

New England District
of
Key Clubs
Training Conference

Marriott Hotel

Springfield, MA

April 13, 14, and 15, 2012

Annual Training Conference Call

Dear Key Clubbers and Advisors:

The 62nd Annual New England District Key Club Conference will convene in the Marriott Hotel, Springfield, MA on Friday night, all day Saturday, and Sunday morning, April 13, 14, & 15, 2012. Additional hotel accommodations will be provided with a reasonable distance of the main hotels. This is your District Conference Envelope, in it you will find all the materials necessary for attending the convention and participating in the various District contests.

Your Key Club Representatives at this Conference:

Every Key Club in the New England District should have a minimum of TWO people present at this convention. You are invited to send as many of your Key Clubbers as it is possible. Enclosed in this envelope are registration forms and contest forms. Please see that your members register for the convention by mail on or before **February 24, 2012**.

Conference Registration Form:

Every Key Clubber and Adult must register on the enclosed form, filling all required information. Registration fee for Key Clubbers is \$150 per person and adult registration is \$180 per person. Please make check payable to:

New England District of Key Clubs

and mail to the following address by **February 24, 2012**:

Mr. Timothy Daly
Financial Counselor
New England District Key Clubs
281 Broad Street
Weymouth, MA 02188

781-335-4077
tdkiwanis@comcast.net

All candidates for any District office must be in attendance at the District Conference. All candidates are requested to register their candidacy with me by **February 24, 2012**.

There will be absolutely no registrations accepted after **February 24, 2012** nor will any late registrations be accepted at the convention door on Friday. **All registrations must be postmarked by February 24, 2012**. Registrations postmarked after this date will be based on availability.

Transportation to and from Conference is the responsibility of the individual Key Clubber.

All entry forms for conference awards must be mailed by the date indicated in the Conference Awards and Instructions packet, which is enclosed.

We sincerely hope to see you at our District Key Club Conference. It promises to be a great affair.

Cody Hopkins
Governor, New England District of Key Clubs
1336 Moosehead Trail
Plymouth, ME 04969

Registration

Instructions:

1. Enclosed are two 2-part Conference Registration Forms. If you need more, please contact Mr. George R. Whitney or Mr. Timothy Daly. They may be duplicated.
2. This conference packet is being sent to the Key Club President and a duplicate packet is being sent to the Faculty Advisor and/or Kiwanis Advisor.
3. Please note that those names listed in the boxes will be assigned as roommates, in as much as hotel space is available.
4. In the area marked ADVISORS, please fill in the names and addresses of all advisors who will be attending the convention with your club. Please remember it is mandatory that there be at least one advisor in attendance at the convention for every 10 Key Clubbers.
5. In the area marked KEY CLUBBERS, please fill in the names and address of those Key Clubbers who will be attending the convention.
NOTE: Must use a separate registration form for males and females.
6. Please be sure to check the appropriate boxes for those Key Clubbers who are club officers, delegates, alternates, etc.
7. Total up the number of Advisors and enter at the bottom of the form. Likewise, total the number of Key Clubbers on all forms and enter at the bottom of the form (1st page only).
8. Calculate the total amount due. **Do not send cash. Please send a single check or money order.** Make your check payable to:

NEW ENGLAND DISTRICT OF KEY CLUBS
9. All registrations for your club must be mailed in at the same time.
10. **All registrations must be postmarked by February 24, 2012.** Any received after that date may be returned. There will be *no late registrations* at the conference hotel.
11. All registration forms will be numbered and dated as they are received. Rooms will be assigned by the number and date on the registration forms. The first received will be the first assigned to rooms.
12. Any registrations accompanied by post-dated checks will be returned.
13. Send both copies of the registration forms along with your check to:

Mr. Timothy Daly
Financial Counselor
New England District of Key Clubs
281 Broad Street
Weymouth, MA 02188
781-335-4077
14. The bottom copy of each registration form will be returned to the Faculty Advisor showing date received.
15. If you have any questions on either registrations or Conference Contests and Awards, please call District Administrator, Mr. George R. Whitney at 802-472-6240 or Financial Counselor, Mr. Timothy Daly at 781-335-4077.
16. Due to the rise in cost of the hotel rooms, it is necessary to raise the registration fees as follows:

Key Clubbers	\$150.00
Advisors	\$180.00

Single supplements for adults are \$135.00 additional. Requests will be granted based on space available.

Conference Rules

The New England District of Key Clubs Board of Trustees, the Sergeant-at-Arms Committee, and the adult advisors urge every Key Clubber and visitor to enjoy the conference fully.

Every Key Clubber will be expected to conduct themselves in a manner which will be a credit to the Key Club organization.

The following regulations have been adopted to insure the comfort and pleasure of everyone in the hotel.

1. All Key Clubbers must be accompanied by a responsible adult advisor. Any Key Clubbers not accompanied by an advisor will be refunded the convention registration fee and sent home.
2. No intoxicants or drugs of any nature (including alcohol) will be permitted in the possession of anyone attending the conference. This rule will be very strictly enforced.
3. Under no circumstances and at no time will male Key Clubbers be permitted in female Key Clubbers rooms, or females in male rooms, (Key Clubbers or otherwise). This likewise will be strictly enforced.
4. A retiring hour of 12:00 AM will be observed and enforced. Key Clubbers are expected to be in their own rooms at this retiring hour, and they are expected to remain there. Unnecessary noises at any hour are prohibited.
5. Care shall be taken not to deface or destroy any property. Such things as water pistols, pillow fights, water fights, throwing objects from windows, the use of profanity or strong language -- these things will be dealt with promptly and effectively.
6. Every Key Clubber will be expected to attend all conference sessions and activities.
7. A coat, tie, and shirt (long pants) are mandatory for male members, and a dress or pant suit for female members at all functions in the hotel. Neat dress is expected at all other times.

Infractions of the Conference Rules will be reported by the Sergeant-at-Arms Committee to the District Board and Chairman and adult advisors. Appropriate action will be taken by them, if necessary, including the dismissal of any Key Clubber from the conference with notification to his/her parents, school authorities, and president of his/her sponsoring Kiwanis Club. Any Key Clubber caught violating any of the above rules will likewise cause his/her Key Club to forfeit any awards that they might have won; no member of his/her club will be eligible for District of International Office, and if a Lieutenant Governor for his division has been elected from his club, he/she shall be automatically removed and a new Lieutenant Governor shall be elected from the clubs of his division assembled at the convention.

Every Key Clubber shall respect the authority of the Sergeant-at-Arms Committee; This committee, under adult supervision, is authorized to confiscate any material, and this material will not be returned.

Attention: Faculty and Kiwanis Advisors

Due to the large number of requests for the Key Club Conference, we find that we have to limit housing as we did last year. Note that the registration postmark date is **February 24, 2012**. At that time, you are allowed to register twenty -four (24) Key Clubbers with adult chaperones. If you wish to have Key Clubbers on the waiting list, please list them on a separate registration form or separate piece of paper (see instructions below). If there is space available after all timely registrations have been processed, you will be notified of the space available. Do not send the registration fee for those on the waiting list until you have been notified of their acceptance. This notification should be mailed out approximately two weeks after the registration deadline.

If clubs need to exceed the housing limit (24), please follow these instructions to place your Key Clubbers on the waiting list:

Clubs of 60+ members	-	12 excess
Clubs of 30-59 members	-	6 excess
Clubs of less than 30 members	-	4 excess

These will be placed on the waiting list. They will be confirmed only if space is available.

In order to maximize our room space, we will be housing four Key Clubbers to a room. We ask that you make every effort to register your group by quads. We will be filling the extra spaces created by triplets and doubles with Key Clubbers from other clubs.

A final note: If there are adults needing special room arrangements, please contact Mr. Timothy Daly so that we can make those special arrangements. You can indicate this on the registration form.

If there are any questions, you may contact:

Mr. Timothy Daly
Financial Counselor
New England District of Key Clubs
281 Broad Street
Weymouth, MA 02188
781-335-4077

OR

Mr. George R. Whitney
District Administrator
New England District of Key Clubs
P.O. Box 467
Hardwick, VT 05843
802-472-6240

SPECIAL NOTICE

With the registration forms, please submit a medical form (attached). **This is mandatory for all Key Clubbers.** We will make every attempt to contact parents in the event of an emergency or illness. This form may be turned in at the conference or with the registration form.

MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

NEW ENGLAND DISTRICT OF KEY CLUBS

Key Clubber's Name _____ Height _____ Weight _____ Sex _____

Address _____
(Street) (City) (State/Province) (Postal Code)

Person to be contacted in case of emergency _____

Relationship to student _____ Home phone _____ Parent's Cell phone _____

Alternate contact _____
(Name) (Relationship) (Phone)

Name of Doctor _____ Phone Number _____

Doctor's Address _____

Name of Health Insurance Co. _____ Policy Number _____

List any other pertinent information shown on insurance card _____

PLEASE ANSWER YES OR NO:

1. Will your son or daughter be taking drugs or medication of any type during conference _____

2. Has he/she ever been treated for: (if currently being treated please indicate)

- | | |
|-----------------------------------|--|
| A. Nervousness? _____ | H. High Blood Pressure? _____ |
| B. Any Mental Disorder? _____ | I. Severe or Frequent Headaches? _____ |
| C. Convulsions or Epilepsy? _____ | J. Asthma? _____ |
| D. Fainting Spells? _____ | K. Ulcers? _____ |
| E. Heart Condition? _____ | L. Diabetes? _____ |
| F. Rheumatic Fever? _____ | M. Allergic Reaction to Medication? _____ |
| G. Cancer or Tumor? _____ | N. Any Other Allergies or Illnesses? _____ |

3. Does he/she have any other physical limitations? _____

Give details of yes answers to any of the questions above. Give dates of treatment, and names and addresses of attending physicians, hospitals and clinics. (Use reverse side if necessary.)

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 designated above. In the event that person 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 my son/daughter."

(Parent or guardian)

(Date)

Please include a copy of student's insurance card, front and back.



2009-2010 ANNUAL CONFERENCE REGISTRATION FORM
MARRIOTT HOTEL, SPRINGFIELD, MASSACHUSETTS
APRIL 13, 14 and 15, 2012
Please Print or Type

Key Club _____ Division _____

ADVISORS:

Name			Mailing Address			Home Phone			Reg. #		
1											
2											
1											
2											

FOR OFFICE USE ONLY

NOTE: PLEASE USE A SEPARATE FORM FOR MALE AND FEMALE KEY CLUBBERS.
EACH CLUB MUST HAVE TWO DELEGATES AND TWO ALTERNATES.
PLEASE LIST MALES AND FEMALES ON SEPARATE SHEETS.

KEY CLUBBERS:

Name		Key Club Membership #		Cell Phone		Key Club Officer			Delegate			Alternate			Reg. #		
1																	
2																	
3																	
4																	
1																	
2																	
3																	
4																	
1																	
2																	
3																	
4																	
1																	
2																	
3																	
4																	

Total Number of Advisors: _____ @ \$180.00 = _____

Total Number of Key Clubbers: _____ @ \$150.00 = _____

DEADLINE: MUST BE POSTMARKED BY
FEBRUARY 24, 2012

TOTAL DUE: _____

Return this form and one check for the total amount payable to the New England District of Key Clubs.
 Mail to Mr. Timothy Daly, Financial Counselor, 281 Broad Street, Weymouth, MA 02188. 781-335-4077.

IMPORTANT NOTICE

Any Club Without an Adult Advisor Listed
Will Be Returned

Please
Include

CHECK IN TIME AT THE HOTEL
STARTS AT 3 P.M.

PAGE _____ OF _____

NEW ENGLAND DISTRICT OF KEY CLUB
District Conference 2011 - 2012
ANNUAL TRAINING CONFERENCE OVERVIEW

SAVE THIS FORM FOR FUTURE INFORMATION

BEFORE THE CONVENTION

1. Send Mr. Daly registration forms BEFORE February 24, 2012.
Indicate Males and Females on separate sheets with 4 Key Club members per room
Identify adults as they will be roomed as doubles.
2. Identify delegates – they need to register as delegates as soon as they arrive at convention.
3. Decide who will participate in the District Contests, follow directions and forward necessary forms to the appropriate people listed in the packet.
4. Make sure all students have completed medical forms – Collect these as these need to be turned in by the advisor upon registration, or mail to Mr. Daly with registration forms.
5. Candidates for District Office must request a “CANDIDATE PACKET” from the Governor in ample time to become familiar with the guidelines for running for office.

UPON REGISTRATION

1. Adults will be given packet and room keys as the rooms become available. Rooms are NOT available until after 3:00 pm. Sometimes the hotel will wait until giving us the keys until there is a large block of rooms available. Plan accordingly.
2. Record room # for your students so the adult advisor knows the location for all members from the club. Sometimes rooms are not all on the same floor.
3. Turn in medical forms.
4. Students will need to take an inventory in rooms – Advisors will need to sign these forms – students need to turn in these forms in person so they can receive a “conference packet”. In the packet will be their meal tickets and a program for the weekend.
5. Have students go thru conference program and “assign” of assist students so they are familiar with forums and sessions. They should try to attend sessions during all the time frames.
6. There is a food court available in Tower Square on the Second Floor as well as other restaurants – A list of restaurants will be available. Eat before General Session as this tends to run late.
7. There is a reception for Presidents – check for location.
8. There is a meeting for all Candidates – check for location.
9. Delegates must register.

GENERAL SESSION

1. All Clubs must participate – introduction of Executive Officers, Lt. Governors, and Administrators etc.
2. 2 people nominate candidates for office – one offers the nomination, the second person seconds the nomination, and the person running accepts the nomination.
3. EVERYONE attends General Sessions so these are very crowded. Sometimes clubs are not able to sit as a group.

CAUCUS

1. There are Caucus meetings following the Friday General Session and Saturday afternoon. Clubs are grouped according to states.
2. These are an opportunity for Clubs to ask candidates questions. Come prepared.

CONTESTS

1. Please read your packet carefully. Some contests need to be turned in to Mr. Whitney before conference. Others need to have information sent to the Governor. Other Forms need to be turned into the District Conference Office before 10:00 pm on Friday, April 13, 2012.
2. Oratory – NO NOTES are allowed during the contest.
3. Talent – One act per Club.
4. Achievement Report – All Clubs should turn in a completed report.

GENERAL INFORMATION

1. There is a dress code. Men should bring a sport jacket and ties, ladies should bring dressy pants or skirts.
2. Advisors should be available to help at curfew. All members need to go to their rooms at the indicated times.
3. At CHECKOUT: Check rooms for forgotten items. Remember gratuity. Luggage can be stored.
4. **PARKING FEES ARE NOT INCLUDED IN THE REGISTRATION!**

ADVISORS AND CLUB PRESIDENTS NEED TO MAKE THIS INFORMATION AVAILABLE TO ALL ATTENDING