

Centennial School District

Date:

1/8/2026

To:

The Governing Board
Centennial School District

From:

Marin Miller, Principal

Via:

Superintendent

Subject:

REQUEST FOR APPROVAL OF OUT-OF-STATE/OVERNIGHT FIELD TRIP

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

20 students and 1 instructors 1 chaperone(s)

from _____ to Portland Marriott Downtown
SCHOOL DESTINATION Waterfront

Date of trip:

March 6-8th, 2026

Persons participating:

10 boys + 10 girls

Destination:

(conference, locale, etc.) KEY Club District Convention
at Portland Marriott Downtown waterfront

Type of transportation:

All individuals will self-transport

Lodging at:

Portland Marriott Waterfront Hotel

Financing:

\$250/student
paid by student
Students attending will be paying majority of the
cost, the remaining comes from fundraising we had
done throughout the year

Substitute teacher required?

☐ Yes

☒ No

If yes, number of days _____

Supervision:

(Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)

Jennifer Morgan (advisor/teacher @ CHS)
Alexand Morgan (chaperone/employee of CSD)

Parent permission:

Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification:

(purpose of the travel requested – field trip, participation in competitive event, etc.) Attend
Key Club District Convention

Activity:

(attach a brief itinerary of this trip) See Attached

Endorsement:

I ☒ endorse

☐ deny

this request.

Marin Miller
PRINCIPAL

Date: 1/9/26

INFORMATION (SUBJECT TO CHANGE)

Convention Schedule

Friday: March 6, 2026

TIME	ACTIVITY	LOCATION
3:00PM	Registration/Room Check-In Opens	Ballroom Foyer
3:00-5:45PM	Meet and Greet / Dinner	Exhibit Hall
4:00-5:00PM	Candidates' Meeting	Portland
5:45PM	Opening Session Doors Open	Oregon Ballroom
6:15-8:45PM	Opening Session	Oregon Ballroom
9:00PM-Finish	Talent/Oratorical Auditions	Sunstone
9:00-10:30PM	Advisor's Reception	Mt. Hood
9:00-10:30PM	Caucus Session #1	Salon GHI
9:00-10:30PM	Personal Development Seminars	Oregon Ballroom/Exhibit Hall
12:30AM	Curfew	Hotels

Saturday: March 7, 2026

TIME	ACTIVITY	LOCATION
6:45-8:45AM	Breakfast	Exhibit Hall
9:00-10:30 AM	Caucus Session #2	Salon GHI
9:00-10:00AM	Mega Forum	Oregon Ballroom
10:30-11:10AM	Workshop Session #1	Various locations
11:20-12:00PM	Workshop Session #2	Various locations
12:15PM-Finish	House of Delegates	Salon E
12:00PM-1:30PM	Lunch/Exhibit Fair	Exhibit Hall
1:45-2:25PM	Workshop Session #3	Various locations
2:35-3:15PM	Workshop Session #4	Various locations
3:30-6:30PM	Change into Professional Attire / Dinner	Hotels
6:30PM	Closing Session Doors Open	Oregon Ballroom
7:00-9:30PM	Closing Session	Oregon Ballroom
9:30-11:30PM	Governor's Ball	Exhibit Hall
12:30AM	Curfew	Hotels

*All locations are at the Portland Marriott Downtown Waterfront

February 1, 2026: Registration Submission Deadline

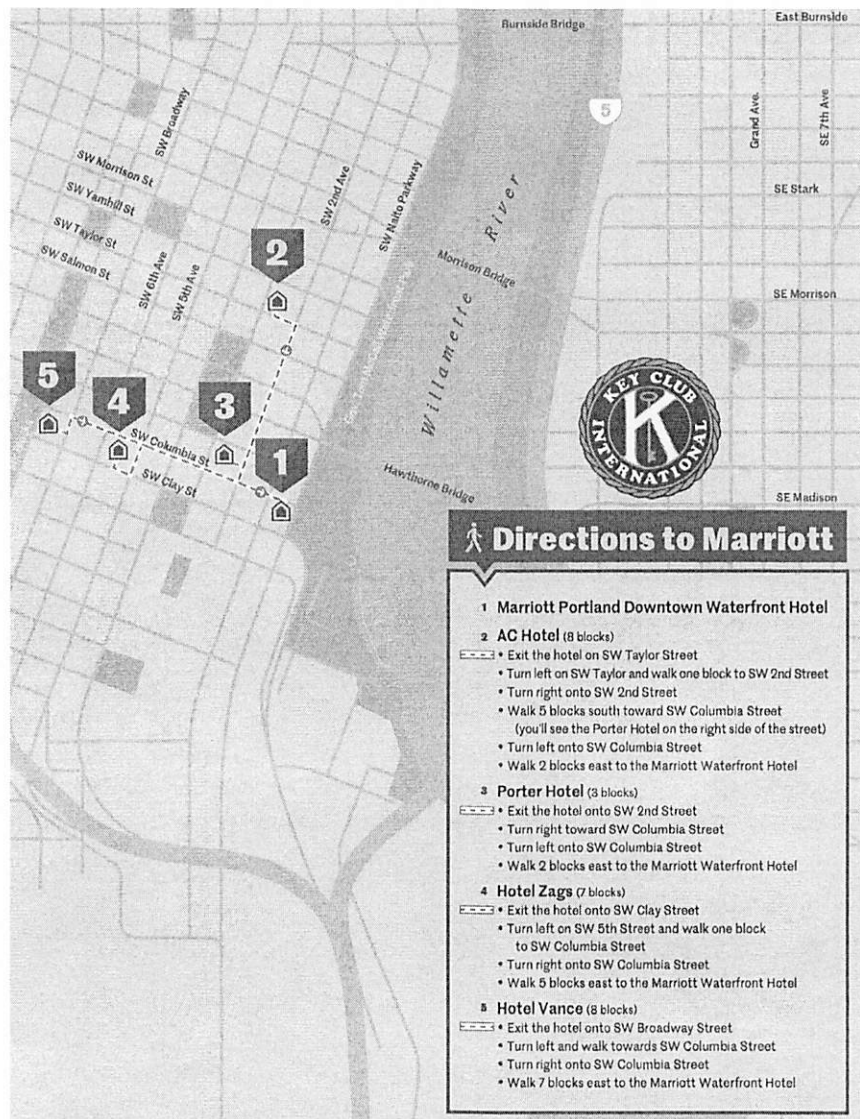
INFORMATION

Hotels and Venue

The five official convention hotels are the (1) Portland Marriott Downtown Waterfront, (2) The Porter, (3) the AC Hotel, (4) Hotel Vance, and (5) the Zags Hotel. All hotels are marked on the map below, with directions to the Portland Marriott Downtown Waterfront from each hotel.

MAX passes (transit) will be available to all clubs during the registration process on a first-come first serve basis. PNW Key Club will not be providing shuttles to the Portland Marriott Downtown Waterfront as all official convention hotels are within walking distance.

Parking passes are available for \$110 and do not include in and out privileges. These passes will be valid from Friday, March 6th, 2026 at noon through Sunday, March 8th, 2026 at noon. Parking passes should be purchased through the online registration system.



OVERVIEW

Registration Instructions

Key Points:

- Registration is due Sunday, February 1, 2026.
- Pricing is as follows
 - Registration: **\$205** per person
 - Housing: Quad-**\$135**; Triple-\$180; Double- \$245; Single- \$465
- Registration materials postmarked after Sunday, February 1, 2026 will be considered late and will be subject to a late fee of \$100 per attendee.
- Full payment must accompany your club's registration, or it will be returned. You cannot attend District Convention without submitting proper payment.
- Registration begins Friday at 3PM and will continue until 6PM. Key Club volunteers will direct you when you arrive at the Portland Marriott Downtown Waterfront.
- If your club is from Alaska or Canada and plans to pay by check or purchase order, it is strongly recommended that you mail your payment no later than **Friday, January 16, 2026** to ensure it arrives on time.

*\$250 - Student cost.
Goes toward registration,
hotel, + food. Any cost
above the 250 covered
by fundraising*

Instructions:

- Complete the online registration process at <http://www.registermychapter.com/keyclub/PNW>
 - Step by step help for the online system is provided in pages 9-17
- Complete medical, code of conduct, and photo release (publicity waiver) forms
 - Each Key Clubber must submit completed medical, code of conduct, and publicity waiver forms through the online systems.
 - Have the parent/guardian of each Key Clubber review and sign the medical, code of conduct, and publicity waiver forms.
 - Please ensure the information is complete and accurate.
 - Chaperones/advisors must also submit a completed medical form through the online system. Advisors/chaperones should submit their completed Statement of Assurance through the online system and be prepared to present a copy during registration.
 - Each Key Clubber must also agree to comply with any state and/or local public health guidelines at all times while attending convention and abide by any other safety guidelines posted by the hotel.
- Include payment
 - The payment amount is shown on the invoice generated by the online system.
 - Payment options: credit card, check, or purchase order
 - Credit card: Credit cards will be processed through the online system.
 - Check: Make checks payable to "PNW Key Club Convention" and mail to the address included on your invoice along with a copy of your Registration Summary Form.
 - Purchase Order: **An invoice will automatically be generated by the online system when you submit your registration information.** This invoice should be submitted immediately to the appropriate school official for payment. Copies of the purchase order and Registration Summary Form should be mailed to the address included on your invoice.

You will receive a confirmation email from the online system when your registration is successfully submitted. A receipt will be emailed to you upon receiving payment. Clubs are also expected to submit the Annual