

Montana District Key Club
District Convention 2023
March 19th-21st, 2023

Section B

Club Registration



This section Includes:

- Club Registration Packet & Room List
- Montana District Convention Checklist

Please mail all forms and nominations to:

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

2023 Montana District Convention Checklist

A step-by-step list of everything you need to register for convention

- _____ Look over everything and make sure you understand what we have sent you.
- _____ Make copies of Membership Registration and pass them out to members interested in attending DCON
- _____ Collect Individual Registration and Medical Release forms, Code of Conduct and COVID Waivers from members attending (including district board members)
- _____ Look over all the forms and make sure all information and signatures are present.
- _____ Check to make sure everyone who wants to attend the convention has paid their dues. (If they have not, contact Valerie Pachl or Michelle Preston)
- _____ Make your rooming assignments

NO ROOM CHANGES ALLOWED AFTER MARCH 18th, 2023

- _____ Select two delegates from your club and four alternates for the House of Delegates (indicate on the rooming list)
- _____ Complete club registration 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 Valerie Pachl by March 1st, 2023**
- _____ Collect ads and money for the convention booklets - DUE By February 21st!

*****Send money and ads to Valerie Pachl by February 21st, 2023 to:**

Valerie Pachl
20 N Center St
Miles City, Mt 59301

- _____ Bus Drivers may stay at a different hotel if they wish, or, you may include them with the club registration forms.

*****We CANNOT Guarantee ANYONE Rooms on Registrations Received AFTER March 1st, 2023*****

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

IMPORTANT DEADLINES

- March 1st - Candidate Information Due**
- FEB 15 - Awards in Awards Packet (Awards Overview) to Michelle Preston*
- FEB 21 - Ad copy and payment due to Valerie Pachl
- MAR 1 - Registrations, payment and ad money due to Valerie Pachl
- MAR 1 - Scholarship Applications Due*
- MAR 1 - Achievement Report to Michelle Preston, or bring to convention.
- MAR 19 - Due at check-in: 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 candidate information received after March 1, 2023, candidate will be deemed a "Write-in" candidate, and have restricted campaign rights during convention****

Quick Facts Sheet

Candidates:

Send all letters of inquiry to:

Della Everhart
mtkeyclubgov@gmail.com

Please send a copy of the request to: Michelle Preston at
michelle_preston@gfps.k12.mt.us

She will email you forms to fill out which must be returned by March 1, 2023

Awards:

All awards applications and letters of recommendation must be sent to and received by **February 15, 2023** unless otherwise noted.

Montana District of Key Club International

Michelle Preston
3325 2nd Ave North
Great Falls, MT 59401
Fax: 406-268-6575
Email: michelle_preston@gfps.k12.mt.us

Registration:

Mail to:

Montana District Key Club
Valerie Pachl
20 South Center Ave
Miles City, MT 59301
Fax: 406-234-4930
Email: vpachl@milescity.k12.mt.us

CLUB ADVERTISING CREDIT CALCULATION WORKSHEET

KEY CLUB OF _____

Member Name	Amount of Advertising Sold	Credit to apply to DCON Reg.

- The credit amount is 1/2 of the amount of advertising sold, EXCEPT, if the student has sold at least \$200 in advertising, then enter the full amount of convention registration fee.
- Business cards are acceptable for advertisements, but it is suggested that they have a high contrast between light and dark areas. If contrast is low, legibility may suffer.
- Ads can be emailed from sponsors directly to vpachl@milescity.k12.mt.us. Be sure to note in the subject line "DCON 2023 AD". It would also be helpful if the student's name of who sold the ad accompanied the ad proof.