpsuits and pantsuits</li> <li>• Button-downs and pants</li> <li>• Suits</li> <li>• Suit jackets and blazers</li> <li>• Heels, strappy sandals, dressy flats</li> <li>• Dressy loafers, Oxfords, lace-up shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing that exposes genitalia, breasts, and/or buttocks</li> <li>• Clothing that exposes underwear due to transparency, length, and/or lack of coverage (this does not include undergarment straps worn under clothing)</li> <li>• Clothing or accessories that depict or promote illegal, violent, lewd content, and/or discriminatory imagery, words, or messaging</li> <li>• Clothing or accessories with mascots and logos that show exploitative indigenous or discriminatory imagery</li> <li>• Clothing or accessories that depict or promote the unlawful possession or use of weapons, alcohol, tobacco, drugs, drug paraphernalia, and/or other controlled substances</li> </ul>

## 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, March 7**. 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: \$205.00/person; cost to attend based on 3 students or 3 advisors per room for registration and hotel: \$230.00/person; cost to attend based on 2 students or 2 advisors per room for registration and hotel: \$275.00/person; cost to attend based on 1 student or 1 advisor per room for registration and hotel: \$420.00/person
- These costs include lodging, registration, all conference materials, conference souvenirs, and two food functions (lunch on Saturday and sit-down, buffet breakfast on Sunday morning) as well as a pizza party on Friday night and a grab and go breakfast bag for Saturday 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 Monday, March 3.**
- 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, March 7. **There will be no refunds after this date.**
- All hotel registrations are processed through the Capital District. The Hyatt Regency will not accept direct reservations.
- Adjustments /changes in student information can be made after the initial registration contacting the District Administrator only but must be done no later than Friday, March 7. 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, March 7 by 4:00 p.m. Refunds will be made after the conference.
- You can pay by credit card (through the Capital District Kiwanis Stripe account) for both registration and hotel. There is no additional charge.
- 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.
- Chaperones must pass a Kiwanis issued background check.
- Rooms will be assigned as received.
- Please direct all DCON registration and hotel question to District Administrator Kristina Dlugozima at [kmsd512@gmail.com](mailto:kmsd512@gmail.com) or 703-868-6224.

## Online Registration Information

The Capital District Leadership Conference registration form can be found at <https://fs11.formsite.com/CapitalKeyClub/DCON/>. This registration form is live now and 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. E-mails are needed for all chaperones to administer background checks.
- 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 your 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](mailto:kmsd512@gmail.com).

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

- Check
- Credit Card

- Advisors will still need to fill out the hotel spreadsheet – please leave the form in spreadsheet format and do not save as a pdf. 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](mailto:kmsd512@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; font-size: small;"> <span>First</span> <span>Middle Initial</span> <span>Last</span> </div> Mailing Address _____ <div style="display: flex; justify-content: center; font-size: small;"> <span>Street Address</span> </div> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>City</span> <span>State/Province</span> <span>Zip/Postal Code</span> <span>Nation</span> </div> Sex _____ Birth Date Month: _____ Day: _____ Year: _____	<p><b>Who is the designated chaperone responsible for your Key Club member?</b></p> _____ <p><b>Relationship to member</b></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><b>Emergency Information</b></p> In case of emergency, please contact: _____ Relationship to member _____ Phone (____) _____ Cell phone (____) _____ Pager _____ (____) _____ Alternate contact _____ Relationship to member _____ Phone (____) _____ Cell phone (____) _____ Pager (____) _____
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<p><b>Medical Information</b></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%; font-size: small;"> <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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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.

In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. In the event those persons cannot be reached or time does not permit, I hereby give permission to a licensed physician *or other 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** 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.

**Parent or guardian** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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.

### Media Consent and Release

Key Club Member: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School: \_\_\_\_\_ State: \_\_\_\_\_

The Key Club Member named above and their parent or legal guardian desire for the Member to participate in-person at the Key Club District Convention in March 2025 in Arlington, VA (“DCON”). This event is sponsored by the Capital District of Key Club International. As lawful consideration for being permitted by Kiwanis to attend DCON, Member and Guardian, on behalf of Member and themselves, agree to all the terms and conditions set forth in both this **Media Consent and Release**.

### CONSENT OF GUARDIAN

I am the parent and/or guardian of the above-named Key Club member. I have the legal right to consent to and do consent and agree to the terms and provisions of the below Media Consent and Release. By signing, I acknowledge that I have read and understood all of the terms of the agreement below and that I, or the minor I represent as guardian, am voluntarily giving up substantial legal rights, including the right to sue Kiwanis.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Media Consent and Release

I give permission for the Capital District of Key Club International to post the first and last name of, any photograph(s) of, and any videos including my child, on the Capital District Key Club website – [www.capitalkeyclub.org](http://www.capitalkeyclub.org) and/or on the Capital District of Key Club International Facebook, Twitter, Instagram or other social media pages.

I give permission for Capital District of Key Club International to share any photos or videos of or including my child with Key Club International, which could lead to Key Club International posting of those same items on [www.keyclub.org](http://www.keyclub.org) or any official Kiwanis Family website or social media sites or pages.