

Section A

Member Registration



This section Includes:

- Possible Caucus Questions
- Individual Registration form
- Medical Release form
- Code of Conduct
- Covid-Key Club Waiver
- Tentative Convention Schedule
- Ad Form

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

Please mail all forms and nominations to:

Montana District of Key Club International
Valerie Pachl
20 S Center St
Miles City, Mt 59301
Fax: 406-234-4930
Email: vpachl@milescity.k12.mt.us

2023 MONTANA DISTRICT CONVENTION INDIVIDUAL REGISTRATION

Last Name: _____ First Name: _____ (for name badge):

Address: _____ City: _____ Zip code: _____

Email (Please!): _____ Year of Graduation: _____

Phone: _____

Name of Key Club: _____ Club Office (2022-23): _____ Club Office(2023-24): _____

Gender: Male () Female ()

Would you like to purchase a convention t-shirt? (\$25 S-XL need larger, add \$3)

If so, please indicate size: _____

Advisor Name(s): _____

Seniors only: How many years have you been a Key Club member? _____

We understand and agree that no member of the convention staff, Montana District Key Club, Key Club International, or Kiwanis International will under any circumstances be held liable for accident, illness, fatality or medical bills incurred as a result of participation in the convention program or associated trips.

I, as the registrant's parent or guardian, am completely aware of the Code of Conduct and all other terms of my son's/daughter's participation at the convention, and understand that if my son/daughter is in violation of this code or any condition expressed herein, s/he may be sent home immediately at my expense.

I, as the registrant, have read the Code of Conduct of the District Convention and all other terms of attendance and agree to abide by them.

Participant's Signature:

Date:

Parent/Guardian Signature (Be sure to sign all four forms):

Date:

*****All persons attending MUST have
paid their dues*****

PAYMENT AND REFUND POLICY

REGISTRATION MEANS ALL MONEY HAS BEEN RECEIVED BY Michelle Preston or Valerie Pachl. **REGISTRATIONS POSTMARKED AFTER MARCH 1st DO NOT ENSURE YOUR CLUB A ROOM. CANCELLATION REQUESTS MUST BE SUBMITTED IN WRITING** to Valerie Pachl or Michelle Preston. FULL REFUNDS LESS A \$10.00 PROCESSING FEE WILL BE GRANTED FOR REQUESTS POSTMARKED BY February 28th. REQUESTS POSTMARKED BY MARCH 4th WILL RECEIVE A 50% REFUND. REQUESTS POSTMARKED BY MARCH 10th WILL RECEIVE A 25% REFUND. **NO REFUNDS WILL BE GRANTED FOR REQUESTS POSTMARKED LATER THAN MARCH 10th.**

**The convention will be held at:
Billings Hotel and Convention
Center
1223 Mallowney Lane,
Billings, Mt 59105**

On the next page is a form to help members sell ads for the Convention Program. If a member sells \$200 in ads they are able to attend DCON for FREE!!!!!! Please attempt to sell ads to Kiwanis Clubs and its members, but it is not only limited to those individuals.

All businesses and individual ads are accepted.

The ad proceeds will help offset expenses at District Convention

Please have all Ad Sponsors write checks payable to: MT District of Key Club

All Ads and money need to be mailed to Valerie Pachl by February 21, 2022 at:

20 South Center St.

Miles City, MT 59301


We encourage you to design your own ads or feel free to use the sample ads on the next page.

The convention committee reserves the right to edit all ads.

The sample ads are not actual size.

Ad Sales for Program Book

Book will be 8 ½" x 11"

<p style="text-align: center;">Sample (A) - Size ¼ Page Cost - \$25</p> <p style="text-align: center;">Congratulations! For a job well done!</p> <p style="text-align: center;">Joe Key Clubber <u>Hometown Key Club</u></p> <p style="text-align: center;">Good Luck in the Future from ____(Kiwanis Club or Individual)____</p>	<p style="text-align: center;">Sample (C) - Size Full Page Cost - \$100</p> <p>The Kiwanis Club of _____ salutes the Key Club of _____ High School.</p> <p style="text-align: center;">OR</p>
<p style="text-align: center;">Sample (B) - Size ½ Page Cost - \$50</p> <p>At this year's convention, the Key Club of _____(School) celebrates another year of service under the leadership of its 2021-2022 officers.</p> <p>Thank to:</p> <p>President _____</p> <p>Vice President _____</p> <p>Secretary _____</p> <p>Treasurer _____</p> <p>Reporter _____</p> <p>Other _____</p> <p>The Club is, as always, indebted to and grateful for the support of _____(Faculty Advisor) and _____(Kiwanis Advisor)</p>	<p>The Kiwanis Club of _____ wishes to congratulate the Key Club of _____ High School on another successful year.</p> <div style="text-align: center;">  </div>





AUTHORIZATION TO ATTEND EVENT 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 (first, last, and middle initial): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Sex (circle one): M F
Height: _____ Weight: _____ Birthdate: _____

Name of chaperone responsible for your Key Club: _____

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.

Emergency Information

In case of an emergency please contact:
Relationship to the member: _____
Daytime Phone: _____ Nighttime Phone: _____
Alternate contact:
Relationship to the member: _____
Daytime Phone: _____ Nighttime Phone: _____

Medical Information

Health Insurance Company: _____ Policy Number: _____
Group Name on Insurance Coverage: _____
Phone number or other contact information shown on the card:

Will your Key Club member be taking any prescription 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):

- 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

List any other allergies or medical conditions we need to be aware of.

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.

In the case of a 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 *or other licensed medical provider*, 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.

Parent or Guardian Print Name

Parent or Guardian Signature

Date

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 will be no chance of a misunderstanding. Infractions will be reported to the District Administrator and District Board, and appropriate actions, including dismissal from the convention, if necessary. In such a case, letters will be sent to the individual's parents, high school principal, and president of the sponsoring Kiwanis club.

All Convention attendees are required to observe the following dress code for all sessions. The appropriate dress code for each session will be noted in the Convention Program. Convention attendees not in appropriate dress code will be required to change before they are allowed into the session by the Sergeant-at-Arms Committee.

Dress Code "A". Business Professional. For men, ties will be required.

Such items as a button down shirt with a collar, dress slacks, suits, sweaters, or vests are considered appropriate. For women, such items as dresses, skirts, skorts, dress slacks and suits are appropriate. **No denim will be allowed for either men or women.**

Dress Code "B". Casual. 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. 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.

- At no time will any clothing with inappropriate language or graphics be allowed.
- Any shirts, shorts, or skirts deemed to be inappropriate length will not be allowed.
- No alcoholic beverages or drugs of any nature (except for prescribed medications) will be permitted in the possession of any person attending the convention. Medical marijuana is not allowed at the convention. If prescribed, contact your physician for alternative medications for the duration.
- A curfew of 11:30PM will be observed and enforced. Key Clubbers are expected to be in their own rooms and remain there after curfew.
- No changing of room assignments will be permitted!
- Unnecessary noises at any hour are prohibited.
- All Key Clubbers are expected and required to attend the convention in its entirety, including all workshops, general sessions, and caucus sessions.
- No person may leave the conventions site without the prior written permission of a parent and the consent of the District Administrator.
- If you are not assigned to the motel room you do not enter.
- Tobacco/Vaping/Illegal Drug products and gambling are prohibited at all times.
- No phone calls will be permitted after 12:00 am. Other hotel guests are staying at the convention center, so please do not engage in "phone tag" or other phone games.
- **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.**
- Any action unbecoming of a Key Clubber is prohibited.

I agree to abide by this code of conduct while at convention, and am aware that I may be sent home from the convention if I am in violation of the Code of Conduct.

(signature of attendee)

(signature of parent/guardian)



RELEASE OF LIABILITY AND ASSUMPTION OF RISK

1. The individual named below (referred to as "I" or "me") is a member of Key Club International/MT District of Key Club and desires to participate in-person for Key Club International/MT District of Key Club DCON on March 20-22, 2022 at Billings Hotel and Convention Center in Billings, MT. As lawful consideration for being permitted by Key Club International/MT District of Key Club to engage in DCON, I agree to all the terms and conditions set forth in this agreement.
2. I am aware of the highly contagious nature of bacterial and viral diseases including but not limited to the 2019 novel coronavirus disease (COVID-19) and the risk that I may be exposed to or contract the Disease by engaging in DCON. I understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. I acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Key Club International/MT District of Key Club volunteers. I understand that while Key Club International/MT District of Key Club has implemented preventative measures to reduce the spread of the Disease, Key Club International/MT District of Key Club cannot guarantee that I will not become infected with the Disease or other infectious diseases while engaging in DCON and that engaging in DCON may increase my risk of contracting the Disease. **NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, I ACKNOWLEDGE THAT I AM VOLUNTARILY CHOOSING TO ENGAGE IN DCON WITH KNOWLEDGE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM ENGAGING IN DCON, OR TRAVELING TO PARTICIPATE IN DCON WHETHER CAUSED BY THE NEGLIGENCE OF KEY CLUB OR OTHERWISE.**
3. I hereby expressly waive and release any and all claims, now known or hereafter known, against Key Club International/MT District of Key Club, and its officers, directors, employees, agents, affiliates, members, volunteers, successors, on account of injury, illness, disability, death, or property damage arising out of or attributable to engaging in DCON and being exposed to or contracting the Disease, whether arising out of the negligence of Key Club International/MT District of Key Club. I covenant not to make or bring any such claim against Key Club International/MT District of Key Club and forever release and discharge Key Club International/MT District of Key Club from liability under such claims.
4. I am familiar with federal, state, and local laws, orders, directives, and guidelines related to the Disease, including the Centers for Disease Control and Prevention (CDC) guidance on the Disease. I will comply with all such orders, directives, and guidelines while engaging in DCON, including, without limitation, requirements related to hand sanitation, social distancing, and use of face coverings. I will also follow all instructions of Key Club International/MT District of Key Club while engaging in DCON. I agree not to participate in DCON if I am experiencing symptoms of the Disease, such as cough, shortness of breath, or fever, if I have a confirmed or suspected case of Disease, or have come in contact in the last 14 days with a person who has been confirmed or suspected of having the Disease.



5. I shall defend, indemnify, and hold harmless Key Club International/MT District of Key Club against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, incurred by/awarded against Key Club International/MT District of Key Club in a final judgment, arising out or resulting from any claim of a third party related to the Disease due to my engaging in DCON.
6. This Agreement constitutes the sole and entire agreement of Key Club International/MT District of Key Club and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall insure to the benefit of Key Club International/MT District of Key Club and me and our respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of MONTANA without giving effect to any choice or conflict of law provision or rule whether of the State of MONTANA or any other jurisdiction.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE KEY CLUB INTERNATIONAL/MT DISTRICT OF KEY CLUB.

Participant's Signature:

Date:

Parent/Guardian Signature:

Date:

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 world, 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 Key Club International President, and where is s/he from?
 - *Salma Eldeeb, Florida*
9. Who is Montana's current International Trustee, and where is s/he from?
 - *Ava Chae, Kansas*
10. Who is the Current Governor, and where is s/he from?
 - *Della Everhart, Great Falls*
11. Name the Lt. Governors, and their Divisions Div. 1 – Div. 9
 - *LTG1-Vacant, LTG3 - Vacant, LTG4 Kelsey Westervelt, LTG5 Hayes Hansen, LTG6 - Vacant, LTG7 Mason Swenson, LTG8 Taylor Lancaster, LTG9 Mason Walter*
12. What new Key Club(s) were chartered in the Montana District this year?:
 - *East Helena High & Butte High*
13. What are the International Publications called?
 - *International: Key Club Magazine*
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?
 - *Kendall Stokes*
18. Who is the Montana District Kiwanis Governor?
 - *Cherie Neudick*
19. Who is the Kiwanis International President and where is he from?
 - *Peter Mancuso*
20. What does MEP stand for, and what is the current MEP?
 - *Major Emphasis Project - "Children: Their Future, Our Focus"*
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 service 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's 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?

- *We are caring and competent servant leaders, transforming communities worldwide*

Tentative Schedule

Sunday, March 19, 2023

4:00-5:00 pm Check-in

5:00 pm Talent show auditions

5:00 pm Mandatory candidate meeting

6:00 pm Kiwanis Family banquet

8:00 - 9:30 pm Division Caucus & Club Meetings

10:00 pm Talent Show

11:30 pm Curfew - Everyone must be in their assigned sleeping rooms!

Monday, March 20, 2023

7:30 - 8:30 am Breakfast

8:30 - 9:30 am Contests

9:45 - 10:30 am House of Delegates & Service Project

11:15 - 12:15 am General Session

12:30 - 2:30 pm State of the District Luncheon

2:30 - 3:15 pm Workshop Wave I

3:30 - 4:15 pm Workshop Wave II

4:30 - 5:15 pm Workshop Wave III

6:00 - 8:00 pm Recognition Banquet

8:00 - 9:00 pm Social Time

9:00 - 11:30 pm Dance

11:30 pm Curfew - Everyone must be in their assigned sleeping rooms!

Tuesday, March 21, 2023

7:30-8:30 am Breakfast

8:30-9:30 am General Session

9:30 - 10:00 am Break to Clean our Rooms and bring to Caucus Rooms

10:15 am - 12:00 pm Farewell Luncheon

****If you are not the registered Key Club Member assigned to the room,**

DO NOT ENTER!

**If you want to socialize and hang out come down to the lobby or
meet in caucus rooms.**

All Key Club Members must be in assigned rooms at 11:30pm**