

A maroon sign with a yellow star at the top and a border of yellow dots. The text "LED CON 2024" is written in black on a white background.

LED CON 2024

A movie theater background with red curtains, a film reel, and a film strip. The film strip contains the text "T-O LED CON". The International Key Club logo is also visible.

Shining in Service

April 25th - 28th
At the Embassy Suites
in Denton, Texas

Invitation

Dear superstars and celebrities of Texas-Oklahoma,

Fellow key clubbers, advisors, and family and community members, I would like to formally invite you all, from **April 25th - 28th, 2024**, in **Denton, Texas**, to the **75th annual Leadership and Education District Conference!**

This weekend will be **Shining in Service** as we celebrate our year of hard work and service! You all deserve to feel like celebrities and superstars, as you Key Clubbers have bettered your communities.

During the time at Convention, there will be a multitude of activities and events to attend. These events will include, but are not limited to, forums and workshops, Contests and Awards (C&A), luncheons, and more.

We highly encourage all members, faculty advisors, and even family members to attend! There are so many opportunities to learn, grow, and network! We hope you attend **LEDCON 2024** and have a wonderful time!

Yours in Friendship and Service,
Caysey Tran
2023-2024 Convention Liaison
cl@tokeyclub.com



Overview

What is LEDCON?

LEDCON stands for the Leadership Education District Conference. It is held annually by the district board. Here, we make lasting memories and elect our staff for the following term. We celebrate our long year of accomplishments and service.

What are some benefits? (Page 7-8)

Whether you are a member, advisor, exhibitor, et al., LEDCON offers a plethora of benefits. There are opportunities to learn/hone important skills, showcase talents, create bonds, establish networks, receive exposure, and much more.

How do sponsors help?

We could not pull off LEDCON without our illustrious sponsors. Our appreciation is not measured by but is expressed through the benefits we can offer our sponsors. There is business exposure, public relations, marketing opportunities, etc.



Registration

Hotel Description

Embassy Suites by Hilton Denton Convention Center is a four-star diamond-rated hotel in downtown Denton, Texas. There are shops, live music, dining, nightlife, and more!

Amenities at Embassy Suites by Hilton Denton Convention Center

- Free made-to-order breakfast
- Complimentary evening reception
- Free parking
- Free Wi-Fi
- Concierge
- EV Charging
- On-site restaurant
- Indoor and outdoor pool
- Fitness center
- Pet-friendly rooms (4 nights: +\$75, only dogs and cats, 2 max)
- Room service
- Business center
- Meeting rooms



Registration

Reminders

Hotel rooms are \$155/night + tax. Additionally, it is required to stay the the Embassy Suites in Denton, Texas. Failure to do so will result in a cancellation of convention registration. If you have questions about payment, or rooms in general, you may contact an advisor of the hotel.

Be sure to request a confirmation of hotel reservations from the hotel. This will ensure that your rooms will be available and eliminate confusion or problems when checking into the hotel.

Before requesting a school check or determining your means of payment, confirm with the hotel the total cost of all rooms, including all taxes. We suggest that any club that plans to arrive late contact the hotel to make sure room reservations are held. Check-in on April 25th is at 3:00 PM and checkout time on April 28th is around 11:00 AM.

Per Key Club International policy, no adult may share a sleeping room with a student. Furthermore, male and female students are prohibited from accommodating the same room.

Please make your reservations accordingly.

Required Forms

All Key Club members, chaperones, and advisors attending MUST sign a Medical Release and Code of Conduct form before registration can be completed. The advisor or the representative must present a copy of all the forms upon convention check-in and should retain the originals for own use. Documents are below.

Registration

Registration Costs

Early (\$165) - January 1, 2024 - February 29, 2024

Regular (\$175) - March 1, 2024 - April 19, 2024

Late (\$185) - April 20, 2024 - April 23, 2024

Requirements

Your club **MUST** have dues paid for the 2023-2024 year in order to attend LEDCON. Follow the registration information below.

Step-by-step Registration Guide

1. Prepare a spreadsheet of all students attending. Include columns with name, T-shirt size, Office/Title. You will upload this document at conference registration.
2. Go to www.tokeyclub.com. Click on the LEDCON tab. Click on the REGISTRATION LINK to reserve a hotel room.
 - Faculty Advisors and other chaperones must provide cell phone number and email
 - Each club is allotted two voting delegates and two alternate delegates.
 - You must have one chaperone per ten members attending.
 - If attending members are female and male, then there must be a male and female chaperone.
3. Once completed, the email provided will receive the invoice of the amount owed. Payment may be made by check or credit card. Credit card payments will include a surcharge of \$5 per member.
 - Payments via check should be mailed to District Administrator Adrian Thompson at 1400 WESTINGHOUSE RD #6516 GEORGETOWN, TX 78626.
 - Payments via credit card can be made via PayPal to "Texas-Oklahoma District Key Club."
4. A receipt of payment will be emailed to the address provided.

Benefits & Events

Registration Costs

The conference registration fee covers admission to all general sessions, including the Opening Session, Leadership Luncheon, and Awards Banquet. In addition, conference guests gain admission to all forums, the opportunity to enter a variety of competitions (see Code of Contests and Awards), entry into the Governor's Ball, and rights to vote in Regional Caucuses and the House of Delegates (see District Bylaws and Code for Elections and House of Delegates for eligibility).

Welcoming Activity

Welcoming Activity at Convention serves as a respite after a long journey to Convention. Attendees can roam, meet new friends, spend free time, and/or sit back and relax! This year, Welcoming Activity will be taken to the next level with Andy B's! Andy B's is an arcade with bowling, games, and more!

Forums and Workshops

Forums offer a wide array of both fun and learning experiences. Forums range from those pertaining to specific officer roles, improving important life skills, or those for recreation.

House of Delegates

According to Article VII, Section 3 of the Texas-Oklahoma District Bylaws, each club in good standing shall be **entitled to two voting delegates at the conference**. These delegates (and 2 alternates) should be **elected by a vote of the club membership during the month of February**. They will represent the club on all matters of business, including elections and amendments to the bylaws, to come before the House of Delegates. The students elected as delegates and alternate delegates from your club are appointed as such at check-in. Be sure to select the right students for this position. The **delegates must learn parliamentary procedure** before attending the House of Delegates on Saturday.

Promotional Goods

Each attendee will receive conference-related program information, the souvenir conference bag, official conference t-shirt, and more.

Benefits & Events

District Staff Elections

Along with the celebration of all the service accomplished over the year, the District Conference will hold the election of certain District Staff members, including the **Governor, Secretary, Editor, and Treasurer**. Each leadership position is unique, but together, they become chief executives of the district, overseeing the work of Lieutenant Governors and clubs. If you are chosen to represent your school and fellow Key Clubbers, the future of T-O is in your hands! You, as a member, will **have the opportunity to be a part of the District's decision in who the next leaders are of Texas-Oklahoma.**

Interested? Go onto the district website for details on each officer position; the candidacy forms are available for download from the website and are included in the LEDCON Resource Package! If you have any questions, please don't hesitate to contact **District Administrator, Adrian Thompson, at Administrator@tokeyclub.com.**

Senior Scholarships

Are you a senior? If so, don't miss out on the chance to win college scholarships! Provided by the Texas-Oklahoma District Kiwanis Foundation, thousands of dollars are granted in scholarship funds each year. The program is also exclusive to Key Club and CKI members in the Texas-Oklahoma District! Be sure to take advantage of this great opportunity to help fund your college tuition.

Candidates are interviewed during the convention and scholarship winners are announced on stage. Awarded amounts range from hundreds of dollars to thousands.

Be on the lookout for deadline information on our socials and website! Kiwanis is proud to be able to assist Key Clubbers in pursuing a higher education.

Contests & Awards

Overview

At each District Conference, over **75 trophies, plaques and other honors** are given to both clubs and individuals that show achievement in specified contests and categories. Any Key Club member interested has an opportunity to participate in our wide array of exciting contests! For more information, see the **Code of Contests and Awards** at www.tokeyclub.com, found under Resources > District Bylaws and Codes > **T-O District Code Of Contests And Awards**. Be sure to thoroughly read the rules and learn how to enter.

Clubs

Clubs can participate in numerous contests to award themselves for their success, and of course, represent! Some examples include, but are not limited to, the Governor's Project, District Project, Major Emphasis, Single Service Award, and Outstanding Club Officers. Entering contests as a club and presenting your accomplishments will be a great way to sum up your year of service. **Share ideas with other clubs and grow!**

Individuals

Put yourself in the spotlight! You can show off your skills in multiple contests. Got the smarts? Sign yourself up for the Quiz Bowl! Are you a good writer or speaker? Go for the Impromptu Essay or Oratorical Contest! Enter the Talent Competition, and show off any skill you have! The contests at the District Conference are all for having a good time, so remember to enter some contests and have a blast!

Contests & Awards

Application

Apply to Contests and Awards today for a chance to get recognized at our District Convention! There are a variety of different awards you can apply for and tons of fun contests you can participate in!

If you are interested in learning more, you can find the updated **C&A code in the website**, containing all of the contests, awards, rubrics, and requirements.

Additional

We are always looking for more member involvement, so reach out if you have any ideas!



Contests to Look Out For

Theme Contest

Who doesn't like dressing up? At this year's LEDCON, members will have the opportunity to compete in groups or individually to see who is the biggest celebrity and superstar of the event! Not only is it a chance to win an award, but it is also a fun way to immerse yourself into our theme: Shining in Service!

Talent Contest

Do you have a talent you want to show off? Have you always wanted to go on a Talent Show? Then sign up for the Talent Contest! This contest is one of the most anticipated and exciting! Groups or individuals perform on stage in front of the entire conference after passing the audition phase. Winners are determined through audience vote. Think of it like Key Club's Got Talent!

Smash Bros Tournament

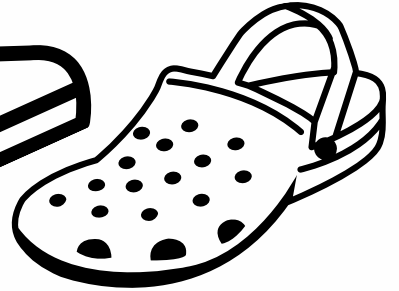
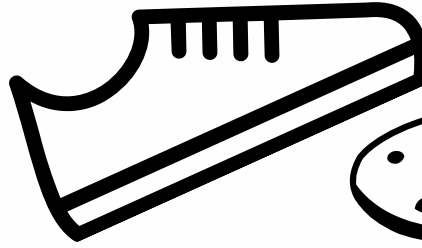
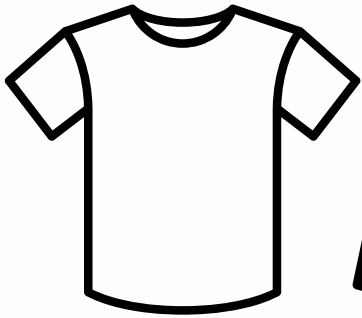
Are you into video games and tournaments? We hope so, because the video game contest this year is an intense brawl between your favorite Nintendo characters: Super Smash Bros. If you are interested in entering this contest, be sure to register during check-in. The final game is played live during the Leadership Luncheon.

What to Pack

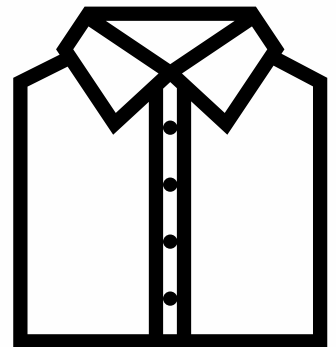
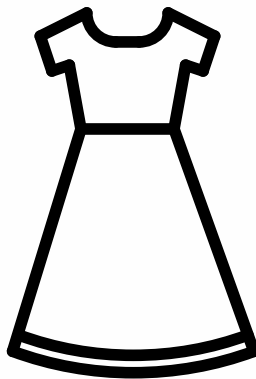
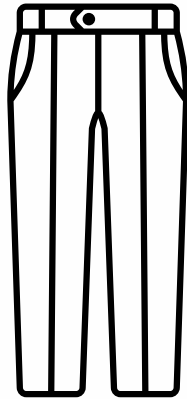
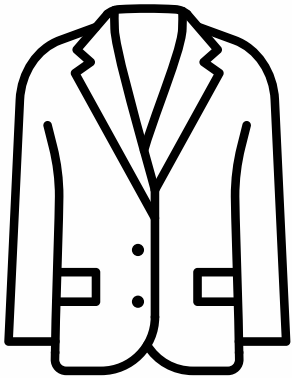
(The exact number/details may vary per person)

4 Casual Outfits

- **School appropriate!** Excessively short clothing or explicit language and symbols are not allowed.



3 Professional



No jeans

Appropriate length

No sneakers

Dress shirts

+ Other Needs

- *May vary per person, but be sure to bring:*

Required documents

Contest materials

Personal device

Personal medications

Undergarments

Paper/pen

Swimsuit

Toiletries

Pajamas

Appropriate clothing



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MEDICAL RELEASE FORM

Authorization To Attend Event and Emergency Medical Treatment

Members attending designated Key Club activities. This form must be completed by the parents, legal guardian, person in *loco parentis* for this member.

Member Name: _____

Member Full Address: _____

Gender: Male _____ Female _____ Birthdate: _____

Chaperone

Name _____

(Chaperone (who is the designated chaperone for your Child))

Chaperone's Relationship to member:

NOTE: As adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian or over the age of 21 and approved by the School and registered with and accompanying the Club member at the event.

EMERGENCY INFORMATION :

In case of an emergency, please contact: _____ Relation to member: _____

Daytime phone: _____ Night time phone _____

Alternate Contact: _____ Relation to member _____

Daytime phone: _____ Night time phone _____

MEDICAL INFORMATION :

Health Insurance Company : _____ Policy Number _____

Group name on insurance coverage : _____





Texas-Oklahoma District of Key Club international

Telephone number or contact info shown on Ins card: _____

Will Key Club member be taking prescription or over the counter medication of any type: **YES NO**

If yes, please list them, dosage and name of Doctor prescribing them:

Has he/she ever been or currently being treated for any of the following:

Nervousness	YES NO	Headaches	YES NO
Epilepsy	YES NO	Fainting Spells	YES NO
Heart Condition	YES NO	Asthma	YES NO
High blood pressure	YES NO	Diabetes	YES NO
Cancer or Tumors	YES NO	Allergies to food/medications	YES NO

List any other conditions not seen above:





Texas-Oklahoma District of Key Club international

List all allergies to food or medications: _____

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 medical provider, to provide proper treatment, including, but not limited to hospitalization, injections, 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 Key Club International, Texas-Oklahoma Kiwanis District and their officers, directors, employees, parents and subsidiaries of any liability.

Parent or Guardian Signature:

_____ Date: _____

Parent or Guardian: (print name):





Texas-Oklahoma District of Key Club international

Code Of Conduct

1. Conduct in and out of sessions, meetings, and/or forums should be professional in nature.
2. The possession and/or consumption of any alcoholic beverages or drugs of any nature (except prescribed medication) will not be permitted for anyone attending any Key Club function (a function will be defined as the time period from which a student leaves for a Key Club activity until the time when he/she returns). Smoking is prohibited at all Key Club functions.
3. Key Club members are expected to respond to each other in a professional manner. Members are expected to abstain from any activity of a sexual nature. This includes, but is not limited to, sexually explicit comments and inappropriate touching.
4. A mandatory curfew hour of 12:00 AM to 6:00 AM will be observed and enforced. Key Club members are expected to be in their own rooms at this time and remain there. Windows and exterior doors to sleeping room including balconies are to remain closed at all hours.
5. Care should be taken not to deface or destroy any property, or to throw objects from windows and balconies. Placing of signs or messages on the hotel property will not be allowed without the hotel and District Administrator's permission. All damages will be paid for by the individual and/or the Key Club's school of the member.
6. Any illegal activities including, but not limited to, gambling, use of fireworks, and/or misuse of fire fighting apparatus is prohibited.
7. Members may not possess weapons, firecrackers or anything of a dangerous nature.
8. Unnecessary noises are prohibited. "Unnecessary noises" are defined as, but not limited to, such things as yelling in the hallways, excessive loud talking in the sleeping rooms, or playing the TV/radio/or sound system on a high volume.



Texas-Oklahoma District of Key Club international

9. All Key Club members and Advisors are expected to follow the dress code for each season, meeting, and/or forums.
10. No female Key Club member shall be allowed in the sleeping room of any male Key Club member, and no male Key Club member shall be allowed in the sleeping room of any female Key Club member.
11. No Key Club member may change room assignments without the authorization of their Club Advisor.
12. Pending a decision by the Administrator, gross misconduct on the part of any Key Club member may result in disciplinary actions which may include, but are not limited to, the notification of the club's Faculty Advisor, the notification of school authorities, the notification of the President of the sponsoring Kiwanis Club, and/or may lead to dismissal of the individual from remaining at DCON.
13. Clarification and interpretation of these regulations will be made by The District Administrator and/or the Assistant District Administrators.

Parent/Guardian Signature

Date

Key Club Member's Signature

Date

Faculty Sponsor Signature

Date