

Carolinas District Key Club
presents



2015



**District Convention &
Leadership Conference**



Including

CLUB OFFICER & ADVISOR TRAINING

SHERATON IMPERIAL HOTEL, DURHAM, NC

March 13-15, 2015

Registration Packet



CAROLINAS DISTRICT KEY CLUB

**69th ANNUAL CAROLINAS DISTRICT CONVENTION AND
LEADERSHIP CONFERENCE featuring CLUB OFFICER & ADVISOR TRAINING
MARCH 13-15, 2015
SHERATON IMPERIAL HOTEL | DURHAM, NORTH CAROLINA**

The 69th annual District Convention and Leadership Conference of the Carolinas District, featuring Officer and Advisor Training, is fast approaching and the excitement is building. Without question, this convention is the most important event your Key Club will participate in this year. The positive reinforcement, excitement, training, leadership skills and the friendships gained will endure long after the convention. This year we will continue focusing as much time as possible on club officer training (2015-2016 officers) and advisor training.

The District Convention and Leadership Conference featuring Officer and Advisor Training serve several purposes:

1. To recognize Key Clubs and individuals for outstanding service during the year.
2. To build enthusiasm and motivate membership.
3. To educate and inspire Key Club officers and members.
4. To train new Key Club officers.
5. To elect new District officers and conduct the business of the District.
6. To share ideas, projects, and experiences with hundreds of Key Club members.

Each Registration to the convention **includes** the following for each **registered student and advisor attendee:**

2 nights in the Sheraton Imperial Hotel and use of all hotel facilities
Educational and training seminars
Enhanced light show and professional sound production
Guest Speakers and Entertainment
4 convention meals (Friday pizza, Saturday breakfast, Saturday lunch and Sunday breakfast)
Saturday Dance
Convention t-shirt
Awards and certificates for winning clubs

Each Registration to the convention **includes** the following **additional items** for each **registered Faculty Advisor and Kiwanis Advisor attendee:**

Advisor Reception on Friday Night
Advisor Buffet Breakfast on Saturday in the hotel restaurant
Advisor Gifts

See Page 3 of the Registration Packet for additional registration information and costs.



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SCHEDULE AT A GLANCE

Preliminary and subject to change

FRIDAY, MARCH 13

3:00 – 5:00 PM	Arrival and Check-in
5:30 – 6:30 PM	PIZZA - FREE for all Registered Key Club Members
6:00 PM	Candidate Orientation - Required for all students running for office
6:00 PM	Advisors Meeting/Reception - required for all adults attending <i>(Please Note that food will be served at this session for Advisors)</i>
7:00 – 9:00 PM	Opening Session
9:00-10:00 PM	Lt. Governor Elections / Regional Caucuses
10:30 PM	Entertainment Session
11:30 PM	Curfew

SATURDAY, MARCH 14

7:30-8:30 AM	Advisor Training Buffet Breakfast in Hotel Restaurant
8:00-8:45 AM	Continental Breakfast Pick Up for Students (Provided)
9:00-10:00 AM	Contest Preliminaries for Talent, Oratorical and Essay Contests
9:00 – 11:30AM	Officer Training
9:00 – 11:30AM	General Member Training
9:00 – 11:30AM	2015-2016 Lt. Governor Training
11:30 – 12:45 PM	Boxed Lunch Pickup (provided)
12:45 PM	House of Delegates (2 Certified Delegates per Club & all Candidates)
1:00 PM	Service Project
2:00 PM	5th Annual Convention Olympics
3:00 PM	Free time and Dinner on your own
7:30 PM	Talent Night a Member Recognition Session
10:00 PM	Closing Dance
11:30 PM	Curfew

SUNDAY, MARCH 15

8:15 AM	Devotional Service
9:00 AM	Governor's Farwell Breakfast
12:00 PM	Have a Safe Trip Home!

Please note that all meetings and sessions are required attendance for attendees. For free time, Saturday afternoon offers all attendees four hours to rest, relax, and unwind. Please help to ensure that everyone attends the convention in its entirety. Please refer to the program you receive at convention for final details/times. This schedule is subject to adjustment.

CONVENTION INCENTIVES TO MAXIMIZE THE VALUE!

The following incredible incentives are being offered to your Key Club. Be sure and pay attention to deadline dates, as these offers to save money **expire after** February 13th!

ADVISOR INCENTIVE:

Several Advisor incentives are offered to reward those clubs bringing multiple members.

If you register **at least four (4) non-freshman students**, you will receive **one FREE Faculty Advisor Registration** in a single occupancy. This incentive is valued at **\$245**. (Note: not applicable for a Kiwanis Advisor or other adult. Must be Faculty Advisor)

If you register **at least 12 students (including freshman)**, you will receive an additional **FREE Faculty Advisor or Kiwanis Advisor Registration** in a single occupancy. This incentive is valued at **\$245**.

FRESHMAN INCENTIVE:

Promote Key Club to the future leaders of your club. Bring 2014-2015 year 9th Grade members for a reduced rate. Motivate and excite the base of your club for years to come!

2014-2015 Year 9th Graders can attend for only **\$155 each**.

**Please note: These incentive offers expire
after the February 13th registration deadlines!
Register now to take advantage of these great offers!!**

CONVENTION REGISTRATION RATES

EARLY BIRD RATES: (Electronically Submitted by January 30, 2015)

Student Registrations: \$179

Student registrations are based on 4 students per room. This is the only option for student housing. If you do not have four students to fill a room, your students will be matched with other students from other clubs of the same sex in order to achieve a total of four (4) people in a room (2 double beds) or three (3) people in a room (1 king bed and a rollaway).

STUDENTS WILL NOT BE MATCHED WITH ADULTS, OR ALLOWED TO ROOM WITH ADULTS.

Freshman Incentive Registration: \$155

See page 3 for additional details

Adult Registration for Faculty Advisor if four non-freshman registered: \$0

See page 3 for additional details

Adult Registration for two Faculty or Kiwanis Advisors if 12 students registered: \$0

See page 3 for additional details

Adult Registration: \$235 for single occupancy; \$195 for double occupancy

All adults paying the Double Rate will be paired with a roommate if a roommate name is not provided. The District cannot guarantee matches for roommates. Please register as a single if you do not have your own roommate preference. If you do not arrange your own roommate and a match cannot be found, you will be billed for the difference to be payable upon arrival.

REGISTRATION RATES: (Electronically Submitted by February 13, 2015)

Student Registrations: \$189

See note above regarding student housing.

Freshman Incentive Registration: \$155

See page 3 for additional details

Adult Registration for Faculty Advisor if four non-freshman registered: \$0

See page 3 for additional details

Adult Registration for two Faculty or Kiwanis Advisors if 12 students registered: \$0

See page 3 for additional details

Adult Registration: \$245 for single occupancy; \$199 for double occupancy

See note above regarding adult housing.

Hotel space will be booked on first received, first booked basis.

Hotel space is based on availability - REGISTER EARLY!

New Registration Procedures

This year we are excited to announce an easier and more efficient registration submission process. For the first time, we are moving our registration process to an electronic submission. You no longer have to worry about trying to find a stamp or an envelope to mail in your registration paperwork. Now you can easily complete your registration form from your computer and submit through email.

Full details about this new process are explained on the following pages.

If you have any questions regarding this new, easier and faster process please email registration@carolinaskeyclub.org for a prompt response.

CONVENTION REGISTRATION GUIDELINES

CHAPERONE REQUIREMENTS:

There must be at least one (1) registered adult (advisor, teacher, Kiwanian, or parent) per ten (10) Key Club members.

PAYMENT OF DUES:

To be eligible to register for convention, each Key Club must have paid both District and International dues during the current school year.

REGISTRATION RATES:

Both a Early Bird Rate (electronically submitted by January 30, 2015) and a Standard Registration Rate (electronically submitted by February 13, 2015) is offered. Please see page 4 for additional information.

Please note: It is necessary for us to guarantee and pay for all rooms and meals. Therefore, refunds will not be possible for those who are unable to attend the convention.

CONVENTION HOUSING:

All Key Club members attending the convention must be registered and housed in the convention hotels. Allowances cannot be made to stay at home or at another facility. Registrations cannot be made directly with the hotel. All registrations must be processed through Carolinas District of Key Club International.

REGISTRATION QUESTIONS:

All questions regarding Carolinas District Key Club Convention and Registration should be directed to:

J. Scott Johnson, District Administrator
registration@carolinaskeyclub.org

PAYMENT OPTIONS: CHECK or CREDIT CARD

This year we are offering the option to pay by school check (one per school registration) or Credit Card. Visit carolinaskeyclub.org for registration materials. Once registration materials are completed and emailed to registration@carolinaskeyclub.org, a PayPal invoice will be emailed to you. If you wish to pay by credit card, the invoice can be paid in PayPal. If you wish to pay by check, your invoice can be printed and submitted to your School Office for payment by ONE CHECK and made payable to Carolinas District Key Club.

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**MARCH 13-15, 2015
SHERATON IMPERIAL HOTEL | DURHAM, NORTH CAROLINA**

REGISTRATION PROCEDURES

1. Read the contents of this convention packet very carefully.
2. **Share this information** with all Key Club officers, members, advisors and sponsoring Kiwanians.
3. **Begin making financial arrangements.** Encourage support from your sponsoring Kiwanis Club and/or Key Club. Get firm commitments from all attendees; refunds are **NOT** possible under any circumstances. Same sex substitutions will be allowed.
4. Encourage Key Club members to **run for District offices** and to participate in **District contests**.
5. **Elect new club officers** in early February so they can plan to attend the convention. Report your election results by the convention date.
6. **Complete all pages of the registration forms.** Be sure you have recorded all information accurately and neatly.
7. Any **special needs of anyone attending** the convention must be in writing and sent to the District Administrator by **February 13, 2015**. Notification of our ability to facilitate the need will be sent to the Faculty Advisor at least one week prior to convention.
8. Please be sure that **registrants are listed accurately** and that you are paying the proper fee per person according to the number of people in each room.
9. Registration materials must be sent by emailing registration@carolinaskeyclub.org using the subject CONVENTION REGISTRATION - SCHOOL NAME. **Early Bird registrations must be emailed by January 30, 2015. All other registrations should be emailed by February 13, 2015.**
10. There is **no guarantee that late registration requests can be handled.** Registrations received after the 13th of February will be accepted depending upon room availability. Email District Administrator, J. Scott Johnson at admin@carolinaskeyclub.org if interested in registering after the February 13th deadline to check for availability.
11. Your registration will be acknowledged by the convention officials and you should **receive a confirmation about two (2) weeks prior** to the convention; all rooming will be in either the Sheraton Imperial or nearby overflow hotels.
13. **Hotel service** such as movies, room service, telephone usage, etc. **will be turned off in all rooms.** Advisors may leave a credit card for incidentals in the rooms they are responsible for or services can be purchased on a cash basis. In either case, clubs are responsible for all incidental room charges. PLEASE BE AWARE THAT BOTTLED WATER MAY BE IN THE ROOMS. BOTTLE WATER WILL EITHER BE NOTED AS "FREE AND CLEAR" AT NO CHARGE or LISTED AT APPROXIMATELY \$2.95 PER BOTTLE. IF MEMBERS OF YOUR CLUB DRINK ANY WATER NOTED WITH A PRICE, YOU WILL INCUR A ROOM CHARGE AND YOUR SCHOOL WILL BE INVOICED! PLEASE ADVISE YOUR STUDENTS TO PAY ATTENTION!

REGISTRATION SUBMISSION:

Registration can be submitted by electronic submission **only** this year; our hope is to eliminate error and provide a smoother check-in process upon arrival at convention. Registration materials can be sent by emailing registration@carolinaskeyclub.org using the subject CONVENTION REGISTRATION - SCHOOL NAME.

Important Electronic Registration Information:

- Registration Form (Excel Version) can be found at carolinaskeyclub.org/district-convention
- **Please send Excel document in original form and do not make a PDF of the form**
- There are **four** separate tabs in the document; please fill out the yellow fields on each.
- **Please note**, you will only be able to edit the yellow fields; all other fields will auto-calculate based on your registration numbers.

Once this document is received, your registration form will be reviewed and a PayPal invoice will be emailed to you. This PayPal invoice will reflect funds due based on the appropriate deadline and any applicable incentives. If you wish to pay by credit card, the invoice can be paid in PayPal. If you wish to pay by check, your invoice can be printed and submitted to your School Office for payment. **Payment must be received no later than two weeks from the time your registration is submitted.**

Registrations submitted after February 13th may not be accepted. For any registration accepted after that date, payment in full will be due upon receipt of invoice.

The following items can be mailed prior to March 1, 2015 or brought with you to convention. Please note if all of the following items are not brought with you to convention or mailed in advance, you will not be allowed to register:

- Principal Certification of Attendees if taking advantage of Freshman Incentive (Page 11)
- Principal and Faculty Advisor Acknowledgement (Page 13)
- Parent and Key Club Member Release for each student (Page 15)
- Adult Release for each Advisor, Chaperone and Adult attending (Page 17)
- Annual Achievement Form (found at keyclub.org or in the contest packet)
- Annual Donation Form (Page 10)

We hope this process will work smoothly for you; however if you have any problems please contact registration@carolinaskeyclub.org

CLUB AND MEMBER RECOGNITION

Several opportunities exist for your Club & Members to be recognized during the Convention.

CONTEST SUBMISSION:

The following contests and reports must be submitted in advance so appropriate time can be devoted by the judging panel to review all submissions. These contests are:

Distinguished Club Award	Annual Achievement Report (Required)
District Project Report	Major Emphasis Program Club Involvement Report
Kiwanis Family Relations Award	Single Service Report
Outstanding Faculty Advisor	Outstanding Kiwanis Advisor

Please visit www.carolinaskeyclub.org for complete contest information and downloadable forms.

Please note:

POSTAL SUBMISSION: These contests must be mailed in advance and **postmarked by March 1, 2015** to:

Megan Wood
5521 Dogwood Drive
Winston-Salem, NC 27105

ELECTRONIC SUBMISSION: All forms and supporting documents can be **scanned and emailed by March 1, 2015** to contests@carolinaskeyclub if you do not wish to mail. Each contest should be emailed separately with the following subject: CONTEST NAME - SCHOOL NAME.

ON-SITE CONTEST SUBMISSION:

The following contests should be turned in during registration on Friday at Convention:

Traditional Scrapbook	Non-Traditional Scrapbook
Club Poster	Club Video

These are the only contests that will be accepted at Convention.

DONATION RECOGNITION:

Enclosed in this packet you will find a donation submission form. Our goal at the convention is to recognize as many clubs as possible for their work in their home, school and communities. Please send the Donation Recognition form found on page 10 with your registration packet or turn in at Registration on Friday by 5pm.

TALENT, ORATORICAL and ESSAY CONTESTS:

On Saturday at Convention, students have the opportunity to participate in the Talent, Oratorical and Essay contests. Encourage all of your students interested to participate. Please note, based on the number of participants, the preliminary competitions may run into free time.

ADDITIONAL CONVENTION INFORMATION

CONVENTION POLICIES:

NAME TAGS: Name tags will be required and checked for session attendance. Also, name changes for badges will happen on an exchange basis; you must turn in an old name badge to receive a new one. PLEASE ADVISE ALL STUDENTS - YOUR NAME BADGE IS VALUABLE! If you lose it, you will lose the opportunity to attend parts of the convention that you will not want to miss!

DRESS CODE: There is a dress code for the convention, and it will be enforced. Friday night and Saturday will be business casual, but Saturday night and Sunday Farewell Breakfast will be a professional dress session, with no exceptions!

At the 2015 District Convention a special effort will be made to enforce a consistent dress code for all attendees of the convention. Therefore, we are notifying all potential attendees PRIOR to their registration for this event that certain requirements for dress will be mandatory. These requirements are for students and adults, with no exceptions.

PLEASE READ THE FOLLOWING CAREFULLY:

THE MAJORITY of the convention will be considered BUSINESS CASUAL. This means DRESS style pants and collared shirts for males and DRESS style pants and blouses for females (dresses/skirts acceptable). Appropriate SHOES (not sandals, rainbows or athletic shoes) must be worn. This includes all Friday and Saturday activities except for the Saturday night dance.

The dance may be themed clothing (to be announced) or casual. Please note that jeans and shorts of any type are considered CASUAL, and will only be acceptable during registration, free time and at the dance.



DONATION FORM

Our goal at the convention is to recognize as many clubs as possible for their work in their home, school and communities. Please send this form with your registration packet or turn in at Registration on Friday by 5pm.

CLUB NAME: _____

PERSON COMPLETING FORM: _____

Boys and Girls Home:

Total Amount donated by your Club to date: \$_____

Comments:

The Eliminate Project / UNICEF:

Total Amount donated by your Club to date: \$_____

Comments:

March of Dimes:

Total Amount donated by your Club to date: \$_____

Comments:

Children's Miracle Network:

Total Amount donated by your Club to date: \$_____

Comments:

Submit this form with your registration or turn in by 5pm on Friday of convention.

This year, the Carolinas District has introduced an incentive whereby each club may send the club faculty advisor to the leadership conference and training as long as the club is paying for and sending at least 4 non-freshman student attendees. Additionally, the District is providing a discounted registration rate for 2014-2015 9th grade students. The following is certification that the individuals designated below meet the requirements specified.

The undersigned Principal (or their designee) and Faculty Advisor of the high school Key Club designated below hereby certifies the following to be true of the individuals listed on this page, on behalf of the school and Key Club:

The following individual is the faculty advisor for the high school Key Club.

FACULTY ADVISOR

The following students are 2014-2015 9th grade students.



SCHOOL _____

DATE

(signature)

PRINCIPAL (please print title if designee)

(signature)

FACULTY ADVISOR



**PRINCIPAL AND FACULTY ADVISOR
ACKNOWLEDGMENT
PAGE 1 of 2**

2015

The undersigned Principal (or their designee) and Faculty Advisor of the high school Key Club designated below hereby acknowledge the following guidelines and procedures, as well as the Convention Code of Conduct on page 2 this document, on behalf of the school and Key Club:

1. Knowingly allowing a minor's use of alcohol or non-prescription drugs by a person over the age of 21 is not only wrong, but could subject such adult to criminal prosecution and civil liability. All adults, advisors and convention attendees are expected to remain drug and alcohol free from the time they depart home for the event and until they arrive back home.
2. If any Key Club member or guest is removed from the convention or convention facilities for code of conduct violations, as decided by his/her faculty advisor or the Carolinas District Administrator and Kiwanis Key Club Committee, he or she shall forfeit any pre-paid convention expenses or registration costs in full. The school advisor, sponsoring Kiwanis club, or student and parents will be responsible for transportation and cost associated with sending the student home.
3. Property damages (including but not limited to broken furniture, lighting and bedding, etc.) or stolen property (including but not limited to pillows, towels, bedding, electronics, etc.) caused by Key Club members or guests will be the responsibility of the student, parent, and/or school in which they attend.
4. Each and every Key Club member attending the Carolinas District Convention shall be informed by school officials that the hotel rooms in which Key Club members are residing may be searched by any member of the Carolinas District Key Club Committee (or their designees) or the Key Club members home club advisor/chaperone without a search warrant and at any time; and furthermore, the attendance of each Key Club member at the Carolinas District Convention is expressly conditioned upon his or her agreement in writing to this provision.
5. The principal and faculty advisor acknowledge that they have inquired about any special needs for any Key Club member attending the convention and is prepared to assist the Key Club member with these special needs; in addition, the Kiwanis Key Club committee (or its designees) will be advised if other assistance can reasonably be foreseen and accommodated.
6. We certify that all students attending the convention have paid dues to Key Club International in the amount equal to the current years International and District dues, and the names of each student have been properly submitted to Key Club International. We understand that no students name should be submitted for registration unless they are a current years dues paying member.
7. All Key Club members are required to complete (with their parents) a Parent / Key Club member release form and a medical release form. The attendance of any Key Club member at the convention is conditioned upon the completion and presentation of these forms. The Code of Conduct is a part of the Parent/member release.
8. We certify that all advisors/chaperones/adults that are attending the convention on behalf of our school or club have passed required background checks for employees, volunteers or agents of our school system; if no such requirement exists for your school system or schooling scenario (home schooling, private school, etc) please note in the block below.

_____ (signature)

_____ (signature)

DATE

PRINCIPAL (please print title if designee)

FACULTY ADVISOR

SCHOOL

**PRINCIPAL AND FACULTY ADVISOR ACKNOWLEDGMENT
CAROLINAS DISTRICT KEY CLUB CODE OF CONDUCT**

2015

To ensure the comfort and pleasure of everyone, the following Code of Conduct has been established for every attendee OF ANY Carolinas District Key Club activity.

1. No alcoholic beverages or drugs of any nature (with the exception of prescribed medication and standard over the counter medications for headache, colds, aches, etc.) will be permitted in the possession of anyone attending the activity. Any medications brought to the activity must be listed on the required medical release form.
2. A retiring hour of 11:30 p.m. will be observed and enforced. Key Club members and all guests other than chaperones and convention officials are expected to be in their own rooms at this hour, and they are expected to remain there until at least 6:00 a.m. These times may only be adjusted by the Carolinas District Key Club Administrator as deemed necessary.
3. Care shall be taken not to deface or destroy any property, or to throw objects from windows. The placing of signs or messages on the windows of conference center rooms is prohibited. No materials may be affixed to any hotel walls. Any damages will be paid for by the individual responsible. (The costs for damages will rest solely with the residents of the damaged room(s), including missing items.)
4. Conference center property is not to be removed from any sleeping room or conference center area. This includes bedding/pillows, towels, and anything other than standard amenities such as soap, shampoo, lotion, etc. Inventories will be completed for each room, and missing items will be billed to the SCHOOL PRINCIPAL with a detailed report of the students or adults assigned to the room where the items are missing.
5. In brief, any action unbecoming of a Key Club member will not be allowed. Activity officials reserve the right to remove any attendee from the activity that is displaying behavior that is detrimental to the reputation of the organization. Disruptive behavior and unnecessary noise will not be tolerated.
6. All attendees are expected to conduct themselves in a responsible manner, and are expected to attend all sessions and activities. A dress code may be in effect for any Carolinas Key Club activity, and it is the responsibility of the attendee to gain knowledge of the activity dress code prior to arrival. Clothing which may cause distractions during the activity or would be considered unbecoming of a Key Club member will not be allowed. Activity sessions will be either professional dress (coat/tie, dress, skirts, blouses, etc.), business casual dress (dress pants, collared shirts, skirts, blouses, etc.) or casual dress (jeans, shorts, T-shirts, etc.).
7. No female shall be allowed in the sleeping room of any male Key Club member and no male may be in the sleeping room of any female Key Club member.
8. No Key Club member or convention guest may change room assignments without proper permission from the event officials.
9. All attendees are expected to abstain from any activity of a sexual nature regardless of the location.
10. Every attendee will respect the Kiwanis-Key Club Committee (and their designees), Sergeant at Arms Committee, Key Club event officials, and designated activity assistants.
11. Smoking nor the use of any tobacco product will not be permitted at any time during the activity.
12. The infraction of any law (federal or the state in which the activity is held) will be handled appropriately, including notification to proper authorities and removal from the activity.

This Code of Conduct is effective as of the time you arrive at the activity until you depart.

Infractions of the Carolinas Key Club Code of Conduct will be dealt with in a manner as deemed necessary by the Kiwanis-Key Club Committee, event officials, adult chaperones, or those people assigned to handle such matters at the activity. Appropriate action will be taken by them, as they deem necessary, including, but not limited to, the removal of any person from the activity, and/or the conference/convention facilities and the removal of any student from a district leadership position. Notification may be made to parents, school authorities and the sponsoring Kiwanis Club and District.

Any violations of the Code of Conduct or of any law shall constitute a complete forfeiture of all pre-paid activity expenses or registration costs. NO REFUND of any kind shall be made notwithstanding when the violation shall occur or when the violator is asked to leave.

PARENT AND KEY CLUB MEMBER RELEASE

I (First, Middle, Last Name) _____, request voluntarily to participate in a Carolinas District Key Club Annual Convention. I, the undersigned, (together with my parent or guardian, if I am under the age of eighteen or under a legal disability) represent, covenant and agree, on behalf of myself and my heirs, assigns, and any other person claiming by, under or through me, as follows:

I have read, understand and will abide by the Carolinas District Code of Conduct (on PAGE 2 of this agreement).

I certify that I am in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required. I understand that every effort will be made to contact the person(s) designated below. In the event those person(s) cannot be reached, or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for the student named above.

I understand that my overnight accommodations will be based on up to four (4) students of the same gender in a room, and I may be matched with students from other schools. Rooms may have single or bunk beds, but in most cases will have either two (2) double beds (four students per room) or a king bed with a rollaway bed (three students per room). I consent to this sleeping arrangement, and understand that if I object to sharing a bed with another student, my option will be to bring sleeping gear for floor accommodations.

I agree that photographs, pictures, slides, movies, video, or other media coverage of me may be taken in connection with my participation in the activity without compensation from any entity, and consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

I hereby consent to a warrantless search of the sleeping room occupied at any time, with reasonable suspicion, in the sole discretion of the event officials; and furthermore the attendance of each person at the activity is expressly conditioned upon his or her agreement in writing to this provision.

I acknowledge that participating in the activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of any conference or convention center, Kiwanis International, the Carolinas District of Kiwanis International, the Carolinas District of Key Club International, and the officers, directors, employees and agents of each of them or insurers ("Released Parties").

I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.

I have carefully read and reviewed this agreement and the attached Code of Conduct. I understand it fully and I execute it voluntarily.

Person to contact in case of an emergency: _____ **Relationship:** _____

Emergency Contact Number: _____ **Any known Allergies:** _____

Any Known Medical Concerns: _____

Signature of parent/guardian _____ **Date** _____

Signature of member _____ **Date** _____

I attest that to the best of my knowledge this form was signed by the member and their parent:

Acknowledgement by attending chaperone: _____ **Date** _____

Print name of attending chaperone: _____

THIS FORM SHOULD BE BROUGHT TO THE CONFERENCE REGISTRATION DESK UPON ARRIVAL. IT IS STRONGLY SUGGESTED THAT CHAPERONES MAKE COPIES OF EACH FORM AND KEEP IN A FILE FOLDER IN THEIR ROOM.

CAROLINAS DISTRICT KEY CLUB CODE OF CONDUCT

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1. No alcoholic beverages or drugs of any nature (with the exception of prescribed medication and standard over the counter medications for headache, colds, aches, etc.) will be permitted in the possession of anyone attending the activity. Any medications brought to the activity must be listed on the required medical release form.
2. A retiring hour of 11:30 p.m. will be observed and enforced. Key Club members and all guests other than chaperones and convention officials are expected to be in their own rooms at this hour, and they are expected to remain there until at least 6:00 a.m. These times may only be adjusted by the Carolinas District Key Club Administrator as deemed necessary.
3. Care shall be taken not to deface or destroy any property, or to throw objects from windows. The placing of signs or messages on the windows of conference center rooms is prohibited. No materials may be affixed to any hotel walls. Any damages will be paid for by the individual responsible. (The costs for damages will rest solely with the residents of the damaged room(s), including missing items.)
4. Conference center property is not to be removed from any sleeping room or conference center area. This includes bedding/pillows, towels, and anything other than standard amenities such as soap, shampoo, lotion, etc. Inventories will be completed for each room, and missing items will be billed to the SCHOOL PRINCIPAL with a detailed report of the students or adults assigned to the room where the items are missing.
5. In brief, any action unbecoming of a Key Club member will not be allowed. Activity officials reserve the right to remove any attendee from the activity that is displaying behavior that is detrimental to the reputation of the organization. Disruptive behavior and unnecessary noise will not be tolerated.
6. All attendees are expected to conduct themselves in a responsible manner, and are expected to attend all sessions and activities. A dress code may be in effect for any Carolinas Key Club activity, and it is the responsibility of the attendee to gain knowledge of the activity dress code prior to arrival. Clothing which may cause distractions during the activity or would be considered unbecoming of a Key Club member will not be allowed. Activity sessions will be either professional dress (coat/tie, dress, skirts, blouses, etc.), business casual dress (dress pants, collared shirts, skirts, blouses, etc.) or casual dress (jeans, shorts, T-shirts, etc.).
7. No female shall be allowed in the sleeping room of any male Key Club member and no male may be in the sleeping room of any female Key Club member.
8. No Key Club member or convention guest may change room assignments without proper permission from the event officials.
9. All attendees are expected to abstain from any activity of a sexual nature regardless of the location.
10. Every attendee will respect the Kiwanis-Key Club Committee (and their designees), Sergeant at Arms Committee, Key Club event officials, and designated activity assistants.
11. Smoking nor the use of any tobacco product will not be permitted at any time during the activity.
12. The infraction of any law (federal or the state in which the activity is held) will be handled appropriately, including notification to proper authorities and removal from the activity.

This Code of Conduct is effective as of the time you arrive at the activity until you depart.

Infractions of the Carolinas Key Club Code of Conduct will be dealt with in a manner as deemed necessary by the Kiwanis-Key Club Committee, event officials, adult chaperones, or those people assigned to handle such matters at the activity. Appropriate action will be taken by them, as they deem necessary, including, but not limited to, the removal of any person from the activity, and/or the conference/convention facilities and the removal of any student from a district leadership position. Notification may be made to parents, school authorities and the sponsoring Kiwanis Club and District.

Any violations of the Code of Conduct or of any law shall constitute a complete forfeiture of all pre-paid activity expenses or registration costs. NO REFUND of any kind shall be made notwithstanding when the violation shall occur or when the violator is asked to leave.

KIWANIAN/ADVISOR/CHAPERONE/OTHER ATTENDEE RELEASE

I request voluntarily to participate in a Carolinas District Key Club Annual Convention. I , the undersigned , (together with my parent or guardian, if I am under the age of eighteen or under a legal disability) represent, covenant and agree, on behalf of myself and my heirs, assigns, and any other person claiming by, under or through me, as follows:

I have read, understand and will abide by the Carolinas District Code of Conduct (on PAGE 2 of this agreement). I certify that I am in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

I agree that photographs, pictures, slides, movies, video, or other media coverage of me may be taken in connection with my participation in the activity without compensation from any entity, and consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

I hereby consent to a warrantless search of the sleeping room occupied at any time, with reasonable suspicion, in the sole discretion of the event officials; and furthermore the attendance of each person at the activity is expressly conditioned upon his or her agreement in writing to this provision.

I acknowledge that participating in the activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of any conference or convention center, Kiwanis International, the Carolinas District of Kiwanis International, the Carolinas District of Key Club International, and the officers, directors, employees and agents of each of them or insurers ("Released Parties").

I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known or unknown, which arise during or result from my participation in the activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.

I have carefully read and reviewed this agreement and the attached Code of Conduct. I understand it fully and I execute it voluntarily.

Background check information: Please check the applicable box:

- I have been background checked by my employer and/or other organizations, and no derogatory information is present.
- To my knowledge, I have never had a background check performed.
- I have been background checked by my employer and/or other organizations, and there is derogatory information present.

Signature of participant _____

Date _____

Printed name of participant _____

THIS FORM SHOULD BE MAILED IN ADVANCE OR BROUGHT TO THE EVENT REGISTRATION DESK UPON ARRIVAL.

CAROLINAS DISTRICT KEY CLUB CODE OF CONDUCT

To ensure the comfort and pleasure of everyone, the following Code of Conduct has been established for every attendee OF ANY Carolinas District Key Club activity.

1. No alcoholic beverages or drugs of any nature (with the exception of prescribed medication and standard over the counter medications for headache, colds, aches, etc.) will be permitted in the possession of anyone attending the activity. Any medications brought to the activity must be listed on the required medical release form.
2. A retiring hour of 11:30 p.m. will be observed and enforced. Key Club members and all guests other than chaperones and convention officials are expected to be in their own rooms at this hour, and they are expected to remain there until at least 6:00 a.m. These times may only be adjusted by the Carolinas District Key Club Administrator as deemed necessary.
3. Care shall be taken not to deface or destroy any property, or to throw objects from windows. The placing of signs or messages on the windows of conference center rooms is prohibited. No materials may be affixed to any hotel walls. Any damages will be paid for by the individual responsible. (The costs for damages will rest solely with the residents of the damaged room(s), including missing items.)
4. Conference center property is not to be removed from any sleeping room or conference center area. This includes bedding/pillows, towels, and anything other than standard amenities such as soap, shampoo, lotion, etc. Inventories will be completed for each room, and missing items will be billed to the SCHOOL PRINCIPAL with a detailed report of the students or adults assigned to the room where the items are missing.
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