



MT DISTRICT KEY CLUB ADVISER CHECKLIST

Welcome!

Thank you for stepping up and taking on the task of chaperoning our event for the Montana District Key Club. We appreciate all you do to help us keep Key Clubbers safe and accounted for, educated, and engaged throughout the conference/convention!

BEFORE THE CONFERENCE...

- Register for Conference:** Gather all registration, medical, and code of conduct sheets including members, adults, and bus driver (if applicable) and crosscheck them with the club registration. Please include a check or PO for payment.
- Code of Conduct:** Please read, hand out, and go over the Code of Conduct with your student registrants PRIOR to attending the conference/convention!
- Complete Annual Achievement Report & Awards Packet:** Read through the packet and determine which awards your club is eligible for. Submit by the due date

DURING THE CONFERENCE...

- You, as the adviser/chaperone, are responsible for verifying that your students are present for all general meetings, workshops, and other designated sessions provided at the conference. Students are not to leave or hang out in common areas or hotel rooms while the conference is in session.
- You, the adviser/chaperone, are responsible for bed checks at curfew time. Please make sure you check all students assigned to you (you may be asked to check on others based on gender or unaccompanied students). You **MUST** verify they are in their own room and see their faces!
- You, the adviser/chaperone, are responsible for roll call in any circumstance where attendees leave the hotel (i.e. service project groups). Report any issues (missing students, directions to venue, etc.) with the District Admin. as soon as possible!
- Please take pictures and share them to the designated location/file/email given at the start of the event

QUESTIONS OR CONCERNS...

- Michelle Preston
406-870-1959
Room Number TBA
- Val Pachl
406-951-1869
Room Number TBA
- Hotel Front Desk: Billings Hotel & Convention Center
(406) 248-7151