

Montana District Key Club  
Youth Conference 2025  
November 9-11, 2025

# Youth Conference Club Registration



**This section  
Includes:**

- Club Registration Packet & Room List
- Montana District Youth Conference Checklist

**Please mail all forms to:**

Montana District of Key Club International  
c/o Valerie Pachl  
1158 US Highway 12  
Miles City, MT 59301  
Email: [vpachl@milescity.k12.mt.us](mailto:vpachl@milescity.k12.mt.us)



## CLUB REGISTRATION FORM

Name of Club: \_\_\_\_\_

Please complete the following information for the *advisor or adult responsible* for receiving receipts, confirmations, and answering questions concerning your registration.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PLEASE NOTE - NO ROOMS will be shared by schools.**  
**You MUST fill the room with 4 students or pay the**  
**appropriate rate from the chart.**

<p><b>A)</b> If you are registering <b>4</b> people to a room <b>from your club</b> the rate is <b>\$225</b> per person.</p> <p>_____ X <b>\$225</b> = \$ _____  # of people      cost of room      Total</p>	<p><b>B)</b> If you are registering <b>3</b> people to a room <b>from your club</b> the rate is <b>\$230</b> per person.</p> <p>_____ X <b>\$230</b> = \$ _____  # of people      cost of room      Total</p>
<p><b>C)</b> If you are registering <b>2</b> people to a room <b>from your club</b> the rate is <b>\$240</b> per person.</p> <p>_____ X <b>\$240</b> = \$ _____  # of people      cost of room      Total</p>	<p><b>D)</b> If you are registering <b>1</b> person to a room <b>from your club</b> the rate is <b>\$325</b> per person.</p> <p>_____ X <b>\$325</b> = \$ _____  # of people      cost of room      Total</p>

(E) \_\_\_\_\_ Number of Bus Drivers - NO MEALS x **\$265** = \$ \_\_\_\_\_

(F) \_\_\_\_\_ Number of Bus Drivers with Meals x **\$325** = \$ \_\_\_\_\_

**Total amount being sent = A + B + C + D + E + F = \$ \_\_\_\_\_**

**PLEASE MAKE CHECKS PAYABLE TO MONTANA DISTRICT**  
**of KEY CLUB**

**(NO CASH PLEASE).**

Is your Kiwanis Background Check up-to-date (Circle One) YES or NO

## NOTES:

- Chaperones and advisors please be sure you have added a room for yourself in the above table.
- Any questions, please Contact **Valerie Pachl 406-234-4920 ext. 266**

I am aware that there must be a chaperone with our club upon arrival AND throughout the entire convention. I also understand that it is my duty to ensure my students are present for all sessions. I have read and agree to comply with the refund policy and all other terms regarding registration.

Dated this \_\_\_\_day of \_\_\_\_\_, 2024

by \_\_\_\_\_  
(Faculty Advisor)

## Montana District Key Club 2025 Youth Conference Registration Rooming List

*Please type or print all information to ensure accurate registration of individuals.  
Please make additional copies of this for if needed to complete your registration.*

Rm.	First Name (To be printed on Badge)	Last Name (To be printed on Badge)	Office Held		Gender  M/F	Check One	
			Old	New		Student	Adult
1.							
2							
3							
4							
5.							

- Office held: please use “old” for outgoing officers and “new” for incoming.

# **2025 Youth Conference Convention Checklist**

## **A step-by-step list of everything you need to register for YC**

- \_\_\_\_\_ Look over everything and make sure you understand
- \_\_\_\_\_ Collect Individual Registration and Medical Release forms from members attending (including district board members)
- \_\_\_\_\_ Look over all the forms and make sure all information and signatures are present.
- \_\_\_\_\_ Make your rooming assignments on the rooming assignment sheet.
- \_\_\_\_\_ Complete club registration form
- \_\_\_\_\_ Send Individual Registration forms, Medical Release, Paid-Member checklist, and Club Registrations
- \_\_\_\_\_ Bus Drivers may stay at a different hotel if they wish or you may include them with the club registration forms. There are two options for bus drivers.

**\*\*\*Registration and Payment to Valerie Pachl by October 13th\*\***

Valerie Pachl  
1158 US Highway 12  
Miles City, MT 59301

**\*\*\*We CANNOT Guarantee ANYONE Rooms  
on  
Registrations Received  
AFTER October 13th\*\*\***

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