2012 Montana District Convention Checklist

A step-by-step list of everything you need to do

(so your club will be registered for convention)

_____ Look over everything and make sure you understand what we have sent you.

_____Make copies of every page of packet A and pass them out to all members interested in attending Convention.

_____Collect all the Individual Registration and Medical Release forms from all your members.

_____ Look over all the forms and make sure all information and signatures are present.

_____ Check to make sure everyone who wants to attend convention has paid their dues.. If they have not, contact Ed Leland at 652-5625. Please note: This year the dues and club member list is kept and administrated by Key Club International, and they are slow and are having problems. If you are not sure contact Christian or Ed and we will check, but be sure to indicate the rooming assignments.

_____Make your rooming assignments, with four people per room, on the rooming assignment sheet.

_____Select two delegates from your club and four alternates for the House of Delegates, and indicate on the rooming list.

_____Complete club registration form, election form and any award forms that apply to your club.

_____ Inform everyone about the contest or awards they may be interested in.

Send Individual Registration forms, Medical Release forms, Paid-Member checklist, and Club Registration to Ed Leland by February 15th, so you can get the discount for convention.

_____Collect ads and money for the convention booklets, and return to Ed Leland by February 10th.

_____Bus Drivers may stay at a different hotel if they wish, i.e. Motel 6 (248-7551), Ramada (252-2584).

_____Reports: 4 Reporter reports and 6 Secretary reports.

*****We CANNOT Guarantee ANYONE Rooms on Registrations Received AFTER March 3*****

**Remember, rooms will be assigned on a first come, first serve basis.

IMPORTANT DEADLINES

FEB 15 -Early registration postmarked to Ed Leland
FEB 8-Awards in Awards Packet (Awards Overview) to Ed Leland
FEB 10 -Ads and money due to Ed Leland
MAR 3- Achievement Report to Ed Leland, or bring to convention.
MAR 3- New Officers forms postmarked or faxed to Ed Leland
MAR 3-Due at registration: All other awards found in Awards Packet with stated deadlines (Awards Overview)

***These deadlines are final. Applications received after the deadlines will not be considered when choosing winners. If you have any questions please contact one of the people listed below.**

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