

Section A

Member Registration

This section Includes:

- Possible Caucus Questions
- Individual Registration form*
 - Medical Release form
 - Code of Conduct
- Tentative Convention Schedule
 - Ad Form**

~Make sure all information and signatures are filled in on the individual registration form and the medical release form before you mail them in.

**This form is for the ads in the Convention Program. Please attempt to sell ads to Kiwanis Clubs and its members. The ad proceeds will help offset expenses at the District Convention. Any surplus will go toward sending District Officers to International Convention.

This packet is also available on line at

www.mtkeyclub.org

Montana District Key Club Convention, March 4-6, 2012

Please see to it this packet is copied and distributed to all paid members interested in attending convention. Thank You



AUTHORIZATION TO ATTEND EVENT and EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Please type or print all information. This form is required for all Key Club members attending designated Key Club International events or activities. This form must be completed by the parent, legal guardian, or person *in loco parentis* for the member.

Member # _____ Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last name First name Middle Initial </div> Mailing Address _____ <div style="display: flex; justify-content: center; font-size: small;"> Street Address </div> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> City State/Province Postal Code Nation </div> Sex (circle one) F M Height _____ Weight _____ Birth Date Month: _____ Day: _____ Year: _____	Chaperone Who is the designated chaperone responsible for your Key Club member? _____ <div style="text-align: right; font-size: small;">Relationship to member</div> <i>Note: 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 at the event or activity.</i>
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Emergency Information In case of emergency, please contact: _____ Relationship to member _____ Daytime phone (_____) _____ Night time phone (_____) _____ Alternate contact _____ Relationship to member _____ Daytime phone (_____) _____ Night time phone (_____) _____
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Medical Information Health Insurance Company _____ Policy Number _____ Group Name on Insurance Coverage _____ Telephone number or other contact information shown on insurance card _____ Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? _ If yes, please explain _____ Has he/she ever been or currently being treated for (circle "Yes" or "No")? <table style="width: 100%; border: none;"> <tr> <td>Nervousness?</td> <td>Yes No</td> <td>Rheumatic Fever?</td> <td>Yes No</td> <td>Asthma?</td> <td>Yes No</td> </tr> <tr> <td>Convulsion or epilepsy?</td> <td>Yes No</td> <td>Cancer or tumors?</td> <td>Yes No</td> <td>Diabetes?</td> <td>Yes No</td> </tr> <tr> <td>Heart Condition?</td> <td>Yes No</td> <td>Headaches?</td> <td>Yes No</td> <td>Allergies to medication?</td> <td>Yes No</td> </tr> <tr> <td>High Blood Pressure?</td> <td>Yes No</td> <td>Fainting Spells?</td> <td>Yes No</td> <td></td> <td></td> </tr> </table> List any allergies or other medical conditions of which we need to be aware _____	Nervousness?	Yes No	Rheumatic Fever?	Yes No	Asthma?	Yes No	Convulsion or epilepsy?	Yes No	Cancer or tumors?	Yes No	Diabetes?	Yes No	Heart Condition?	Yes No	Headaches?	Yes No	Allergies to medication?	Yes No	High Blood Pressure?	Yes No	Fainting Spells?	Yes No		
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<p>I am the parent or legal guardian for the above-named Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by Key Club International. I also have read and understand the Code of Conduct shown on the reverse side, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member from the event. I hereby certify that the information provided above is correct.</p> <p>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 <i>or other licensed medical provider</i>, to provide proper treatment, including but not limited to hospitalization, injection, 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 and its officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.</p> <p>Parent or guardian _____ Signature _____ Date _____</p>

Code of Conduct

While it seems unnecessary to mention the code of conduct expected of each person at the District Convention, it is probably good to cite the specific rules adopted by the District Board, so there is will be no chance of misunderstanding. Infractions will be reported to the District Administrator and District Board. Appropriate actions, including dismissal from the Convention, if necessary, will be taken. In such a case, letters will be sent to the individual's parents, high school principal, and president of the sponsoring Kiwanis Club.

1. All Key Clubbers are required to observe the following dress code for all conventions. The appropriate dress code will be noted in the Convention Program. Convention attendees not in appropriate dress code will be required to change before the Sergeant-At-Arms Committee allows them into the session.

Dress Code A (Business Attire): Quite simply, anything one would wear to a job interview (not to the job itself). For men, ties will be required. Such items as a button down shirt with a collar, dress slacks, a suit, sweaters or vests are considered appropriate, however all men are required to wear a tie. For women, such items as dresses, skirts, skorts, dress slacks and suits are considered appropriate. Women must be cautious of hem lengths and necklines. No denim will be allowed for either men or women.

Dress Code B (Casual Attire): For both men and women, casual clothing is appropriate. Nice jeans, t-shirts, and other appropriate casual dress is permitted. However, any clothing that may cause distractions during the convention will be prohibited.

Dress Code C (Caucus Attire): Costumes or theme outfits appropriate to the caucus may be worn in good taste. If no themed attire is available, Dress Code A must be observed. So, please dress creatively, but appropriately.

2. No alcoholic beverage or drugs of any nature (except for prescribed medications) will be permitted in the possession of any person attending the Convention.
3. A curfew of midnight will be observed and enforced. Key Clubbers are expected to be in their own rooms and remain there after curfew.
4. No changing of room assignments will be permitted.
5. Unnecessary noises at any hour are prohibited.
6. All Key Clubbers are expected and required to attend the Convention in its entirety, including all workshops, general sessions, and caucus sessions.
7. No person may leave the convention site without the prior written permission of a parent and the consent of the District Administrator.
8. Under no circumstances will males be allowed into the females' living quarters nor will females be allowed into males' quarters. The only exception is if a advisor is in the room.
9. Smoking and chewing tobacco is prohibited at all times.
10. No phone calls will be permitted after 1:00am. Other hotel guests are staying at the convention center, so please do not engage in "phone tag" or other phone games.
11. Name badges must be worn in a visible place at all times. Convention attendees without their name badges will not be allowed into Convention sessions.
12. Any actions unbecoming of a Key Clubber are prohibited.
13. Members are expected to abstain from any activity of a sexual nature.

Montana District Key Club Convention

March 4-6, 2012

Tentative Schedule

Sunday, March 4

2:00 – 5:00pm

Registration

4:00 – 5:00pm

Candidate's Clinic

☑ People running for office must attend

6:00pm

K-Family Banquet

8:00 – 9:30pm

Divisional Caucuses

10:00– 11:30 pm

Talent Show

12:00am

Curfew

Monday, March 5

7:00 – 9:30am

Continental Breakfast

8:45 – 9:30am

Contests

9:45 – 10:30am

Workshops Set 1

10:45 – 11:45am

Workshops Set 2

12:00pm

State of the District Luncheon

2:20 – 3:10pm

Workshops Set 3

3:30 – 4:30pm

Divisional Caucuses

5:00pm

Recognition Night Banquet

7:30pm

Club Meeting Time

8:00pm

House of Delegates

10:00pm

Fashion Show

12:00pm

Curfew

Tuesday, March 6

7:00 – 8:30am

Continental Breakfast

8:45 – 9:40am

General Session

11:00am

Farewell Luncheon

15 minutes after banquet

New Board Meeting

POSSIBLE CAUCUS QUESTIONS

1. Recite the Key Club Pledge.

I pledge on my honor to uphold the objects of Key Club International, to build my home school and community, to serve my nation and God, and to combat all forces, which tend to undermine these institutions.

2. When and Where was the first Key Club organized? *April, 1925 Sacramento CA*

3. When and Where was the first Key Club in Montana organized? *April, 1946 Billings Senior High*

4. When and Where was the first Key Club International Convention held? *1943, Sanford FL*

5. When and Where was the first Montana District Key Club Convention held? *1948, Billings*

6. Who was the first International President of Key Club, and where was he from?

Malcom Lewis, Palm Beach High School

7. Who was the first Governor of the Montana District, and where was he from?

Don Stanaway, Billings Senior High

8. Who is the Current International President, and where is s/he from?

9. Who is Montana's current International Trustee, and where is s/he from?

10. Who is the Current Governor, and where is s/he from?

11. Name the Lt. Governors, and their Divisions

Div. 1 – Div. 9

12. Name the District Administrator and his dogs:

Ed Leland, Zeus, and Zack

13. What are the International and District Publications called?

International: *Key Club Magazine*

District: *Mon-Key*

14. What is the Key Club Motto

Caring... Our Way of Life.

15. What are the colors of Key Club and what do they stand for?

Blue: *Unwavering Character*

White: *Purity*

Gold: *Service*

16. What are the objects of Key Club?

To develop initiative and leadership

To provide experience in living and working together

To serve the community and school

To cooperate with the school principal

To prepare for useful citizenship

17. Who is the Montana District Secretary?

18. Who is the Montana District Kiwanis Governor?

19. Who is the Kiwanis International President and where is he from?

20. What does MEP stand for, and what is the current MEP?

Major Emphasis Project, Live~2~Learn

21. What is Key Club?

An international high school community service organization. Key Club is the oldest organization of its kind, with 5,000 clubs in dozens of countries. More than 10 million services hours are performed each year.

22. What are the Key Club Core Values?

Caring, Character Building, Leadership, and Inclusiveness

23. What is the Key Club mission statement?

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership.

24. What is the Key Club vision?

To develop competent, capable, and caring leaders through the vehicle of service

25. What are Key Club's service Partners?

Children's Miracle Network, UNICEF, and March of Dimes

Sample Advertisements

(A)

CONGRATULATIONS

For a job well done!

_____ **Name**

_____ **School**

Good Luck in the Future (from)

(Kiwanis Club or Individual(s))

(B)

At this year's convention, the KEY Club of _____
_____ (School) celebrates another year of
service under the leadership of its 2007-08 officers.

Thanks to:

President _____

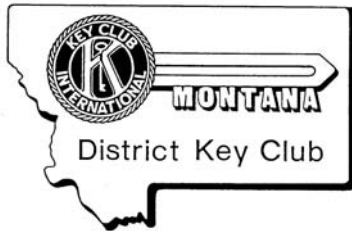
Vice President _____

Secretary _____

Treasurer _____

Reporter _____

The Club is, as always, indebted to and grateful for the
support of _____ (Faculty Advisor) and
_____ (Kiwanis Club)



(C)

The Kiwanis Club of _____

Salutes the KEY Club of _____

High School.

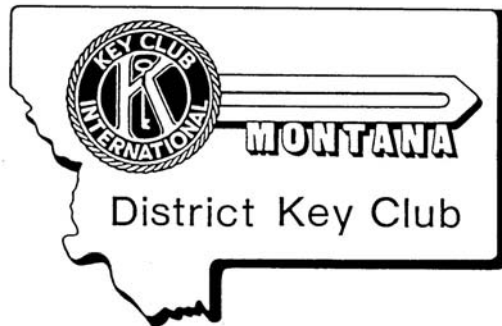
OR

The Kiwanis Club of _____

wishes to congratulate the KEY Club of _____

_____ High School on another

successful year.



Ad Size:

A – ¼ size 2" X 4" (\$25)

B – ½ size 4" X 4" (\$50)

C – full size 8" X 4" (\$100)

Please make checks payable to :

MT District KEY Club (No Cash Please)

Mail them to: Ed Leland by February 25th at:

2221 Rosewyn

Billings, MT 59102

The Convention committee reserves the right to edit all
ads.

We encourage you to design your own ads or feel free to
use the sample ads on this page. The sample ads are
actual size.

Please note: Any Key Club Member who sells
\$200 worth of ads will receive a free convention
registration, four to a room.