



# **Section I: Registration & General Information**

**Southwest District Key Club  
Annual District Convention  
March 28-30, 2025  
Albuquerque, NM**

WELCOME TO CONVENTION

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From Your Convention Chair

# Greetings



Hello, Key Clubbers!

Welcome to the 2025 Southwest District Convention! I would like to thank you all for being here and taking part in this exciting weekend. Every year, our convention is planned by the District Events Committee and the Convention Chair, a role that I have been grateful to hold.

We have spent this service year working hard to plan this event, and are elated to have you all here in Albuquerque, New Mexico! From a variety of workshops, engaging sessions, district elections, and competitions along with awards and recognition, this DCON is sure to be one for the books!

Our theme for this year is “Service Before Time”! So I hope you are ready to channel your inner explorer and adventure into the deep jungle of service, where you will learn all about Key Club in celebration of its 100th year! Your endless service to your communities and dedication to this club have made this convention possible, and for that, we can not thank you enough. Lastly, we are so excited to show you how much Southwest District Key Club has accomplished this year so prepare to dig deep into the fossils of convention!

Here’s to an unforgettable weekend!

Yours in Service,  
Riley McClure  
District Events Chairperson

## INFORMATION

# Hotel & Dates

## Hotel

Crowne Plaza Albuquerque  
1901 University Blvd NE  
Albuquerque, NM 87102

## Important Dates and Deadlines

### February 18, 2025: Registration Deadline

The completed Excel registration file must be emailed to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org). Included in the registration file is the following information of all attendees:

- Names and rooming list
- T-Shirt size
- Dietary restrictions (vegetarian, vegan, or gluten-free)
- List of first-time attendees, Class of 2025 and Candidates for Office
- Club delegate information (2 delegates per club)

### March 18, 2025: Deadline for Mailing Payment

If mailing payment to obtain Expedited Check-In status, your payment must be postmarked by March 18th and mailed to Southwest District of Key Club International, % Karin A Church, 103 Manhattan Loop, Los Alamos, NM 87544. ***Be sure payment is not sent to old addresses!***

### March 28, 2025: DCON 2025

Onsite Check-In for DCON will open at 3 pm, all Clubs must submit:

- Payment in full (purchase orders are not accepted as full payment)
- Medical form (all attendees)
- Event Code of Conduct form (Key Clubbers only)
- Completed Statement of Assurance form for all DCON 2025 advisors and chaperones
- Award & Contest Applications (as applicable)

### March 30, 2025: DCON 2025

Activities will cease at 11:30 am on Sunday, March 30th.

## Registration Fees

Registration Fees are based on room occupancy. The more people in a room, the lower the per person cost:

- Student Quad (4) Occupancy - \$335.00/person
- Student Triple (3) Occupancy - \$385.00/person
- Adult Double (2) Occupancy - \$475.00/person
- Adult Single (1) Occupancy - \$600.00/person

The registration fee includes hotel room, Friday dinner, Saturday lunch & dinner, and Sunday breakfast, and, of course, all the great convention activities and merch!

## INFORMATION

# Convention Rules

### **Dues**

District and International dues for the 2024-25 year must be paid for each Key Clubber attending District Convention, and all Key Clubs attending DCON must be active and in good standing.

### **Convention Hotel**

All students and chaperones are required to stay at the convention hotel. From arrival on Friday to departure on Sunday, students shall not leave hotel grounds except in cases of emergency with the prior knowledge and permission of their faculty advisor. Any advisor chaperoning students who drove themselves to the hotel shall implement a system for making sure those students are not able to leave the hotel without their knowledge.

### **Chaperone Background Screens & Training**

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(s) at an event or activity. This is the second district event since a new policy went into effect regarding mandatory background screening and online training. Kiwanis International now requires all chaperones and other adult attendees at a Key Club function to have completed a Kiwanis International background screen and three online training modules.

### **Don't Forget to Wear Your Name Badge and Wristband!**

To gain admission to any convention activity, you must wear your convention name badge and wristband that will be provided at Check-in on March 28th. If you lose your name badge, please report to the Key Club Help Desk for a replacement.

### **Event Code of Conduct**

All students shall abide by the Event Code of Conduct at all times during the Convention.

### **Statement of Assurances**

All adults shall abide by the Statement of Assurances at all times during the Convention. DCON

## INFORMATION

# Dress Code

### Friday Night

You have two options for the Opening Session and caucusing:

1. Key Club Casual or
2. Dress in theme attire (Key Club appropriate)

### Saturday

BUSINESS during the day; PROFESSIONAL or FORMAL for the Saturday night banquet and Governor's Ball.

### Sunday

Key Club Casual

### \*Candidates

ALL candidates for District or International office shall wear PROFESSIONAL attire throughout the *entire* Convention, starting with the Candidates meeting on Friday.

### \*\*Advisors

Advisors are asked to abide by the same dress code as Key Club Members (below).

#### DRESS CODE DESCRIPTIONS

	<u>Male</u>	<u>Female</u>
Key Club Casual	Your home Key Club T-shirt or the DCON T-Shirt with jeans/casual pants/skirts and appropriate shoes (no flip flops or shorts)	
Business	Button-down or polo shirts, pants, and appropriate shoes (no ties required). No jeans, shorts, or flip flops.	Skirt & blouse, dress pants & top, dresses, and appropriate shoes. No bare midriffs, halter tops, spaghetti straps, or low rising slacks or skirts, or miniskirts. No jeans, shorts, or flip flops.
Professional	Suits, jackets or sports coat with appropriate slacks, ties, and appropriate shoes. Ties required.	Suits or dresses with sleeves or jackets and appropriate shoes (pantyhose not required).  Dresses with spaghetti straps/halter tops are permitted ONLY at the Governor's Ball. A jacket/shrug must be worn over the dress for the dinner.

# Required Forms

The following pages contain the forms required for DCON attendees. Individual forms are also available by clicking [HERE](#) or by visiting <https://www.swdkeyclub.org/dcon-registration>.

It is recommended the Advisor (or a person designated by Advisor) collect all the forms (double-checking to make sure all attendees have submitted theirs) and make one copy for the Club and one copy for the District.

Advisors may choose to either (1) bring a paper copy of the forms to DCON to turn in at check-in on March 28th, or (2) email a PDF copy of the forms to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org) no later than March 18th, 2025. It's requested that forms be sorted by attendee, and please do NOT staple.

## **Student Required Forms:**

The following forms are required from each student attending DCON:

- Event Code of Conduct
- Medical Form
- Photo Release Form

These forms require the signatures of **both** the student **and** a parent/guardian.

## **Advisors and Chaperones Required Forms:**

The following forms are required from each adult attending DCON:

- Statement of Assurances
- Medical Form
- Photo Release Form

All adults are also required to have a current Kiwanis International background screen and complete the required Kiwanis International chaperone training. Links to both will be provided after registration.



# Event Code of Conduct

## REQUIRED FOR EACH KEY CLUBBER

Key Clubber's Name: \_\_\_\_\_ Key Club: \_\_\_\_\_

THIS EVENT CODE OF CONDUCT MUST BE READ AND SIGNED BY EACH KEY CLUB MEMBER AND BY HIS/HER PARENT/GUARDIAN. ALL PERSONS ATTENDING WILL BE HELD RESPONSIBLE TO THE CODE

**A. GENERAL STATEMENT:** The Southwest District Board and the Sergeant-at-Arms Committee hope every Key Club member and visitor will fully enjoy the conference. To insure the safety and enjoyment by everyone, the following Event Code of Conduct (the "Code") has been established and each individual is expected to follow: 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. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

### **B. RESPONSIBLE BEHAVIOR:**

1. All Key Club members & guests are expected to conduct themselves as responsible young adults and are expected to attend all sessions and activities. All participants are expected to abide by all government laws and regulations as well as hotel rules and policies.
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 or doors. 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, except for medication prescribed by a doctor and noted on the Medical Form.
5. Members may NOT possess or use tobacco or marijuana products.
6. Members are expected to abstain from any activity of a romantic or sexual nature (i.e. includes holding hands or any kind of public displays of affection) in public or sleeping rooms.
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 Club member.
9. Attendees are expected to respect others by not using electronic devices (i.e. cell phone, MP3 players, etc.) during sessions and meals, unless such use is part of the program.
10. Attendees shall not post inappropriate content on social media.

### **C. Lodging:**

1. Members staying in a hotel or other lodging facility must sleep in their ASSIGNED room (4 per room max). Any changes to room assignments must be approved in advance by the Administrative Team.
2. Unless an adult/chaperone is present, members are NOT allowed in any sleeping room other than their assigned room for any reason at any time during the event, and they may never be present in a sleeping room of the opposite sex.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All attendees are expected to check in Friday and remain at the Conference Hotel until the closing session of Sunday morning. Once they have checked in on Friday, no attendees will be allowed to leave the convention property without the advanced permission of the Administrative Team and the attendee's advisor/chaperone.
5. All members are expected to abide by a curfew beginning at midnight (unless otherwise posted) and lasting until 5:00 am. No Key Club member shall be allowed on balconies during curfew.
6. Every member will respect the authority of the Administration Team, the Sergeant-at-Arms Committee, and adult chaperons.

### **D. Enforcement:**

1. Violation of this code will result in notification to the District Administrator and the appropriate event chaperone.
2. Violations involving destruction of property and possession, consumption, or use of alcoholic beverages, controlled substances or theft, will result in dismissal of the attendee from the event. (Note: Local authorities may be contacted if there is a charge for damage the student and/or club will be responsible for full payment.)
3. Violation of opposite sex in rooms ("purple") will result in immediate removal from the event and suspension from attending any Kiwanis International or Key Club International sponsored events for up to a year or as decided by the District Administrator.
4. Notification will be made by the District Administrator to the school administration and Kiwanis sponsor of any member disciplined under this section.
5. If a student is removed from the event, it will be the responsibility of the parent/guardian to cover any charges incurred.
6. These rules are effective as of the time you arrive at the event until the time you depart.

### **E. Dress Code**

Advisors are required to abide by the same dress code as Key Club Members. Appropriate footwear will be required under each category. **Flip flops are not allowed at any time during convention.**



**Candidates:** ALL candidates for District or International office shall wear PROFESSIONAL attire throughout the entire Convention, starting with the Candidates meeting of Friday.

**Friday Night:** You have two options for the Opening Session:

- Key Club Casual or
- Dress in theme attire (Key Club appropriate)

**Saturday:** BUSINESS during the day; PROFESSIONAL or FORMAL dress for the Saturday night banquet and dance. No males will be admitted without a jacket and tie. Governor's Ball will also be PROFESSIONAL OR FORMAL.

**Sunday:** Key Club Casual

#### DRESS CODE DESCRIPTIONS

##### KEY CLUB CASUAL:

Your home Key Club T-shirt or the DCON T-Shirt with jeans/casual pants/skirts and appropriate shoes (no flip flops or shorts)

##### PROFESSIONAL:

For males: Suits, jackets or sports coat with appropriate slacks, ties, and appropriate shoes.

For females: Suits or dresses with sleeves or jackets and appropriate shoes; pantyhose not required. Spaghetti strap and halter dresses are NOT professional.

##### BUSINESS:

For males: Button-down or polo shirts, pants, and appropriate shoes (no ties required).

For females: Skirt & blouse, dress pants & top, dresses, and appropriate shoes. No bare midriffs, halter tops, spaghetti straps, or low rising slacks or skirts, or miniskirts.

Jeans are NOT business.

##### FORMAL:

For males: Tuxedos, suits, jackets or sports coat with appropriate slacks, ties, and appropriate shoes For females: Appropriate formal dresses or pantsuits. Halter or appropriate spaghetti straps will be allowed on Saturday evening only.

No drug/alcohol/sexual messages on clothing, no skirts that are extremely short, no bare midriffs, no underwear showing, and no gang attire or beach shoes/flip flops.

Swimsuits are to be appropriate. Please do NOT walk through the hotel lobby in a swimsuit, towel, and/or bare feet.

ANY advisor, adult chaperone, or Sgt. at Arms may ask you to return to your room to change clothes if they deem you are not following the Convention Dress Code.

All participants are required to wear name badges and wristbands for the duration of the Convention. You will NOT be admitted to any workshop, function, or meal without them.

#### **By signing below:**

**(1) I acknowledge I have read the EVENT CODE OF CONDUCT. I understand failure to abide could mean immediate removal from the event at my expense, and**

**(2) I acknowledge my student's failure to abide by the Code of Conduct may result in dismissal from the event resulting in my need to pick them up at the convention hotel.**

Signature of Key Clubber: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

#### **NOTE:**

- ORIGINAL to be kept by chaperone while traveling

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Photo release

Participant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent/Guardian (if participant is under 21): \_\_\_\_\_

Key Club Name: \_\_\_\_\_

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), I agree to allow Kiwanis to use my photograph or film footage that included me for any purpose whatsoever, and in any media throughout the world, including, but not limited to publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites).

Photographs or film footage shall be collectively referred to herein as "My Information."

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release. This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the State of Indiana; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof. I warrant I am over the age of twenty-one (21), that I have read this Consent and Release, and that I understand and agree with its terms.

### **CONSENT OF PARENT OR LEGAL GUARDIAN**

I am the parent and/or guardian of the above-named Participant, who is aged \_\_\_\_\_. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

# Statement of Assurance

## REQUIRED FOR EACH ADULT

### Convention Rules

- Each Key Clubber attending District Convention must have paid District and International Dues, and each Club must be in good standing
- There must be one male adult for every ten or part of ten male Key Clubbers in attendance. Likewise, there must be one female adult for every ten or part of ten female Key Clubbers in attendance.
- Only advisors or chaperones may pick up their club's registration materials and room keys upon arrival.
- Convention name badges and wristbands must be worn in a visible position at all times.
- Event Code of Conduct violation(s) by a Key Clubber must be reported to KeyClub@SWDKiwanis.org. Such violations may result in that member being sent home prior to the convention's close, or other disciplinary actions as deemed appropriate. Anyone dismissed from convention must arrange transportation at their own expense. Parents and appropriate school and Kiwanis officials will also be notified of the incident that led to the convention dismissal.
- Each advisor/chaperone must be at least 21 years of age.
- All students, advisors, and chaperones must stay overnight at the convention hotel.

### Advisor and Chaperone Responsibilities

- Every adult attending convention must have a completed background check on file with Kiwanis International and shall comply with any additional background checks as required by their Key Clubbers' school or school district. Individuals needing to complete a background check
- Advisors/chaperones shall:
  - Review all Event Code of Conduct expectations with each Key Clubber prior to arrival at the convention.
  - Discuss with their Key Clubbers that no intoxicants or drugs of any kind will be in possession of anyone attending convention; nor will smoking be permitted.
  - Report behavior or conduct violations to KeyClub@SWDKiwanis.org.
  - Receive permission and proper authorization from the school administrator to travel to District Convention.
  - Review and comply with all school/district policies regarding travel and supervision of students at District Convention.
  - Be available to their Key Clubbers 24 hours per day. This responsibility begins from the time parents/guardians leave their student(s) with the advisor/chaperone until the time they are picked up.
  - Provide Key Clubbers under their supervision method they can be contacted.
  - Ensure that all attendees adhere to the convention curfew of Midnight each night and remain in their rooms until 5:30AM.
  - Patrol hallways at curfew until hallways are quiet and all their Key Clubbers are accounted for.
  - Ensure Key Clubbers are mindful of noise levels so other hotel guests are not disturbed.
  - Be responsible for knowing the whereabouts of all of their students at all times.
  - Understand that students attending District Convention have the opportunity to participate in activities that require walking in public areas.
  - Ensure Key Clubbers do not leave the hotel.
  - Ensure property is not defaced or destroyed and furniture remains inside the hotel rooms. Any damage will be the responsibility of the person(s) occupying that room.
  - Be expected to interact with Key Clubbers, Kiwanians, and convention guests with respect and courtesy and interact responsibly. Any action unbecoming of an Advisor/chaperone shall be referred to the District Administrator.
  - Ensure Key Clubbers do not use the pool and exercise areas during District Convention without the Advisor's supervision.
  - Ensure Key Clubbers do not change room assignments without the consent of the District Administrator.
  - Not enter opposite gender hotel rooms unless another advisor/chaperone is also in attendance.
  - Ensure Key Clubbers participate in all sessions, workshops and activities.
  - Attend all advisor meetings/sessions.
- Each advisor/chaperone shall have:
  - A copy of each Key Clubber's Medical form
  - A list of each student's name, parents'/guardians' names and phone numbers

(Statement of Assurances Continued)

- No alcohol shall be consumed by any adult during the entire duration of District Convention, even if the adult is not "on duty" or responsible for Key Clubbers during a specific period of time.
- The dance is an official convention activity for Key Clubbers. Advisors/chaperones must assist with supervising Key Clubbers at this event.
- Concerns about convention management shall be communicated to the District Administrator or their designee.
- **Advisors/chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.**

**Each adult attendee must complete and submit this form upon arrival at Convention**

I \_\_\_\_\_ have read, understand, and agree to abide by  
(Print Name of Advisor/Chaperone)  
this Statement of Assurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Key Club Name: \_\_\_\_\_

## ABOUT

# House of Delegates

### PURPOSE

To vote for candidates running for district executive office and endorse candidates for international office.

### PROCEDURE

The members of the House of Delegates will hear speeches and vote by ballot for the candidate of their choice. Delegates include executive officers, lieutenant governors, and two representatives from each attending Key Club. Only those candidates that submitted their candidate paperwork on or before March 3, 2025 will be eligible to run for office at the House of Delegates.

Each club in good standing is entitled to two (2) voting delegates and two (2) alternates, in case a named delegate cannot serve. We recommend your delegates be the Club President and Club Vice President, if they are in attendance, but that is not a requirement. We suggest not naming a candidate as a delegate or alternate, unless your club has four or fewer attendees. Each delegate shall be entitled to cast one vote. An alternate may cast the vote only if the elected delegate is not in attendance at the convention. A Certificate of Election Form for Delegates is included on Page 15. Please have that Certificate completed, signed and presented by the Delegates at the Credentialing Table during Check-In.

There shall be no voting by proxy. No club delinquent in the payment of International or District dues shall be considered in good standing.

District bylaws provide that each current lieutenant governor, as well as the executive officers (Governor, Secretary, Treasurer, and Editor) shall serve as Delegates-At-Large.

Non-voting Key Clubbers permitted in the "Delegate" portion of the House include any international officers and members of the Southwest District Key Club Admin Team.

### REGISTRATION

Two (2) individuals serving as delegates should be designated in each Club's registration spreadsheet. Delegates must check in at the Credentials Desk at Check-In. The Credentials Desk will be open Friday March 28th from 3-5pm. Upon check-in, each delegate will receive a delegate ribbon for their name badge which acts as a delegate pass. To be admitted to this session as a voting member, each delegate must have their name badge and their delegate ribbon.

As a delegate, you are personally responsible for being in the House of Delegates on time. Check in will begin at 3:15 PM to gain entry into the House of Delegates. This means being seated no later than 3:30 PM in the House of Delegates.

House of Delegates is on **Saturday, March 29, 2025, at 3:30PM.**

"Robert's Rules of Order, Newly Revised" must be adhered to at all times during the House of Delegates session.

# Certificate of Election Form

## Southwest District Delegate Form

Key Club Name: \_\_\_\_\_ Division: \_\_\_\_\_

Each Southwest District Key Club in good standing may select two (2) Delegates to represent their club at the 2025 Key Club Southwest District House of Delegates, and two (2) Alternates to serve if a named Delegate is not in attendance.

This Certificate of Election Form must be completed and signed by the Key Club President and Secretary and brought to District Convention. This form certifies that the persons named have been selected as delegates by the club.

This completed and signed form should be submitted at the Credentialing Table between 3PM and 5PM on Friday, March 28, 2025. BOTH assigned Delegates must be present when turning in this Form at the Credentialing Table. It is not necessary for Alternates to present unless they are replacing a named Delegate.

**THIS IS TO CERTIFY** that the following Key Club members of the Key Club list at the top of this Form are duly elected Delegates and Alternates of this Club for the 2025 Southwest District House of Delegates.

**Delegates** (please type or print clearly):

\_\_\_\_\_  
\_\_\_\_\_

**Alternates** (please type or print clearly):

\_\_\_\_\_  
\_\_\_\_\_

**For District Use Only**

☐

☐

☐

☐

Club President (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Club Secretary (sign): \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Each chartered Club in good standing is entitled to two delegates. Alternates should be chosen for each delegate. Each Delegate shall be entitled to cast one vote. An Alternate may be credentialed to cast the vote only if the elected Delegate is not in attendance. There shall be no voting by proxy. No club delinquent in the payment of International or District Dues shall be considered in good standing.

**Bring this Certificate of Election Form with you to the District Convention.**



# Advisors and Chaperones

## Reference Sheet

### Advisor and Chaperone Responsibility

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DCON 2025. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DCON events, as well as fulfill any other responsibilities required by their school or school district. Faculty advisors and chaperones will also be required to provide a completed Statement of Assurance at Check-In to confirm they understand their responsibilities during DCON 2025.

### Arriving at DCON HOTEL

Please plan to arrive at the hotel between 3:00PM-5:00PM on Friday, March 28th. You will be greeted upon arrival in the front lobby and notified if your hotel rooms are ready.

- **If hotel rooms are ready:**

Have your students assemble in the lobby or other convenient location, while the Advisor (or another authorized adult) heads to Check-In with all paperwork and payment (if not paid in full). After Check-In, name badges, t-shirts and keys should be distributed and students should take luggage to their rooms and return to the convention center for organized activities.

- **If hotel rooms are not ready:**

A portion of the ballroom will be designated for luggage storage. Have your students drop their luggage off in the designated location and then head to the organized activities. The Advisor (or another authorized adult) should go to Check-In with all paperwork and payment (if not paid in full). Once your hotel rooms are ready, you will be texted and your students can take their luggage to their rooms. Hotel rooms are expected to be ready by 6pm.

There will be activities to keep students occupied between 3pm and the opening session. Details and locations will be announced in March.

### On-Site Check-In

Check-In will begin at 3pm. There will be one line for Expedited Check-In (those clubs that are paid in full, have all paperwork, and have no changes) and a separate line for Standard Check-In. Only Faculty Advisors (or a designated adult chaperone) should be in the Check-In lines.

### Advisor & Chaperone Orientation Meeting

There will be an orientation meeting Friday evening directly after dinner for all advisors and chaperones. This **mandatory** meeting will provide important information for advisors and chaperones.

## **Bed-checks**

Faculty advisors and chaperones are responsible for conducting their own bed-checks at curfew and ensuring their students remain in their assigned rooms throughout the night. Curfew is Midnight both nights and students are not permitted to leave their rooms until 5:30AM. Advisors and chaperones may not retire for the night until all of their students are in their assigned rooms and lights are out. Advisors and chaperones must remain available to their students throughout the night should an emergency situation arise and therefore should not leave the hotel at night unless addressing an emergency situation with one of their students.

## **Code of Conduct**

Chaperones are responsible for ensuring their students stay engaged, fully participate, and abide by the Event Code of Conduct at all times. See the Key Club Event Code of Conduct on Pages 9-10.

Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DCON:

1. Having a signed copy of the required Medical Form for each student.
2. Having a current emergency contact number for each student's parent/guardian.
3. Having a way to contact each student traveling with you in case of emergency.

All Code of Conduct violations must be reported to the Southwest Key Club District Admin Team by emailing [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org) to report Code of Conduct violations. Reporting should take place as soon as the situation is addressed with the student(s).

# Registration Instructions

## Financial Points

- Registration is due **Tuesday, February 18, 2025.**
- Pricing is as follows
  - Student Quad (4) Occupancy - \$335.00 per student
  - Student Triple (3) Occupancy - \$385.00 per student
  - Adult Double (2) Occupancy\* - \$475.00 per adult
  - Adult Single (1) Occupancy\* - \$600.00 per adult
- Filling Rooms to Desired Occupancy:
  - Clubs are responsible for filling their rooms to the desired occupancy. For example, if you have three students interested in paying the quad-rate, you will need to find one more student for that room. If you cannot, the students will be charged the triple-rate.
  - When in compliance with school district policy and parental permissions, Clubs are welcome to combine with other Clubs to fill empty room slots.
- Registration fees includes the following meals:
  - Friday dinner
  - Saturday breakfast, lunch and dinner, and
  - Sunday breakfast
- Registrations received after February 18, 2025 will be considered late and will be accepted only as space permits. Southwest District Key Club reserves the right to pass on additional food and lodging costs assessed by the hotel, and we cannot guarantee t-shirt availability for late registrations.
- Clubs are financially responsible for their registered numbers as of February 18, 2025 (or, with late registrations, upon receipt). Clubs will be financially responsible for cancellations that cannot be filled with students of the same-sex.
- To be eligible for Expedited Check-In, full payment must be received by March 18, 2025. Checks should be made payable to "Southwest District of Key Club International Inc". Checks can be mailed prior to March 18, 2025 to Southwest District Key Club, % Karin A Church, 103 Manhattan Loop, Los Alamos, NM 87544. After March 18, 2025, checks should be brought to Albuquerque to be collected at Check-In.

**\*\*IMPORTANT\*\*** Southwest District Key Club underwent a corporate reorganization in 2024. The legal name of the new corporation is "Southwest District of Key Club International Inc". The new mailing address is % Karin A Church, District Administrator, 103 Manhattan Loop, Los Alamos, NM 87544. Click [HERE](#) to download a W9 for the new corporation, and if you need a new Vendor Form, please email [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org). **Please make sure checks are not issued to the old name or sent to old addresses!**

\* Double and Single Occupancy Rooms are reserved for adult attendees. If your school district permits (or requires) double or single rooms for students and you need an exception to this policy, please email [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org).

# Submitting Your Registration

We are using the same registration system used for prior conventions. Under this system registration is completed on a Club basis (not individually). The Advisor will gather the necessary information from attendees, complete the spreadsheet, coordinate payment from students, and then submit payment to the District.

The process for completing registration is walked through below:

## 1) Download the Registration Excel workbook

- a) A link to the Registration workbook can be found at <https://www.swdkeyclub.org/dcon-registration>.
- b) It's important to **download** the workbook as an Excel file. Do not attempt to complete online. (If your school makes downloads difficult, please email [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org) to request the spreadsheet be emailed to you.)

## 2) Completing the Registration

- a) You will need the following information for each person attending
  - i) Name
  - ii) Dietary/Allergy information
  - iii) T-shirt size
  - iv) Whether this is the students first District Convention
  - v) If they are a senior, and
  - vi) If they are running for a District Office or International Endorsement

A worksheet for gather this information from your students can be downloaded [HERE](#) (or you can create your own system)

## 3) Please save your completed Excel file using the following naming formula:

[\[YOUR CLUB NAME\]\\_2025DCONRegistration\\_\[DATE\]](#)

- 4) Email the completed Excel workbook to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org). Please be sure to email the Excel file, not a PDF.
- 5) After completing the registration spreadsheet, an Invoice will be automatically generated on the fourth tab of the spreadsheet.
- 6) Submit payment to "Southwest District of Key Club International Inc"
  - a) Prior to March 18, 2025, mail to: % Karin A Church, District Administrator, 103 Manhattan Loop, Los Alamos, NM 87544
  - b) After March 18, 2025, bring a check with you to DCON.
  - c) Payment by credit card is available, but processing fees will be assessed.

**\*\*Please Note\*\*** If your school district requires a "Quote" for approval of the expense before an invoice can be presented and processed, there is a "Quote" tab in the Registration Excel workbook.

## On-Site Check-In

Your Club's DCON Registration spreadsheet is due no later than February 18, 2025, but the required forms are not due until you arrive at the convention hotel on March 28th.

We will offer "Expedited Check-In" for Clubs that meet all of the following:

- ☐ Have no changes to their registration after March 18th,
- ☐ Have paid in full by March 18th, and
- ☐ Have all the Required Forms for their group.

Clubs that meet the Expedited Check-In criteria will be able to drop off their forms, collect their kit tickets (for t-shirts, programs, and goody bags) and room keys (if available) and go. Based on prior years' experience, this Expedited Check-In is a real time saver.

To take the Expedited Check-In to the next level, Advisors are welcome to email a PDF copy or a link to a shared folder of their required forms! Advisors wishing to do so, should make sure the completed, signed forms are emailed to [KeyClubConvention@swdkiwanis.org](mailto:KeyClubConvention@swdkiwanis.org) no later than March 18th, since District personnel will be traveling after that point and may have limited access to email.

Clubs with no-shows or other last minute changes/substitutions on their registration or those Clubs who are making their final payment at convention or those who need to call parents or make other arrangements on required forms, will be directed to the standard Check-In queue and helped in order of arrival.

As is usually the case, we are at the mercy of the hotel for room keys. We always hope room keys will be available at the time each Club checks in, but frequently there is a delay. If your group's room keys are not available when you check-in, volunteers will direct you and your students to a location for luggage storage.

# Checklist

## Between December 1, 2024 and February 18, 2025

- ☐ Download Excel workbook for Registration from [www.SWDKeyClub.org/dcon-registration](http://www.SWDKeyClub.org/dcon-registration)
- ☐ Save Excel workbook under naming formula:  

**[YOUR CLUB NAME]\_2025DCONRegistration\_[DATE]**  
(for example Los Alamos\_2025DCONRegistration\_1.30.25)
- ☐ Review instructions for completing Registration on prior pages.
- ☐ Gather information for registrations:
  - Names
  - T-Shirt sizes
  - First timers
  - Seniors
  - Delegates
  - Candidates for office
- ☐ Distribute required forms to attendees (also available [HERE](#))
  - Event Code of Conduct (to students)
  - Medical Form (to all)
  - Photo Release (to all)
  - Statement of Assurances (to all adults)
- ☐ Complete information in Excel spreadsheet and save
- ☐ Email completed Excel workbook to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org)

## Prior to February 9, 2025

- ☐ Ensure students running for District Office have submitted Candidate Application

## Prior to March 18, 2025\*

- ☐ For Expedited Check-In, mail check payable to “Southwest District of Key Club International Inc” to:  
Southwest District of Key Club International Inc  
% Karin A Church, District Administrator  
103 Manhattan Loop  
Los Alamos, NM 87544

## Prior to March 28, 2025

- ☐ Collect and review completed required forms from students and adults
- ☐ Verbally review Event Code of Conduct and Dress Code with students
- ☐ Verbally review Statement of Assurances with adult chaperones
- ☐ If you did not mail payment prior to March 18, 2024, bring the check to Albuquerque

\*If you did not mail prior to March 18, 2025 bring the check to Albuquerque, New Mexico.



# Frequently Asked Questions

**Is a discounted registration fee available to students, faculty advisors, and chaperones who live in the Albuquerque, NM metropolitan area because hotels accommodations are not necessary?**

No. All students, faculty advisors, and chaperones must stay at the official convention hotel.

Requests for exceptions cannot be accommodated for economic, safety and security reasons.

## **What is the convention hotel for DCON 2025?**

The official convention hotel is the Crowne Plaza Albuquerque, 1901 University Blvd NE Albuquerque, NM 87102. All sessions, workshops and meals will be at the Crowne Plaza Albuquerque. All Key Clubbers, Advisors and adult chaperones are expected to remain onsite from Check-In on Friday through the end of the Sunday morning session.

## **What happens if I need to make changes to my Club's registration?**

The ability to cancel and make changes depends on when you request the cancelation/change:

- **Prior to 11:59pm on February 18, 2025:** Changes and cancellations can be made by emailing a new Registration Spreadsheet clearly named "REVISED [YOUR CLUB NAME]\_2025DCONRegistration\_[DATE]" to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org). Amended registrations received prior to February 18th are eligible for fee adjustments (up or down).
- **After February 18, 2025:** There are no refunds or price adjustments for cancellations. Additions and substitutions may be made after February 18th only under the following circumstances:
  - Substituting new student/advisor of the same-sex as student/Advisor who will no longer be attending, or
  - Adding new students/advisor to rooms with a vacancy, or
  - Adding a new room of students/advisor(s) if the hotel has room availability, or
  - Other special circumstances at the sole discretion of the Southwest Key Club District Administrator.

After February 18th, permitted changes are accomplished through a [DCON Registration Change Order](#). Click the hyperlink to download the Change Order form, complete, and email to [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org).

Important information about t-shirts with changes after February 18th:

- **Additional** participants registered after February 18th are not guaranteed a t-shirt, and
- **Substitute** participants registered after February 18th will be given the t-shirt size ordered for the original registrant.



**What are the chaperone requirements?**

Chaperones may be a Kiwanian, faculty member, parent, legal guardian or person in loco parentis, all of whom must also be 21 or older, approved by the school, and registered with and accompanying the Key Club members to DCON meetings and sessions. Chaperones must: (1) be registered for the convention in the Key Club's registration form; (2) have a background check on file with Kiwanis International or be willing to complete the check prior to March 25th; (3) stay in the hotel; and (4) remain on-site at all times during the convention. Chaperones must be available to assist their students 24-hours a day and must provide students with a method to reach the chaperone at all times during DCON 2025.

**Do chaperones need to have a completed background check on file with Kiwanis International?**

**Are there additional trainings for chaperones?** Yes, ALL adults must have a completed Kiwanis International background check on file. Chaperones must also comply with any additional background checks required by their school or school district. All chaperones needing a background check will be contacted by Kiwanis International after they register for the convention. Please ensure a unique email address for each chaperone is provided when the Key Club registers for the convention. Failure to do so will result in delays with processing your registration.

**What is the required chaperone-to-student ratio during DCON 2025?**

Under Key Club International rules, there must be at least one male chaperone for each ten or part of ten male students. Likewise, there must be at least one female chaperone for each ten or part of ten female students from the same school or school district. If your school district has more restrictive ratios, you must follow the most restrictive. Schools may coordinate to "share" chaperones between, but any adult agreeing to be named as a chaperone for another club must be willing to (1) actively supervise the students from the other club, and (2) impose discipline on the other club's students should the need arise. Due to some issues at the 2024 convention, we will now require "shared" chaperones to sign a ["Shared Chaperone Statement"](#) indicating they are aware of the shared arrangements and the responsibilities therein.

**Who is responsible for overseeing the conduct of students during DCON 2025?**

It is the responsibility of faculty advisors and chaperones to oversee the conduct of their students during DCON 2025. Faculty advisors are responsible for ensuring that their students stay engaged, fully participate, and abide by the Code of Conduct at all times. Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DCON 2025: (1) having a signed copy of the required medical and code of conduct forms (2) having a current emergency contact number for each student and (3) having the ability to contact each member of their delegation in case of emergency. All Code of Conduct violations must be reported to the Southwest Key Club District Admin Team by emailing [KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org) as soon the situation has been dealt with and it is safe to do so.

**Who is responsible for conducting bed-checks at curfew?**

Faculty advisors and chaperones are responsible for conducting their own bed-checks at curfew and ensuring their students remain in their assigned rooms throughout the night. Curfew is Midnight, and students are not permitted to leave their rooms until 5:30AM. Advisors and chaperones may not retire for the night until all of their students are in their assigned rooms and lights are out. Advisors and chaperones must remain available to their students throughout the night should an emergency situation arise and therefore should not leave their assigned hotel at night unless addressing an emergency situation with one of their students.

**Who is ultimately responsible for the safety and welfare of students attending DCON 2025?**

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DCON 2025. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DCON events, as well as fulfill any other responsibilities required by their school or school district. Faculty advisors and chaperones will also be required to sign a Statement of Assurance upon arrival at DCON to confirm they understand their responsibilities during the Convention.

If you have additional questions, please contact Key Club Help Desk at  
[KeyClubConvention@SWDKiwanis.org](mailto:KeyClubConvention@SWDKiwanis.org).