



CNH | KEY CLUB

CALI-NEV-HA KEY CLUB DCON 2018



service safari

THE

DCON 2018 PREPARATION GUIDE

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Welcome to the CNH Key Club 2018 Preparation Guide! Inside you can find a wide variety of tools, tips, and resources to help you most efficiently and most effectively plan and execute your club's trip to DCON 2018 in Reno, Nevada. Good luck!

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Important Dates

- **Online Registration opens: First week of January**
- **On time Registration received by the District Office: February 28th, 2018**
- **Late Registration received by the District Office: March 14th, 2018**

CLUB REQUIREMENTS

Follow these club requirements to ensure that the club you serve will be able to attend DCON 2018!

BE AN OFFICIAL, ON-TIME DUES PAID CLUB

To elaborate, this means that the club has to submit their dues **BEFORE** December 1st 2017 to Key Club International.

SCHOOL PAPERWORK

- Some schools require no paperwork, while others need approval / signatures from ASB, faculty advisor(s), parent(s), and the school district.
- **Check with your school ASAP to make sure you fill out the appropriate paperwork and get the appropriate approval.**
- Schools will need time to process forms. (Ex: Some schools may take 3+ months.) **Forms can include leadership forms, overnight forms, transportation forms, or more.** Be sure to check and be proactive!

KEY CLUB PAPERWORK

Before arriving at DCON, all members attending must have read, understood, and signed the **code of conduct** with all of their respective **medical release forms.**

**DCON
REGISTRATION
LINK:**



CLUB RESPONSIBILITIES



CHAPERONES

A **chaperone** is defined as a Kiwanis member, faculty member, parent, legal guardian, 21 years of age or older, that has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

- Adhere to the chaperone ratio: 1 chaperone for every 10 Key Club members (gender specific)
- All chaperones must be at least 21 years old and background checked

Chaperones must be registered by the deadline, and registration fee is for all members and chaperones.

TRANSPORTATION

- Travel by plane, train, charter or school bus, rented van, or vehicle driven by background-checked chaperone.
- Adult chaperones transporting youth in a vehicle should do so with a second adult in the vehicle. If a second adult is not available the “**rule of threes**” is recommended: at least three people in the car at all times. *Parents may transport their own son/daughter without the rule of threes.*
- Work with advisors in booking transportation early to reduce costs **[see Transportation Tips, page 8]**

HOTEL

- All attendees, including adults, must stay at DCON approved hotel, which is the Grand Sierra Resort.
- **Only 4 attendees in each room.**
- The rule above applies to ALL attendees, regardless of how close they live.

No adult chaperone should share a hotel or dormitory with a youth

DELEGATES & SAA'S

- Each club must provide **2 delegates, and 2 sergeant at arms**, if less than 4 people are attending DCON, do your best to make it work out.
 - Ex: 2 attendees = 1 delegate, 1 SAA
- **Sergeant-At-Arms (SAA)**
 - SAAs help to enforce the dress code and code of conduct
- **Delegates**
 - Delegates represent the club at House of Delegates to elect the next district leaders and approve bylaw changes.

DUTIES AT CONVENTION

DELEGATES

- Delegates **MUST** attend a Friday evening seminar, which will instruct them on conclave procedure and give them necessary knowledge! Candidate booklets including literatures will be provided.
- Delegates will attend Caucus and House of Delegates on Saturday morning.
- **Register in advance, and check-in Friday upon arrival.**

CHAPERONES

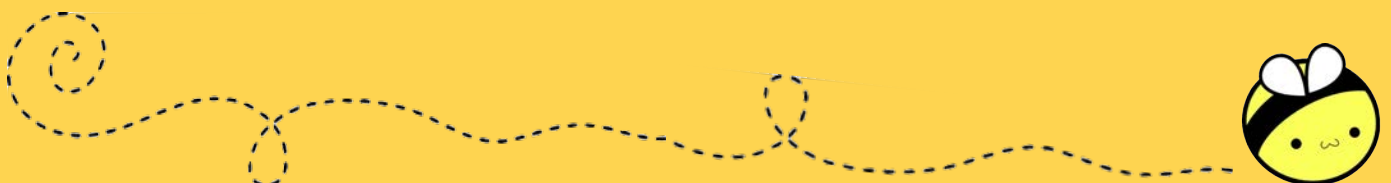
- Chaperones must be present to assist in transportation to ensure all members are safe
- They will handle any money
- Chaperones are responsible for reminding members to attend all events.
- There is an Ice Cream Social for chaperones on Saturday evening!
- The registration fee applies to members and chaperones.

OFFICERS

- Working with advisors, handle registration process online before convention.
- Upon arrival, go with chaperones to designated area for hotel check-in, and to pick up t-shirts, programs, souvenirs.
- Officers are leaders! They are to coordinate and help answer any and all members' questions to make DCON the most amazing experience possible!
- Must have all members' phone number or contact info as is collected for registration; creating a Remind 101 is also very helpful

SAA's

- Register online in advance.
- Direct traffic where needed
- Help block access or control access to restricted parts of the convention center/hotel
- Ensure all Key Clubbers are attending seminars and other events.
- Verify name tags and wristbands, so that attendance at DCON events is restricted to DCON attendees, and not the general public.





SCHOOL POLICY


ATTENTION

- School policy is always one of the most important priorities, so keep up with it to ensure that your club can attend DCON!


EVERY SCHOOL & DISTRICT IS UNIQUE

- Ask **early on** in the school year (to a school director of activities, faculty advisor, principal, **or other school administration**) about YOUR policies.
 - Your school website may also have useful information
- Some schools require certain paperwork (possible list below) or no paperwork at all:
 - **Forms can include leadership forms, overnight forms, transportation forms, or more.**
- Stay in frequent contact with your faculty advisor and be proactive in seeking chaperones.
- Be sure to give school administration lots of extra time (some of the processes can be very long or time consuming)
- Be respectful and plan proactively to resolve any issues that may prevent your club from attending.

BUDGETING 101



Follow these tips to ensure that the club you serve is correctly budgeted by DCON registration time!



BUDGETING: PLANNING PROACTIVELY!

- Plan your fundraisers for the year with a set budget!
Always underestimate the revenue and overestimate the expenses, so you will end up making enough money

OVERVIEW OF COSTS

- On-time registration fee: **\$174**
 - Due February 28, 2018
- Late registration fee: **\$214**
 - Due March 14, 2018
- The hotel room (Grand Sierra Resort) cost per night is **\$170**
- Transportation costs will vary depending on mode of transportation (i.e. bus vs. train vs. plane)
- Attendees also bring money for Friday night food, food while traveling to/from DCON, and donations for ribbons/buttons.

BUDGETING 101

Here are some additional tips on how to create your budget spreadsheet and on planning proactively for the fundraising season!

BUDGETING TIPS

- A good budget should include revenue and expenses, predicting the amount of money you will collect and spend.
- Budgets can be made in Google Spreadsheets, Microsoft Excel or other program capable of showing revenue and expenses
- Look at the sample budget below for different examples of sources of revenue and possible expenses:
- The “total for the year” for a budget should be positive. This shows that the budget was effective and that the fundraising covered all expenses
 - The sample budget estimates DCON costs of approximately \$450 per person. Because of fundraising efforts and proactive planning, and a contribution from the Sponsoring Kiwanis Club, the sample club's members only pay \$325 each, and chaperones do not have to make a contribution. (Your club's total expenses will vary from the sample, depending on the number of attendees, number of hotel rooms needed, and your transportation costs).

DCON 2018 Sample Budget							
Revenue				Expenses			
Item/Event	Quantity	Revenue per Item/Event	Total Revenue	Item/Event	Quantity	Expense per Item/Event	Total Expense
Restaurant Fundraiser		\$ 450.00	\$ 450.00	Member Registration	15	\$ 174.00	\$ 2,610.00
Car Wash & Bake Sale Fundraiser		\$ 600.00	\$ 600.00	Chaperone Registration	3	\$ 174.00	\$ 522.00
Other Fundraiser		\$ 525.00	\$ 525.00	Transportation	18	\$ 150.00	\$ 2,700.00
Support from Sponsoring Kiwanis Club		\$ 1,750.00	\$ 1,750.00	Member Hotel Rooms (4 @ \$170 night x 2 nights)		\$ 1,360.00	\$ 1,360.00
Member Contribution	15	\$ 325.00	\$ 4,875.00	Chaperone Hotel Rooms (2 @ 170 night x 2 nights)		\$ 680.00	\$ 680.00
				Fundraiser Expense		\$ 200.00	\$ 200.00
Total Revenue			\$ 8,200.00	Total Expenses			\$ 8,072.00

GENERAL TIPS & REMINDERS



Below are some general tips in regards to chaperones, fundraising, and food options provided at DCON 2018!



CHAPERONES

- The chaperones are using their weekend to help you so pay for their registration, housing, and Friday night food!
- Be proactive when it comes to looking for chaperones, **find them early!**
- After DCON ends, be sure to give your chaperones a big thank you that will show the members' appreciation for their time!

FUNDRAISING

- **NO MERCHANDISE SELLING IS PERMITTED AT DCON.**
- Fundraise early towards the cost of transportation, registration, or housing. However, be sure to focus fundraising on PTP, Project ELIMINATE, and major charities - the purpose of Key Club is to help the world, not to attend DCON.
- Fundraising Ideas: pieing officers with whipped cream, restaurant nights, ice skating fundraisers, trivia night, food sales, lei making.

FOOD OPTIONS

- Meals are covered in the registration fee for Saturday morning through Sunday morning!
- Please bring additional money, specifically cash, for Friday night meals
- There are a variety of food options near and in the Grand Sierra Hotel that the club you serve can go to!

REGISTRATION TIPS



Below are some tips to aid the club you serve in having a smooth registration process!



ONLINE REGISTRATION (OPENS JANUARY 1ST, 2018)

- **Check the DCON registration website for all specific information you will need to input before officially registering members.** Then, request members for all their information through Google forms or through e-mail to make registering a more efficient process!
- Historically, information needed from members: Name, Gender, Position, E-mail, T-shirt Size, Cell Phone, Home Phone
 - **BEE aware of a possible time limit!**
In the past for security measures, the registration website allows you to only submit members within a specific time limit stated on the website before it times out.
- **BEE sure to get all the information ahead of time,** double check if it is correct, and submit it in a timely manner.
- **If paying for registration by check,** one check for each club needs to be made out to Cali-Nev-Ha Key Club and delivered to the District Office BY the registration deadline.
 - All payments should be proactively planned out to arrive BEFORE or BY the registration deadline.
- **Registration deadline costs:**
 - On time: February 28th, 2018 | Late: March 14th, 2018
 - On time fee: \$174.00 | Late registration fee: \$214.00

HOTEL REGISTRATION

Hotel Cost: \$170.00 per night

Refer to the directions contained in the official DCON registration website

TRANSPORTATION TIPS

Follow these tips to have a safe and fun trip to DCON 2017!



BASIC TRANSPORTATION TIPS

- ALL transportation should be **arranged by adults** which include: flights, busses, or vans.
- Remember to check your school policies on transportation.
- **Adults must handle the money.**
- **Depending on the distance and your division, transportation expenses will vary!**

QUESTIONS?

Ask your Lt. Governor about transportation for DCON this year! Remember, transportation can vary from division to division

POSSIBLE METHODS OF TRANSPORTATION

CAR or VAN

- Recommended for **small to medium groups**, especially if attendees live close to the hotel
- **ONLY** chaperones/parents can drive. **NO** Key Clubbers can drive themselves or others to DCON
- If cars are too small and not enough vehicles are available, renting vans would be a great option! Find cheap options near your division.

BUS

- Recommended for **large group of people** (30+ members) which include: one division, multiple divisions, or region transportation
- **Contact several companies near your division and ask for bus prices**
- www.busrates.com
 - **Cost: \$1000-\$4000 per bus**
 - **Also pay for bus drivers' stays at hotels and gratuity fees.**

TRAIN

- **Research early in December** & double check cost if booking tickets later!
- **Costs will vary by distance, location, and attendees**
- There will be a **FREE** shuttle from the train station to the Grand Sierra Resort on Friday night and Sunday morning

PLANES

- **Recommended if you live in Hawaii or 8 hours away**
 - It is also **recommended if only a few members are going** to DCON and you can afford the plane tickets
- Remember to **book plane tickets early** as possible to get best prices!
 - Plane tickets will cost more if booked later and flights might be filled up, so plan accordingly
- **Adults must manage the payment of your ticket or any transportation**
 - Plane tickets cost: \$100-\$500 per person

RESOURCES



If you have any questions regarding any aspect of District Convention, feel free to contact any of the following persons or resources below!

Mr. Hennings

Email: bruce@cnhkiwanis.org

DCON Chair

Email: cnhkc.dcon@gmail.com

DCON Mentors

Email: RaeWhitby@aol.com

Email: rshanley.kiwanis@gmail.com

Cyberkey

<http://www.cnhkeyclub.org>

Your Lt. Governor

Talk to your LTG about any questions you may have about DCON!