

KEY CLUB DISTRICT CONVENTION March 28, 29, & 30, 2008  
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. You will need to make copies for those interested.
3. Begin making financial arrangements. Encourage support from your sponsoring Kiwanis Club and/or Key Club.
4. Encourage members to run for District offices and to participate in District contests.
5. Elect new club officers before Convention so they can plan to attend the 2007 convention.
6. Needed for a complete registration: 1) registration form; 2) medical form; 3) code of conduct form; & 4) payment. Be accurate, neat, & complete.
7. Any special needs of anyone attending the convention must be in writing and sent to Glenn Tjaden.
8. Rooming accommodations: Roommate requests will be honored as nearly as possible but cannot be guaranteed. Four (4) people maximum per room & unless requested otherwise, you will be assigned to a quad room. Clubs with a group attending, it would sure be helpful if roommates would be selected. It is really confusing when 5 or 6 people all select the same person to be roommates.
9. Mail registration form and fees to Glenn "TJ" Tjaden. I will need them in my hand before March 13. Sooner is better. If you are pushing the deadline, e-mail me the names. Make checks payable to Key Club Convention Account.
10. One check for the entire group from your school would be helpful, but not necessary.
11. 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.
12. When packing for Convention, make sure to pack your "dress" clothing. Check out the dress code in the Code of Conduct. The dress code applies to all adults as well.

REGISTRATION FORM

For members of Key Club, & Adults attending entire convention

Nebraska-Iowa District of Key Club International DISTRICT CONVENTION  
WEST DES MOINES MARRIOTT HOTEL  
March 28, 29, & 30, 2008

(Please Print)

Name \_\_\_\_\_ Male/Female Home phone \_\_\_\_\_

Address \_\_\_\_\_ Key Club \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

I wish to share a room with: (we will try to accommodate your wishes on roommates)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Total Package - includes 2 nights (in a quad room), 4 meals & Sat. Continental breakfast,  
official convention T-shirt, and all convention activities. = \$ 150.00

If you request to be 3 in a room – the charge will be = \$ 165.00

If you request to be 2 in a room – the charge will be = \$ 195.00

If you request to be in a room alone – the charge will be = \$ 285.00

Circle the size T-shirt that you want -- M L XL XXL (add \$2.00 for XXL shirt)

07-08 Key Club office (if any) \_\_\_\_\_

08-09 Key Club office (to be held) \_\_\_\_\_

What grade are you in this year? -- 9 10 11 12

Signature \_\_\_\_\_ TOTAL \$ INCLUDED \_\_\_\_\_

Registrations must be postmarked by Friday, March 7, 2008 & with payment in full. Refunds will be available if received by March 22, 2008 & requested by letter. Refunds will be processed after the Convention. A registration form is needed for each person.(adults too)

Students must include:

- 1. Registration form
- 2. Payment - to "Key Club Convention"
- 3. Notarized Medical Questionnaire
- 4. Signed Code of Conduct

Mail forms to : Glenn "TJ" Tjaden - Box 101 - Webster City, IA 50595-0101

**MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT  
AUTHORIZATION FORM**

Please type or print. This form is required for all minors attending the Nebraska-Iowa District Convention and must be completed by a parent or guardian. Form must be notarized.

Key Clubber's Name \_\_\_\_\_ M / F

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Emergency Contact person \_\_\_\_\_  
(name) (home phone) (work phone)

Relationship to student \_\_\_\_\_

Alternate contact \_\_\_\_\_  
(name) (relationship) (phone number)

Name of Doctor \_\_\_\_\_ Phone number \_\_\_\_\_

Name of Health Insurance Company \_\_\_\_\_

Name of Insured on Policy \_\_\_\_\_

Address of insured \_\_\_\_\_  
(street) (city) (state) (zip)

Employer of Insured \_\_\_\_\_ Employer's phone number \_\_\_\_\_

Insurance Company's Phone number \_\_\_\_\_

**PLEASE ANSWER YES OR NO:**

Will your son or daughter be taking drugs or medication of any type during the conference?  
Does he/she have any physical limitations?

**PLEASE READ CAREFULLY:**

I hereby certify that the information given above is correct. In case of medical emergency, I understand that every effort will be made to contact the person(s) designated above. In the event that person(s) cannot be reached, or time does not permit, I hereby give permission to a licensed physician to provide treatment for, including hospitalization, immunization, or injection, anesthesia, or surgery for my son/daughter.

Signature of parent or guardian \_\_\_\_\_ Dated \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ Day of \_\_\_\_\_, 2008.

\_\_\_\_\_, Notary Public of the county of \_\_\_\_\_, in the  
state of \_\_\_\_\_. My commission expires \_\_\_\_\_.

## KEY CLUB CODE OF CONDUCT

The Nebraska-Iowa Key Club Board of Trustees, the Sergeant-at-Arms Committee and the adult advisors urge every Key Club member and visitor to enjoy the convention.

To insure the comfort and pleasure of everyone, the following Code of Conduct has been established which each individual is expected to follow.

The violation of any rules of the District Convention or any state law shall constitute a complete forfeiture of all prepaid conference expenses or registration costs and the violator shall be immediately sent home. No REFUND of any kind shall be made notwithstanding when the violation shall occur or when the violator is sent home. Transportation home will be the responsibility of the school, sponsoring Kiwanis Club, or the parents of the violator.

1. No alcoholic beverages or drugs of any nature with the exception of prescribed medication will be permitted in the possession of anyone attending the convention.
2. Smoking will not be permitted at any time during the Convention.
3. The retiring hour of 12:00 midnight will be observed and enforced. Attendees are expected to be in their own rooms at this hour, and they are expected to remain there. A warrantless search of sleeping rooms may be made at any time with reasonable suspicion at the discretion of the convention officials.
4. **DRESS CODE** will be in effect throughout the entire convention. A coat and tie are mandatory for the designated sessions for males and appropriate dress (dresses, skirts, skorts, etc.) for females. Neat dress is expected at all other times. No shorts! All Key Clubbers are expected to conduct themselves as responsible young adults, and are expected to attend all sessions and activities.
5. No Key Clubber may change room assignments without proper permission from the Convention staff. Rooms are assigned & you will be in that room unless arranged otherwise with convention management (that means TJ)!!
6. At no time will a female be allowed in the room of any male or a male allowed in the room of any female. (Exception - while adults are present)
7. Every member will respect the Sergeant-at-Arms Committee and Key Club Convention staff.
8. Students are not permitted to leave the convention hotel without consent from one of the District Administrators.
9. These rules are effective as of the time you arrive at the event until you depart.
10. I have read & understand the Key Club code of conduct.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Key Club Member \_\_\_\_\_ Date \_\_\_\_\_

# Key Club District Convention Registration Form - ADULTS ONLY

March 28, 29, & 30, 2008 at the West Des Moines Marriott Hotel

This is a registration form for ADULTS ONLY – adults that will be attending only a part of the Key Club District Convention. **Or for adults that wish to reserve their own rooms directly with the hotel.**

### STUDENTS ARE NOT TO USE THIS FORM!!

Adults wishing to register through the Key Club District for the entire convention may use the same registration form that the Key Club members will be using. I will reserve your room if you register that way.

If the adult registering on their own needs a room for one or two nights, this is the number of the West Des Moines Marriott Hotel: 515-267-1500. The hotel is your responsibility. Mention that you are with the Key Club group to get our rate.

Please note that the dress code applies to adults the same as the youth. Saturday evening & Sunday Morning especially. Suit & tie for males, equivalent for females.

Name of registrant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation: \_\_\_\_\_

	Cost	#	total of \$
Friday, March 28 @ 6:30 PM - evening meal	\$ 14.00	___	_____
Saturday, March 29 @ noon – meal	\$ 13.00	___	_____
Saturday, March 29 @ 6:30 PM, Awards banquet	\$ 25.00	___	_____
Sunday, March 30 @ 9:30 AM, Farewell Brunch & Installation of Officers	\$ 13.00	___	_____
If you would like a convention shirt it costs Circle your size M L XL XXL (XXL is an additional \$2.00)	\$ 13.00	___	_____

Grand Total included: \_\_\_\_\_

Send this form & the \$ to: Glenn "TJ" Tjaden Box 101 Webster City, IA 50595-0101

I need this in my hands by March 15 to satisfy hotel requirements for reserving meals.  
Make the check payable to: Key Club Convention