

# LEVEL UP *in Service*

Pacific Northwest District Key Club

65<sup>th</sup> Annual District Convention

April 4<sup>th</sup>- April 6<sup>th</sup>, 2014

## SECTION A

REGISTRATION and  
GENERAL INFORMATION

# Exciting Announcement!

## *District Convention 2014*

This year, the Pacific Northwest Key Club is extremely excited to have the honor of hosting a show by performer **Joseph Vincent!**



In June 2008, Joseph entered the music scene by uploading song covers on YouTube, where he became widely recognized. He now (as of August 15, 2013) has over 362,000 subscribers and over 71 million views. Joseph has often collaborated with other well-known Youtube artists, such as Jason Chen and Clara C. Although he is best known in the United States, Joseph has become internationally popular, having performed sold out shows in Singapore, Canada, and Australia, and being voted Australia's "Youtube Artist of the Year" by Star Central magazine. Outside of his YouTube success, Joseph was the winner of Kababayan LA's first "Kababayan Superstar" contest in 2009, and has been featured twice on NBC's The Ellen DeGeneres Show; he was featured first for their "Wonderful Web of Wonderment," and later as a performer, on April 29 and May 27, 2010. On October 16, 2012 Joseph release his debut album titled "Blue Skies" immediately followed by a nationwide tour all across the United States. He is currently writing new songs and working on an EP that is planned to be released sometime early next year

---

Singer-songwriter/ Recording Artist  
josephvincent12@gmail.com  
<http://www.josephvincentmusic.com>  
<http://www.youtube.com/hoorahjencar>  
<http://www.twitter.com/josephvincent12>  
<http://www.facebook.com/josephvincentmusic>

# Come Experience Seattle!

## *District Convention 2014*

Come explore and experience Seattle firsthand!

This year, we are encouraging Key Clubbers to discover the city! We hope you will take advantage of this wonderful opportunity and see all that Seattle has to offer.



Come early and/or stay later. The Seattle Sheraton Hotel will offer our special rates two days before and two days after the convention.



# Our New Venue!

*District Convention 2014*



This year, we have the luxury of staying at the Seattle Sheraton Hotel and hosting DCON at the Washington State Convention Center! It's a new year, and a new venue.

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# Greetings!

## *District Convention 2014*

District Convention Chair Denny Lim  
9108 105 Ave SW  
Lakewood, WA 98498  
253-355-7465  
dwhanlim@gmail.com



Hello Pacific Northwest District Key Clubbers,

It is my great pleasure to invite you to the 65th Annual District Convention! Over the past year, the District Board has been working very hard in order to prepare for this special event. The theme of the Convention this year is "Level up in Service", which was chosen to emphasize and focus on the individual Key Clubbers who make the Pacific Northwest District and how they continue to grow with the experience they gain by doing community service. The District Governor has chosen the Eliminate Project for this year's District Project and the goal for the Eliminate Project is to eliminate Maternal Neonatal Tetanus from the earth. We have received a huge amount of support from the Key Clubbers and the other parts of the K-Family and we thank you all for the support that you have given us! We want everyone to celebrate the success of the District Project and all the hard work that has been put into this effort!

However, District Convention is not just about a single project. Instead, it can be viewed as a time for all Key Clubbers from across the district to come together to celebrate the long hours of service, create memories, to enjoy the an opportunities to learn something new, and most of all, a time to have fun!

In addition to all of these wonderful speakers, events and the new entertainment act in opening session, you will have the chance to meet Key Clubbers from all over the Pacific Northwest District, which includes Northern California, Western Idaho, Oregon, Washington, parts of southern Canada, and Alaska.

This year, we will be having a blood drive once again to support Cascade Regional Services. An information page and permission form can be found in this registration packet. I hope that all of you are excited for the 65th Annual District Convention at the Seattle Sheraton Hotel and Washington State Convention Center in Seattle, WA. I look forward to seeing all of you there! If you have any questions regarding District Convention, please don't hesitate to contact me.

In love and service,

*Denny Lim*

Pacific Northwest District  
Key Club International



# Greetings!

## *District Convention 2014*

Greetings Advisors!

Before you delve into this section of Call to Convention, here's a little cheat sheet on what to know, what to do, and how to proceed.

DCON Registration as you know is different this year from past years. Advisors, you are responsible this year for booking your own hotel rooms for your club members, and paying for the rooms accordingly. This means that you will be dealing directly with the Sheraton Hotel. The Sheraton has also included information on how to proceed with reservation. Unfortunately the Sheraton is unable to accept money orders as a form of payment. All payments must be paid in full in advance by check or credit card. Upon registering with the Sheraton they will provide you with a confirmation code which you will need to complete the convention registration. The code which you will receive will need to go on your paper registration that will be mailed to Tom Saunders, without the reservation code the district is unable to verify that your club is registered with the Sheraton and a service charge will be added to your clubs registration cost.

Also, the Sheraton and PNW Key Club are not doing online registration this year. ALL reservation for the rooms has to be done on the phone with the Sheraton Hotel. ALL of the registration information for the convention itself has to be mailed to Tom Saunders. When it comes time for mailing in your clubs registration to Tom Saunders please ensure that you have the following 2 included in your mailing envelope:

- 1) The Sheraton Hotel room booking confirmation # provided to you after the rooms have been reserved and paid for
- 2) A finalized rooming assignment list

Please ensure that you have a finalized list of confirmed club attendees prior to calling and reserving rooms at the Sheraton Hotel.

Looking forward to meeting with each and every one of you in Seattle!

In Love and Service,

***Kyra Sekhon***

Pacific Northwest District  
Key Club International

# Introduction

## *District Convention 2014*

Trang Tran, District Governor  
Denny Lim , District Convention Chair  
John Jay, District Administrator

The Pacific Northwest District's 65<sup>th</sup> Annual District Convention is drawing near! The Key Club District Board has worked very hard to ensure that this will be a great convention. We hope that there will be many members from your club attending, as it will be an opportunity to participate in an excellent learning experience. For informational purposes, we would like to emphasize a few points:

1. Membership dues must be paid by *December 1st, 2013*, to attend District Convention.
2. REGISTER EARLY! You are encouraged to register well before the *February 14th, 2014*, cut-off date to ensure your club's spot. Full payment must accompany your club's registration, or it will be returned. No exceptions!
3. The convention hotel address and phone number are:

Seattle Sheraton Hotel  
1400 6th Avenue  
Seattle, WA 98101  
(206) 621-9000

4. ADVISORS AND CHAPERONES: There will be an orientation meeting and reception Friday evening at 9:30 pm during caucusing. You will be updated with any changes in the convention schedule and provided a run-through of the weekend. **THIS MEETING IS MANDATORY.**
5. REMINDER: Only breakfast is provided Saturday morning. Please plan your club's own meal functions accordingly. There are plenty of food courts within and around the convention building.
6. Registration on Friday will be from 2:00 pm until 5:30 pm. The welcoming committee will direct you when you arrive at the hotel. We will have a luggage storage area for those of you who need to store luggage upon your arrival.
7. Please be sure that an Annual Achievement Report Form has been turned in for your club by February 5, 2014. You can find this form on the international website, the district website, as well as in Section C of this registration packet.
8. **ADVISORS: You are responsible for the individuals from your own club.**

We look forward to seeing all of you in a few short months at District Convention!

Questions? Contact Convention Chair Denny Lim at [dwhanlim@gmail.com](mailto:dwhanlim@gmail.com)

*Trang Tran*  
DISTRICT GOVERNOR

*Denny Lim*  
DISTRICT CONVENTION CHAIR

*John Jay*  
DISTRICT ADMINISTRATOR



# Advisor Orientation

## *District Convention 2014*

Please turn registration in by mail. **All paper registration materials are due on March 4th, 2014. THERE IS NO ONLINE REGISTRATION THIS YEAR.**

The Call to Convention has been organized in a way that only the forms noted on the 'Registration Checklist For Advisors' (page 10) are required for submission. All the other forms included are organized in groups (Adult and Key Clubber) to make distribution and collection easier for you, the registrar. After you are finished collecting registration from your club, the 'Registration Checklist For Advisors' will help you organize the forms you need to submit. Please contact Tom Saunders at [tom@saunders-appraisal.com](mailto:tom@saunders-appraisal.com) if you have any registration questions.

Please keep in mind that the registration deadline is for the forms listed on the 'Registration Checklist For Advisors'. To ensure time for you to organize and compile all the registration materials for your club, it is highly recommended that you set a deadline for your students much sooner.

As you arrive, bring your bags to the supervised luggage room, then proceed to the 6th floor of the Convention Center to register in (relative) peace and quiet! Hopefully the registration process will continue to be a smooth process.

There will be division time on Friday night, plus some time to change and get some food before caucusing. Please be aware that dinner will not be served on Friday night. During the workshop sessions, Advisor's Roundtables will be ongoing, in addition to other Advisors forums.

Only a continental breakfast will be provided on Saturday morning. However, there are food courts located in and around the convention center for lunch and dinner.

# Registration Checklist

## *District Convention 2014*

Please make sure you mail in the following, along with the Club Annual Achievement Form which can be found on page 3 of Section C:

### **Mail-In Registration**

- ☐ Key Clubber Registration Form
  - ☐ One per Key Clubber
- ☐ Key Clubber & Adult Hotel Reservation Form
  - ☐ One per club
- ☐ Authorization and Medical
  - ☐ One per Key Clubber
- ☐ Adult Registration Form
  - ☐ One per adult
  - ☐ NOTE: Minimum ratio of ONE adult to every EIGHT Key Clubbers
- ☐ Registration Invoice
- ☐ Hotel Reservation Form
- ☐ Payment (Only for Registration/Meals)

### **Bring the following forms to convention:**

- ☐ Club Delegate Registration (turn in on Friday during registration at the Credentials Desk)

Make checks payable to PNW KEY CLUB CONVENTION **(USD)**

Mail to: PNW KEY CLUB CONVENTION  
c/o Tom Saunders  
PO Box 3933  
Silverdale, WA 98383

**MUST BE SUBMITTED/POSTMARKED BY March 4th, 2014**

# Conference Housing Instructions

*District Convention 2014*

## Welcome to Seattle and to The Sheraton Seattle Hotel

We look forward to your visit this coming spring and know you will have an exciting and successful time at the Conference.

As you are aware, you will be making your reservations directly with the Hotel for 2014, and we'd like to give you some assistance in completing these arrangements in a timely manner.

### **IMPORTANT DATES**

***Friday, February 14, 2014***

Your list and full pre-payment of all room/tax are due to the Hotel no later than this date

### **IMPORTANT NOTE:**

It is mandatory for all Key Clubbers and their advisors to stay at the Seattle Sheraton Hotel. A surcharge of \$150 will be added to the club's overall registration fee if your club decides otherwise.

# Hotel Reservation Form For Advisors

*District Convention 2014*

Key Club of \_\_\_\_\_ High School Division \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

Surcharge **(\$150)**: \_\_\_\_\_

## IMPORTANT

This year, we are implementing a new procedure for hotel registration. Booking hotel rooms are solely the job of the club advisor this year. The PNW District will not be assisting with booking rooms for key clubbers. With that said, there are a few things advisors need to do:

- ☐ Acquire a list of your club's DCON 2014 attendees.
- ☐ Gather a list of your attendees' roommate preferences. (page 14)
- ☐ Gather the money from your attendees.
  - ☐ \$107.93 for quad occupancy
  - ☐ \$143.90 for triple occupancy
  - ☐ \$215.86 for adult double occupancy
  - ☐ \$431.72 for adult single occupancy
- ☐ Call the Seattle Sheraton Hotel at 1-800-325-3535 to book your club's room. You must give them the number of occupants, how many rooms are needed, and who is rooming with whom. The person calling must provide the hotel with a credit card number.  
**YOU MUST SAY THAT YOU ARE WITH PNW KEY CLUB DISTRICT CONVENTION IN ORDER TO RECEIVE THE LISTED RATE.**
  - ☐ Individual clubs are responsible for booking rooms by **February 14th, 2014**.
  - ☐ PNW District has rooms reserved at this price 2 days before DCON, and 2 days after DCON for key clubbers that would like to explore Seattle.
- ☐ Acquire the **confirmation number** and enter it in the line above.  
**(Clubs that book rooms at a hotel other than Seattle Sheraton will be charged with a \$150 surcharge– if this form is without a confirmation number, we will assume you will be staying at another hotel)**
- ☐ On the day of check-in, the advisor must go to the check-in counter, pay for the rooms, and receive their members' room keys.

**MAKE SURE THIS HOTEL CHECK IS SEPARATE FROM THE RESERVATION/MEALS CHECK!**



# Submission of Rooming Lists

## *District Convention 2014*

To allow your list to be submitted in a format that can be quickly downloaded we are also providing you with a sample excel housing form which can be filled out in the manner listed in the example.

This is 'live' excel which can be emailed to us at  
**'[sheraton.seattle@sheraton.com](mailto:sheraton.seattle@sheraton.com)'**

Upon receipt of your excel form, it is input into our system and a formal list of your participants will be sent to you with individual confirmation numbers for each attendee. This list will also re-confirm your requested 'share with' assignments. This will be emailed to you for review. You may also use the above email for questions about reservations.

### **PAYMENT**

Per Starwood policy, the Sheraton Seattle Hotel does not accept purchase orders as a guarantee of payment for after-the-stay billing.

We require that the delegations be paid for in full, in advance, with either a credit card or a check.

When your list is received, if you elect to pay by check, a pro forma invoice will be issued to you for the total room/tax based on your rooming list.

# Rooming Form

*District Convention 2014*

	Name 1	Name 2	Name 3	Name 4
Room 1				
Room 2				
Room 3				
....				
....				
.....				

Note: Find the digital version on [pnwkeyclub.weebly.com](http://pnwkeyclub.weebly.com)

# Hotel Invoice

*District Convention 2014*

Key Club of \_\_\_\_\_ High School Division \_\_\_\_\_

Key Club Number: \_\_\_\_\_ Total

\_\_\_\_\_ Quad Occupancy @ \$107.93 each \_\_\_\_\_ USD

\_\_\_\_\_ Triple Occupancy @ \$143.90 each \_\_\_\_\_ USD

\_\_\_\_\_ Adult Double Occupancy @ \$215.86 each \_\_\_\_\_ USD

\_\_\_\_\_ Adult Single Occupancy @ \$431.72 each \_\_\_\_\_ USD

Payment by: ☐ Check ☐ Cash TOTAL =====

**NOTE: ALL RESERVATIONS INCLUDE THE TWO NIGHT STAY AT SEATTLE SHERATON HOTEL**

**Adult Contact Information for any questions about your clubs registration materials:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

THIS SUMMARY FORM MUST BE TURNED INTO YOUR ADVISOR BY  
**February 14th, 2014**

PLEASE NOTE THAT EACH CLUB SHOULD SEND ONLY ONE CHECK TO THE HOTEL.  
THE HOTEL WILL NOT ACCEPT INDIVIDUAL CHECKS

If an advisor is in charge of the hotel reservation and payment, then the individual club members should make a check out to this advisor for the allotted amount (\$107.93 for a quad occupancy)  
From there, she will write ONE check with the total amount of money due for all her club members to the Sheraton Seattle Hotel. For example, if ten club members in quad occupancy from her school is attending DCON, then she will write one check for \$1079.30 because  
(\$107.93 times 10 = \$1079.30)

One check is to be made out to "Sheraton Seattle Hotel" and is mailed to:  
Sheraton Seattle Hotel  
Attn: Reservations/Key Club 2014  
1400 Sixth Avenue  
Seattle, WA 98101

# Registration In-

Turn into your advisor

## *District Convention 2014*

Key Club of \_\_\_\_\_ High School

Division \_\_\_\_\_

Key Club Number: \_\_\_\_\_

Total

\_\_\_\_\_ Registration/Meals @ \$ 150 each \_\_\_\_\_ USD

\_\_\_\_\_ Late Fee (after March 5, 2014) @ \$ 70 each \_\_\_\_\_ USD

**TOTAL** =====

Payment by: ☐ Check ☐ Credit Card

**NOTE: ALL REGISTRATIONS INCLUDE THE REGISTRATION FEE, ALL MEALS INCLUDING THE FOLLOWING:  
SATURDAY BREAKFAST**

**Adult Contact Information for any questions about your clubs registration materials:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

THIS SUMMARY FORM, FULL PAYMENT,  
COMPLETE REGISTRATION FORMS MUST BE SUBMITTED/ POSTMARKED BY  
**March 4th, 2014**

Please make checks payable to PNW Key Club Convention.

## CREDIT CARD INFORMATION ONLY

☐ VISA ☐ MASTERCARD Expiration Date \_\_\_\_/\_\_\_\_ Billing Zip Code \_\_\_\_\_ TOTAL \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Date \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Signature \_\_\_\_\_



# Miscellaneous Hotel Infor-

## *District Convention 2014*

Although we will make every effort to house your delegation together, we cannot guarantee adjacent rooms, same floor or adjoining rooms. Also, no rollaways are available for use in double-double rooms. If a roll-away is requested in a king bed room, the charge is \$20.00 per day including tax.

Check in time is 3pm. Chaperones must check in their Delegation together as a group, and ID will be required from the chaperone(s). Delegations arriving before 3pm are not guaranteed arrival into rooms. Again, we will do our best to accommodate early arrivals but there is no guarantee of availability.

All incidentals (outside phone access, movies, in-room dining, internet access) will be turned off for delegate rooms unless a credit card is provided for each room at check-in by the delegation chaperone.

Check out time is 12:00 Noon. We recommend that advisors or chaperones visually review their delegation's guestrooms prior to check out to be certain there is no damage to the room.

Please note that any rooms not returned in good order or damaged in any way, will be subject to additional charges.

All of our guestrooms have product baskets on top of the bureaus that contain chargeable items. We assume your delegates will be responsible occupants of the room. If you wish to have the product baskets removed from your delegation's rooms, there is a \$5.00 restock fee assessed per room.

If you wish to explore all that downtown Seattle has to offer, our Concierge Desk can assist you with information regarding events and sight-seeing activities. They also have information regarding off-site restaurants, shopping, movie theatres and the Pike Place Market. Don't hesitate to contact them in advance at [concierge.seattle@sheraton.com](mailto:concierge.seattle@sheraton.com) for more information.

# Attention Advisors!

*District Convention 2014*

Please use the registration invoice on the previous page to ensure that registration for your club is filled out completely and correctly.

Registration submitted  
or postmarked after  
**March 4th, 2014,**  
will be considered late.

There is not a limited amount of space this year! Clubs are still encouraged to get early bird and registration for the front row or in the front of the room seats.

# Attention Advisors!

## *District Convention 2014*

This year's new procedure of booking hotel rooms requires the diligence and organization of Advisors. Your participation and assistance is extremely important if we want DCON 2014 to run smoothly. Make sure to fill out the hotel reservation form on page 10, book rooms for all of your club's DCON attendees, and acquire all of the money—separate of the registration fee.

### Some important reminders:

- ❑ Key Clubbers' checks for hotel cost should be made out to "Sheraton Seattle Hotel"
- ❑ There should be two sets of money that needs to be gathered. (Reservation vs. Hotel Cost)
- ❑ HOTEL CONFIRMATION NUMBER! The PNW District must have your confirmation number on all DCON registration forms by March 4th!

# Registration Checklist

## *District Convention 2014*

**Please make sure you submit the following to your club's registrar by his/her set due date:**

- ☐ Adult Registration Form
- ☐ Adult Hotel Form
- ☐ Key Clubber Registration Form
- ☐ Key Clubber Hotel Form
- ☐ Authorization and Medical Form
- ☐ Payment
- ☐ Service Fair Registration (optional)

**Bring the following forms to convention (if applicable):**

- ☐ Club Delegate Registration (turn in on Friday during registration at the Credentials Desk)
- ☐ Blood Drive Permission Forms (turn in on Saturday during the Blood Drive)

Make checks payable to PNW KEY CLUB CONVENTION **(USD)** for registration fee.

Mail to:

PNW KEY CLUB CONVENTION  
c/o Tom Saunders  
PO Box 3933  
Silverdale, WA 98383

**MUST BE SUBMITTED/POSTMARKED BY March 4th, 2014**



# Adult Registration

*District Convention 2014*

Key Club of \_\_\_\_\_ High School Division: \_\_\_\_\_

Kiwanis Club of \_\_\_\_\_ (if applicable)

Name \_\_\_\_\_  
Last Name First Name Middle Initial

Address \_\_\_\_\_  
Number Street City St/Prov Postal Code

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

CHECK: ☐ MALE ☐ FEMALE

Check if: ☐ Faculty Advisor ☐ Kiwanis Advisor ☐ CKI ☐ Area Administrator ☐ K-Family Member  
☐ Guest

T-Shirt Size (check one): ☐ small ☐ medium ☐ large ☐ XL ☐ XXL ☐ XXXL

Arrival date: \_\_\_\_\_ Time: \_\_\_\_\_

## FEES MUST BE ENCLOSED (IN USD)

Registrations will be returned if full payment does not accompany registration form.

Check appropriate box:

☐ Registration & Meals Only: \$150.00 per person

☐ Check here if you require any of the following special meals: vegetarian, vegan, gluten-free, allergies.

If you checked the box above, explain here: \_\_\_\_\_

*Overall registration deadline is March 4th, 2014. A surcharge of \$70.00 per person will apply for any registration received after that date, and the rooms will be on a "first come" basis.*

I HAVE READ AND UNDERSTAND THE DISTRICT CONVENTION RULES & MY RESPONSIBILITIES

Signature of Adult \_\_\_\_\_

PLEASE DUPLICATE THIS FORM IF ADDITIONAL COPIES ARE NEEDED.

# Key Clubber Registration

*District Convention 2014*

Member Number \_\_\_\_\_ Division: \_\_\_\_\_ Key Club of \_\_\_\_\_ High School  
(from membership card)

Name \_\_\_\_\_  
Last Name First Name Middle Initial

Address \_\_\_\_\_  
Number Street City St/Prov Postal Code

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

CHECK: ☐ MALE

☐ FEMALE

Check if: ☐ Outgoing Lt. Governor

☐ Incoming Lt. Governor

☐ Other Board Member

T-Shirt Size (check one): ☐ small

☐ medium

☐ large

☐ XL

☐ XXL

☐ XXXL

I belong to the class of: ☐ 2014

☐ 2015

☐ 2016

☐ 2017

Check for ribbons: ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ Editor

☐ Class of 2014

☐ First Time Attendee

I would like to receive e-mail updates from PNW Key Club: ☐ Yes ☐ No

I would like to join the Key Club Alumni Association: ☐ Yes ☐ No

I am a senior and would like my contact information passed on to PNW Circle K: ☐ Yes ☐ No

## FEE MUST BE ENCLOSED (IN USD)

Registrations will be returned if full payment does not accompany registration form.

Check appropriate box below:

☐ Registration & Meals Only: \$150.00 per person

☐ Check here if you require any of the following special meals: vegetarian, vegan, gluten-free, allergies.

If you checked the box above, explain here: \_\_\_\_\_

*Overall registration deadline is March 4th, 2014. A surcharge of \$70.00 per person will apply for any Registration received after that date, and the rooms will be on a "first come" basis.*

***By requesting a student registration rate, I understand that roommates will be assigned to me, and that I will be sharing a bed with a student of the same gender.***

I HAVE READ AND UNDERSTAND THE DISTRICT CONVENTION RULES & MY RESPONSIBILITIES.

Signature of Key Clubber \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

Signature of Parent \_\_\_\_\_

PLEASE DUPLICATE THIS FORM IF ADDITIONAL COPIES ARE NEEDED.  
PLEASE FILL OUT THE AUTHORIZATION AND MEDICAL FORM ON NEXT PAGE!

# Authorization Form

## Authorization to attend Event and Emergency Medical Treatment

**Please type or print all information.** This form is required for all Key Club members attending designated Key Club International events or activities. The parent, legal guardian or person in loco parentis for the member must complete this form. By signing this document, I acknowledge that I am aware that photos taken of me during the event weekend may be published in magazines, Web or other marketing and promotional materials.

<b>Member Information</b> <hr/> First Name _____ M.I. _____ Last Name _____ <hr/> Street Address _____ <hr/> City _____ State/Province _____ <hr/> ZIP/Postal Code _____ Nation _____ Sex (circle one) F M Height _____ Weight _____ Birth date Month _____ Day _____ Year _____			<b>Chaperone</b> Who is the designated chaperone responsible for this Key Club Member? <hr/> <b>Relationship to Member</b> <p><b>Note:</b> 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.</p> <p>All non-Key Club members over the age of 18 attending the Key Club International convention must have a background check that is conducted by Kiwanis International.</p>
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<b>Emergency Information</b> In case of emergency, please contact _____ Relationship to member _____ Phone (_____) _____ Cell Phone (_____) _____ Alternate contact _____ Relationship to member _____ Phone (_____) _____ Cell Phone (_____) _____	
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<b>Medical Information</b> Health insurance company _____ Policy number _____ Group name on insurance coverage _____ Telephone number or other contact information shown on insurance card _____ Will you Key Club member be taking any prescription medication 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)? <table> <tr> <td>Nervousness?</td> <td>Yes No</td> <td>Rheumatic fever?</td> <td>Yes No</td> <td>Asthma?</td> <td>Yes No</td> </tr> <tr> <td>Convulsion or epilepsy?</td> <td>Yes No</td> <td>Cancer or tumors?</td> <td>Yes No</td> <td>Diabetes?</td> <td>Yes No</td> </tr> <tr> <td>Heart condition?</td> <td>Yes No</td> <td>Headaches?</td> <td>Yes No</td> <td>Allergies to medication?</td> <td>Yes No</td> </tr> <tr> <td>High blood pressure?</td> <td>Yes No</td> <td>Fainting spells?</td> <td>Yes No</td> <td></td> <td></td> </tr> </table> List any allergies or other medical conditions of which we need to be aware _____ <hr/>						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		
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																										

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 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 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Service Fair Information

## *District Convention 2014*

### **What is the Service Fair?**

The Service Fair is where all clubs in the Pacific Northwest District gather together at District Convention to showcase their best and most unique service project. This is not only a way for you to see how other clubs perform service in their community, but to bring back new ideas for service projects in your own club.

### **Are we required to participate?**

If you want to proudly display your club's service project, then please participate. However, you are not required to do so.

### **How do we participate?**

In order to participate, your club must completely fill out a Service Fair Registration form AND prepare a handout related to the project. Mail them to Service Fair Committee Chair Ernie Tao so that there is a postmark date of **March 4th, 2014**. If your club would like to submit more than one project, then please fill out additional forms as needed.

The "representative(s)" are people who will setup/cleanup and take care of your club's booth during Service Fair.

Please Note: Every club participating is required to bring a self-standing presentation board and handouts related to the project (i.e., brochure, flier) that will be taken by people during Service Fair.

### **What kind of information do we need on our self-standing presentation board and handouts?**

All information necessary that outlines your club's project is required: name of your club, your club's division, title of project, when it happened, where it took place, what your club did, pictures, etc. Make it colorful and appealing.

Handouts should outline your service project in a nutshell. Pictures are not necessary.

### **Are we allowed to use another medium in addition to the presentation board to exhibit our project?**

Yes. In addition to the presentation board, you may bring a laptop to show a PowerPoint, or anything else that outlines your club's service project. However, if your club chooses to do so, please include this information on your registration form so that the Service Fair Committee can properly prepare.

### **What will we be provided at Service Fair?**

Only a table and chairs will be provided. All other supplies are at the expense of the club. If anything else is needed (power outlet, etc.), include your request on your registration form.

### **Please recap everything in a nutshell of what we are supposed to do...**

Mail a completed Service Fair Registration form AND handout to Service Fair Committee Chair Renee Loucks, with a **postmark date of March 4th, 2014**. After submitting everything, clubs create the presentation board and copies of handouts. These are then brought to Service Fair.

If you have any questions about Service Fair, please contact:

Convention Chair Denny Lim  
dwhanlim@gmail.com

or

Service Fair Committee Chair Ernie Tao  
erniettt@gmail.com



# Service Fair Registration

*District Convention 2014*

## Pacific Northwest District 65<sup>th</sup> Annual Key Club Convention

Key Club of \_\_\_\_\_ High School Division: \_\_\_\_\_

Project Name : \_\_\_\_\_

Brief Explanation: \_\_\_\_\_

Check Appropriate Box Below:

- ☐ Personal Club Project
- ☐ Project Involving Service Partners or Major Emphasis

POSITION	FULL NAME	PHONE NUMBER	E-MAIL ADDRESS
President			
Faculty Advisor			
Representative			
Representative			
Representative			

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Faculty Advisor or Kiwanis Advisor

**Note:** Every club is required to bring a self-standing presentation board and a handout related to their project (i.e., brochure, flier, etc.). Please mail your completed Service Fair Registration form AND handout related to the project to the following address:

Service Fair Committee Chair  
Ernie Tao  
15207 SE Northshore Drive  
Vancouver, WA 98683

**MUST BE SUBMITTED/POSTMARKED BY: MARCH 4, 2014**

# Club Delegate Registration

## *District Convention 2014*

Each Key Club can select two delegates and two alternates to represent their club at the House of Delegates at the 2014 Key Club Pacific Northwest District Convention. Delegates will elect the 2014-2015 leaders of the Pacific Northwest District and vote on any proposed amendments to the Bylaws. To register delegates from your club, this form must be completed.

This certificate of election must be completed and presented to the Credentials Desk at the district convention. This certifies that the persons named have been selected as delegates by the club. At the convention, there will be a credentials registration area where each delegate will be issued a delegate ribbon and pass, which allows entry into the House of Delegates. Once in the House, each delegate will trade his/her delegate pass for an official ballot.

THIS IS TO CERTIFY that the following members of the KEY CLUB of \_\_\_\_\_ from \_\_\_\_\_ (city), \_\_\_\_\_ (state/province) are the duly elected delegates and alternates of this club to the 65th Annual Key Club Pacific Northwest District Convention.

### **Delegates**

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Alternates**

1. \_\_\_\_\_
2. \_\_\_\_\_

Club President \_\_\_\_\_ Date \_\_\_\_\_

Club Secretary \_\_\_\_\_ Date \_\_\_\_\_

Principal or Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Note: Each chartered club in good standing is entitled to two delegates to the convention. Alternates should be chosen for each delegate. Each delegate shall be entitled to cast one vote. The alternate may cast the vote if the elected delegate is not in attendance at the convention. There shall be no voting by proxy. No club delinquent in the payment of International or District dues shall be considered in good standing. Please bring this certificate with you to Convention!

# House of Delegates

## *District Convention 2014*

### WHAT?

The House of Delegates is the business session where District-wide officers are elected, plus Amendments to District Bylaws and proposed Resolutions are considered and acted upon.

### WHEN?

11:00 am on **Saturday, April 5th, 2014**

### WHO?

Each club in good standing (that is, with dues paid to both District and International) is entitled to two (2) delegates. Delegates should be selected by each club prior to convention, and the "Club Delegate" form included in this registration packet must be filled out and turned in at District Convention at the Credentials Desk. Delegates must check in at the Credentials Desk during hours of operation: Friday during registration and Saturday morning. Upon check-in, each delegate will receive a delegate ribbon for his/her name badge, as well as a delegate pass, which will be exchanged for a ballot in the House of Delegates. To be admitted to this session as a voting member, each delegate must have their name badge ribbon and delegate pass.

District Bylaws provide that each current Lieutenant Governor, as well as the Executive Offices of Governor, Secretary, Treasurer, and Bulletin Editor, shall serve as Delegates-At-Large.

Non-voting Key Clubbers permitted in the "Delegate" portion of the House include any International Officers and Liaisons.

Limited seating for non-delegates and others interested will be available in a separate section of the House.

**As a delegate, you are personally responsible for being in the House of Delegates on time. This means being seated no less than ten minutes prior to the scheduled convening of this session.**

You should review carefully any information provided to you pertaining to the business to be conducted.

"Robert's Rules of Order, Newly Revised" will be the official procedure followed. These rules must be adhered to at all times during the House of Delegates session.

**NOTE: PLEASE BRING A PEN WITH YOU TO THE HOUSE OF DELEGATES SESSION TO PROPERLY MARK YOUR BALLOT.**

# Convention Rules

## *District Convention 2014*

1. District and International dues for current year (2013-2014) **must be paid** for each Key Clubber attending the convention.
2. One adult for every eight Key Clubbers in attendance is the recommended ratio of supervision. **Every club that registers for the convention must have adult supervision.**
3. Only advisors or chaperones may pick up their club's registration materials upon arrival. Keys are to be picked up during registration by an advisor or chaperone. There will be a meet and greet area set up for Key Clubbers, as well as a room to store luggage safely until Key Clubbers are able to check into their rooms.
4. Every member of a club's delegation will respect the authority of the Sergeant-at-Arms, or other persons so designated by the District Board or District Administrator.
5. No female shall be allowed in the room of any male Key Clubber, and no male shall be in the room of any female Key Clubber. In hospitality suites, when properly chaperoned by a Faculty advisor, Kiwanis advisor, parent(s) and/or administrator(s), mixed gender is allowed. All Hospitality Suites will close thirty minutes prior to curfew.
6. A retiring hour (curfew) of 12:00 MIDNIGHT Friday and 12:30 AM Sunday will be observed and enforced. Key Clubbers are expected to be in their own rooms at this hour, and are expected to remain there. All chaperones shall make sure that those Key Clubbers for whom they have assumed responsibility are in their assigned rooms at curfew. Unnecessary noise at any hour is a violation.
7. **Violation(s) of any of the Convention Rules by any individual member of a Key Club will result in that member being sent home prior to the Convention's close, or other disciplinary action as may be deemed appropriate.** Anyone dismissed from the Convention should understand that they must pay their own expense home and that a letter will be sent to their parents, school principal and sponsoring Kiwanis Club detailing the reason(s) for dismissal.
8. Key Clubbers will not leave the hotel unchaperoned at any time, and leaving the hotel even with a chaperone is strongly discouraged.
9. No intoxicants or drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone attending the Convention.
10. NO SMOKING will be permitted by any Key Clubber at any time during Convention.
11. Care shall be taken not to deface or destroy any property, or to throw objects from the windows or balconies. Balconies are off-limits during the Convention. Furniture shall not be removed from any room. Any damage is the responsibility of the person(s) occupying that room. Any misuse of hotel property and other disruptive and distracting behavior will not be tolerated.
12. Any action unbecoming of a Key Clubber, including but not limited to gambling, use of firecrackers, or use of fireworks, will not be allowed.
13. The pool and exercise areas are off limits during Convention.
14. No Key Clubber may change room assignments without the express consent of the District or Assistant District Administrator or their designee(s).
15. **YOU MUST WEAR YOUR CONVENTION NAME BADGE AND WRIST BAND AT ALL TIMES IN A VISIBLE POSITION.**
16. Registrations postmarked or submitted after March 4th, 2014, will be considered late and will be housed on a first-come, first-served basis. There is limited space, and an overflow room will be used again this year. Divisions with early registrations and dues will be the first clubs in the main ballroom during the general sessions.
17. All refund requests must be submitted in writing, signed by the Faulty or Kiwanis Advisor, and sent to the Convention Registration address so they are received by *March 25th, 2014*. No refunds will be granted for requests received after this date. For a registrant unable to attend, same gender substitutions will be permitted, provided notification is received by Tom Saunders, Assistant District Administrator, prior to *March 25th, 2014*. No person will be entitled to any refund of registration fees if dismissed from the Convention for disciplinary reasons.

**Key Clubbers are noted for acting as responsible young adults. The rules outlined here are minimum standards of conduct. Violations of the rules will be handled with the best interest of Key Club in mind.**

# Convention Overview

## *District Convention 2014*

### Dress Code and Key Clubber Packing List

- ☐ Divisional spirit attire (one outfit for Friday General Session)  
*Dress up to celebrate your divisional spirit as much as you want! Please, no glitter or noisemakers.*
- ☐ Business attire (one outfit for Caucusing; two outfits for delegates)  
*Attire for Caucusing and House of Delegates will be strictly enforced!*
- ☐ Paper and a Writing Utensil  
*Use to take notes during Caucusing and during workshops.*
- ☐ Jeans (Saturday Forums)  
*Please bring one pair without holes or tears to wear with your provided convention t-shirt.*
- ☐ Underclothes
- ☐ Shoes
- ☐ Semi-formal attire (Saturday evening's Governor's Ball)  
*Please bring one appropriate semi-formal outfit for the dance.*
- ☐ Casual attire (Sunday morning)  
*Bring one comfortable outfit to wear on your way home.*
- ☐ Toiletries
- ☐ Pajamas (Friday and Saturday Night)

*Optional Items: Spending money (to donate to The Eliminate Project during miracle minutes, buy themed charity ribbons to support District and International Projects, buy raffle tickets to dance with a District Board member, buy lunch for Saturday afternoon, and dinner, etc.)*

### An Overview of Meals for the Weekend

- ☐ Saturday morning a continental breakfast will be provided.
- ☐ Saturday lunch will **not** be provided; the center has a food court.
- ☐ Saturday evening, dinner with **not** be provided; there are a large selection of restaurants.
- ☐ Sunday morning breakfast will **not** be provided.