

Montana District Key Club  
District Convention 2025  
March 23rd - 25th, 2025

# Section B

# Club Registration



**This section Includes:**

- Club Registration Packet & Room List
- Convention Shirt Order Form
- Montana District Convention Checklist

**Please mail all forms and nominations to:**

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

## CLUB REGISTRATION FORM

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

Please complete the following information for the *advisor or adult responsible* for receiving receipts, conformations, 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 style="text-align: center;">           _____ 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>\$240</b> per person.</p> <p style="text-align: center;">           _____ X <b>\$240</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>\$260</b> per person.</p> <p style="text-align: center;">           _____ X <b>\$260</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 style="text-align: center;">           _____ X <b>\$325</b> = \$ _____            # of people    cost of room    Total         </p>

**(E)** \_\_\_\_\_ Number of Bus Drivers - NO MEALS x **\$240** = \$ \_\_\_\_\_

**(F)** \_\_\_\_\_ Number of Bus Drivers with Meals x **\$300** = \$ \_\_\_\_\_

**(G)** \_\_\_\_\_ Number of T-shirts ordered (Size Sm-XL) x **\$25**= \$ \_\_\_\_\_

**(I)** \_\_\_\_\_ Number of T-shirts ordered (Size 2XL & up) x **\$28**= \$ \_\_\_\_\_

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

**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**



# T-Shirt Order Form

**If you have members who want to order a convention t-shirt this is the ONLY place to make that order. It is an extra charge of \$25 for sizes Small thru X-Large & \$28 for sizes 2XL thru 4XL**

First Name	Last Name	Shirt Size	Cost (\$25 or \$28 depending on size)
<b>Total for shirts (Sm-XL) add this total to letter (G) on tally sheet</b>			<b>\$</b>
<b>Total for shirts (2XL-4XL) add this total to letter (I) on tally sheet</b>			<b>\$</b>

**I am aware that there must be a chaperone with our club upon arrival AND throughout the entire convention. I have read and agree to comply with the refund policy and all other terms regarding registration.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_ (Faculty Advisor Signature)

## **2025 Montana District Convention Checklist**

### **A step-by-step list of everything you need to register for the 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 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 5th, 2025**

- \_\_\_\_\_ 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 February 15th, 2025**
- \_\_\_\_\_ Collect ads and money for the convention booklets - DUE By February 21st!

#### **\*\*\*Send money and ads to Valerie Pachl by February 15th, 2025 to:**

Valerie Pachl  
1158 US Highway 12  
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, 2025\*\*\***

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

#### **IMPORTANT DEADLINES**

FEB 15 - Awards in Awards Packet (Awards Overview) to Michelle Preston\*

FEB 15 - Ad copy and payment due to Valerie Pachl

FEB 15 - Registrations, payment and ad money due to Valerie Pachl

MAR 1 - Candidate Information Due\*\*

MAR 1 - Scholarship Applications Due\*

Due at Check-in - **Achievement Report bring to the convention.**

Due at Check-in: Awards found in packet with stated deadlines **(DUE AT CONVENTION)**

**\*These deadlines are final. Applications received after the deadlines will not be considered when choosing winners.**

**\*\*If candidate information is received after March 1, 2024, the candidate will be deemed a "Write-in" candidate, and have restricted campaign rights during the convention\*\***

# Quick Facts Sheet

## **Candidates:**

Send all letters of inquiry to:

Michelle Preston at [michelle\\_preston@gfps.k12.mt.us](mailto:michelle_preston@gfps.k12.mt.us)

She will email you forms to complete and return by March 1, 2025

## **Awards:**

All awards applications and letters of recommendation must be sent to and received by **February 15, 2025**, 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](mailto:michelle_preston@gfps.k12.mt.us)

## **Registration:**

Mail to:

Montana District Key Club

Valerie Pachl

1158 US Highway 12

Miles City, MT 59301

Email: [vpachl@milescity.k12.mt.us](mailto:vpachl@milescity.k12.mt.us)

## **CLUB ADVERTISING CREDIT CALCULATION WORKSHEET**

KEY CLUB OF \_\_\_\_\_

<b>Member Name</b>	<b>Amount of Advertising Sold</b>	<b>Credit to apply to DCON Reg.</b>

- **The credit amount to apply for registration is based on the dollar amount of ads the student has sold. (Example sold \$150 in ads means they have a credit of \$150 and would be responsible for the remaining registration cost.**
  
- **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](mailto:vpachl@milescity.k12.mt.us) Be sure to note in the subject line "DCON 2025 AD". It would also be helpful if the student's name of who sold the ad accompanied the ad proof.**