

OFFICERS GUIDE:

ALL YOU NEED TO KNOW ABOUT DISTRICT CONVENTION REGISTRATION

With District Convention 2017 just around the corner, its time to start looking into how to register your respective club to make this term a huge success. Attached below is an overview of what you need to know in order to register successfully for District Convention 2017!

Anaheim Convention Center
Anaheim Marriot Hotel
APRIL 7-9TH, 2016



Preparation – GATHER INFORMATION:

- Secure your chaperones
 - Chaperones: 10:1 ratio by gender.
 - When securing chaperones, confirm if respective background check is completed
 - If not completed, please submit a background check with Safe Hiring Solutions Link listed on the CbyerKey
 - All respective chaperones/advisors **MUST** submit a background check
- Every club will be filling out an excel spreadsheet with attendee info
 - This spreadsheet can be found on the CyberKey
- For this excel sheet, **YOU** must collect ALL attendees and club chaperones/advisors information
 - First and last name, Email, School, and Position

ONLINE REGISTRATION:

- Register club contact, an adult advisor (including email)
- Register all attendees including chaperones on the provided list
 - When registering and providing the list of attendees, you must have the accurate count to see the accounted price for registration
 - When registering the respective club both excel sheet and club contact information must be submitted (**if club contact is attending, they MUST be listed on the excel sheet**)
- Download the spreadsheet and fill out accordingly to the information, and upload it onto the DCON registration form



PAYMENT:

- Checks will **ONLY** be accepted for:
 - DCON registration is paid to the CNH District
 - Hotel payment is paid directly to Anaheim Marriott
 - When reserving respective room(s), a credit card number will be asked to secure rooms
- Hotel rooms are shared; but 4 individuals max per room
- CNH Key Club District Convention Registration
 - \$196 **received by** February 22nd, 2017
 - \$236 **received by** March 13th, 2017
- CNH Key Club Hotel Discount – \$223.72 per night/room

RESOURCES:

- Go to cnhkeyclub.org > Events > District Convention to access the many resources available to you.
- For excel sheet: on the Cyberkey, View District Convention > Registration > DCON Excel Registration Template and download the file
- Email DCON Committee Chair QuynhAnh Dam at cnhkc.dcon@gmail.com for any questions, comments and concerns!