

2023 KEY CLUB DISTRICT CONVENTION FACT SHEET

WHEN: March 31-April 1, 2023

WHERE: Hershey Lodge and Convention Center
Hershey, PA

COST: **FULL CONVENTION PACKAGE**
Quad: \$278.00 per person
Triple: \$305.00 per person
Double: \$357.00 per person
Single: \$520.00 per person

Price includes Friday dinner, Saturday Lunch, Saturday dinner, Saturday morning break, two nights lodging, Convention Registration Fee and material including a convention gift.

Saturday Only Package

\$110.00 without Saturday dinner

\$150.00 with Saturday dinner

This option includes Saturday morning break & lunch, registration fee and material including a convention gift and if selected Saturday dinner

REGISTRATION

DEADLINE: February 24, 2023 for the full package
March 10, 2023 for the Saturday only package

SPECIAL NOTES: Kiwanis International requires all adult chaperones, including faculty advisors, to have a clean background check with their vendor. Each adult attending will be subject to this background check. There will be no charge for this check.

QUESTIONS: E mail either Michelle (michelle@pakiwanis.org) or Kevin (kevin@pakiwanis.org) or call one of them at 717-540-9300



76th Annual Pennsylvania Key Club District Convention

(Subject to change and final confirmation)

Friday, March 31st

- 10:00 am – 10:30 am: Board Arrival
- 11:00 am – 4:00 pm: Board Preparation
- 4:00 pm – 5:00 pm: Club Arrival
- 6:00 pm – 7:00 pm: Dinner
- 7:00 pm – 7:45 pm: Cleanup/Session Rehearsal
- 8:00 pm: Opening Session
- 10:15 pm: Ice Breakers/Dance
- 12:00 am: Curfew

Saturday, April 1st

- 10:00 am: Caucusing
- 11:00 am – 11:40 am: Workshops – Round 1
- 11:50 am – 12:20 pm: Workshops – Round 2
- 12:20 pm: Lunch/K-Family Videos/Service Spotlight
- 1:30 pm – 2:20 pm: Workshops – Round 3
- 2:30 pm – 3:20 pm: Workshops – Round 4
- 3:30 pm – 4:30 pm: House of Delegates (everyone is encouraged to attend)
- 4:45 pm: Closing Session
- 6:30 pm: Dinner
- After Dinner – activities to be determined for clubs that are staying

Workshop information to be provided shortly



Key Club District Convention

Instructions (please read carefully):

1. **Registrations must be typed or very legibly handwritten.** If desired, the registration form can be downloaded from the District website in a fillable format so that you can complete it on a computer. If there are any Students or Advisors who need or want vegetarian meals, please place a LARGE "V" next to their name(s) on the registration form. A separate note should be sent for those with other dietary restrictions.
2. **Registration cannot be processed without a check or credit card (Visa, Mastercard, AMEX or Discover) for the total amount payable.** Make checks payable to Pennsylvania District - Key Club. Credit Card payment must complete the enclosed credit card form. **The entire amount must be included to hold any reservations.**
3. **The Kiwanis District Office will not match students from different Clubs.**
If students want to be matched with students from another school, the club/students will have to do this on their own and make those arrangements prior to submitting their registration forms to the Kiwanis District office. Clubs are free to make their own arrangements with other clubs. However when those clubs submit their registration forms, it must be clear which clubs are sharing rooms and which students are sharing rooms. Additionally, the advisor must send along a note that he/she has given approval for the sharing arrangement.
4. We will continue to offer matching for advisors who otherwise would have to take a single room; we will find you a roommate so that you will not have to take a single room if you do not wish too. However, we will only find one roommate for you. Additionally, you may have to share a king bedded (single bed) room as priority will be given to rooms with 3 or 4 people. **Advisors may not share rooms with students.**
5. **One Advisor or adult must be registered for every ten (10) Key Clubbers.** All clubs staying at the hotel must have an adult advisor staying with them at the hotel if staying overnight and all clubs coming for Saturday only must be accompanied by an adult advisor.
6. **The registration deadline for the full package is February 24, 2023. For the Saturday only options, the deadline is March 10, 2023.** Rooms and space cannot be guaranteed for any registrations received after these dates.
7. Cancellations will be accepted in writing only - no phone calls. *All cancellations must be received by **March 27, 2023.*** After that date, no cancellations will be accepted.
8. Send completed registration form and payment or payment information to: **Key Club Convention; Kiwanis District Office; 125 North Enola Drive, Suite 206; Enola, PA 17025. Phone: 717-540-9300; Fax: 717-540-1018; Email: Michelle@pakiwanis.org**

FULL PACKAGE REGISTRATION FORM

-- Clearly mark with a "V" any registrants needing/wanting vegetarian meals.

Key Club of _____

High School Address _____

Total Number of Registrations _____ Total Fee Enclosed \$ _____

(All fees must be enclosed with a check or appropriate credit card information. A credit card information form is included in the convention mailing.)

Approximate Time of Arrival _____

Note: The official hotel check in time is 4:00 PM and depends on room availability. If arrival time is not marked, we will assume a 4:00PM arrival for check in purposes.

KEY CLUB REGISTRATION AND ROOM ASSIGNMENT

(Please CLEARLY PRINT or attach separate typed sheet.)

Room 1: Male__ Female__ Room 2: Male__ Female__ Room 3: Male__ Female__

1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Room 4: Male__ Female__ Room 5: Male__ Female__ Room 6: Male__ Female__

1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Room 7: Male__ Female__ Room 8: Male__ Female__ Room 9: Male__ Female__

1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

ADULT REGISTRATION AND ROOM RESERVATION

Please indicate whether a Kiwanian, Faculty Advisor, or parent and indicate the desired accommodations - single or double. **All Key Clubs must have one adult staying at the hotel for every 10 Key Clubbers.**

1. _____	Room Type: _____
2. _____	Room Type: _____
3. _____	Room Type: _____

CONTACT PERSON: Should any questions or problems arise concerning registration, **please give the name, address, day & evening phone numbers of one of the adult Advisors staying with the club at the hotel. All information below must be provided.**

NAME _____ Phone: Day () _____ Cell () _____

ADDRESS _____

CITY & ZIP CODE: _____ E-MAIL ADDRESS: _____

SATURDAY ONLY REGISTRATION FORM

-- Clearly mark with a "V" any registrants needing/wanting vegetarian meals.

Key Club of _____

High School Address _____

Total Number of Registrations _____ Total Fee Enclosed \$ _____

(All fees must be enclosed with a check or appropriate credit card information. A credit card information form is included in the convention mailing.)

Select on option for the entire club:

_____ Option 1: \$110.00 per person

_____ Option 2: \$150.00 per person (with Saturday Dinner)

Names of Key Clubbers attending

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

ADULT REGISTRATION

Please indicate whether a Kiwanian, Faculty Advisor or parent. **All Key Clubs must have one adult for every 10 Key Clubbers.**

1. _____

2. _____

3. _____

CONTACT PERSON: Should any questions or problems arise concerning registration, **please give the name, address, day & evening phone numbers of one of the adult Advisors staying with the club at the hotel. All information below must be provided.**

NAME _____ Phone: Day () _____ Cell () _____

ADDRESS _____

CITY & ZIP CODE: _____ E-MAIL ADDRESS: _____

CREDIT CARD INFORMATION

(To be completed and used only if a club is paying for the entire amount due by credit card. **ALL INFORMATION BELOW MUST BE PROVIDED TO PROCESS THE TRANSACTION.**)

CHECK ONE (But only one):

_____ VISA _____ MASTERCARD _____ AMEX _____ DISCOVER

CARD NUMBER:

EXPIRATION DATE (MONTH/YEAR):

Card ID.#:

NAME ON CARD: _____

SIGNATURE: _____

CARD BILLING INFORMATION:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

KEY CLUB[®]

CONVENTION CODE OF CONDUCT

Name _____

Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this code while in attendance at any Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators and designated staff.

Responsible behavior

1. All participants are expected to abide by all government laws and regulations.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for that member.
5. Members may not possess or use tobacco products.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected not to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. Members may not possess weapons, firecrackers or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.
9. All members must adhere to Covid protocols and rules

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.
5. Items within this section may be modified by the Key Club International Board with approval from the Key Club International director.

Dress code

1. All participants are expected to abide by the designated dress code for each session.
2. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for boys; and dress or suit, skirt or slacks, blouse and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirt and appropriate shoes for boys; and slacks, skirt or shorts, blouse or collared shirt and appropriate shoes for girls.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirt, shorts or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be allowed.
6. All participants are required to wear name badges for all convention events.

Enforcement

1. Violations of this code will result in notification to the respective district administrator and event chaperone.
2. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club International administrator or his/her representative to the school, Kiwanis

sponsor and parents of any member disciplined under this section.

4. These rules are effective as of the time you arrive at this event, until the time you depart.

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 twenty-one (21); approved by the school and registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her.

Ultimately, each Key Club district administrator shall have authority over and responsibility for for all persons in attendance

Please make three copies of this form: one for event registration, one for the chaperone and one for the registrant.

I have read and understand the Code of Conduct, and I understand that a violation of certain provisions of these rules may result in dismissal from the event.

Parent or guardian _____

Signature _____

Date _____



T-Shirt Ordering Form

This year the Pennsylvania District will be giving out t-shirts to attendees as the Convention gift. In order to accurately order the shirts, we ask that you **fill in the form below with the shirt size of the members you register for District Convention**. Shirts will be distributed at registration. Spare shirts will be given on a "first come, first serve" basis. Please contact Kevin (kevin@pakiwanis.org) or Michellé (michelle@pakiwanis.org) if you have any questions.

NOTE: THIS FORM MUST BE SUBMITTED WITH YOUR REGISTRATION AND NOT LATER THAN MARCH 10, 2023.

SHIRT SIZE	QUANTITY NEEDED
SMALL:	
MEDIUM:	
LARGE:	
XL:	
XXL:	
OTHER:	



Dress Code

Proper attire is expected to be worn for all Convention events and activities.

Dress Code

- All participants are expected to abide by the designated dress code for each session.
- All participants are required to wear name badges for all Convention events.
- At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.

Men

- Professional: suit, collared shirt, tie/bowtie, dress shoes
- Business: khakis, dress pants, shirts or golf-type shirts with collars, sweaters, vests, informal jacket and tie, leather shoes
- Casual: jeans, shirt, sweatshirt, or appropriate t-shirt and casual footwear

Women

- Professional: dress or suit, skirt or slacks, blouse, closed-toe dress shoes
- Business: slacks, skirt, blouse or collared shirt, closed-toe dress shoes
- Casual: jeans, shirt, sweatshirt, or appropriate t-shirt and casual footwear

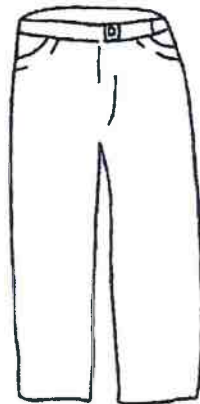


Dress Code Guide

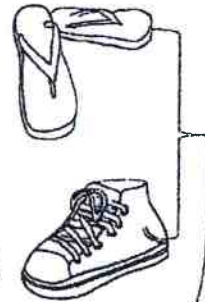
Casual:



Key Club Swag!



Jeans are only casual!

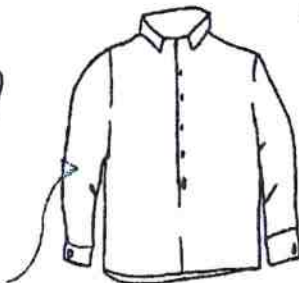


Sneakers and flip-flops only casual, too

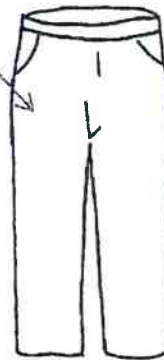
Business Casual:



Polos and Dress Shirts

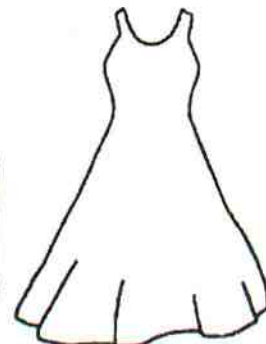
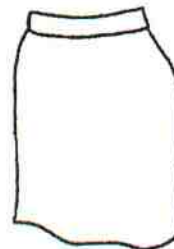


Khakis and Slacks work



Business Professional:

Skirts must be appropriate length!



Code of Ethics and Responsibilities

For Adults Working with Youth in Kiwanis Family Sponsored or Related Activities:

Kiwanis International is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. To many Kiwanians, faculty advisors, school administrators, and parents of the sponsored programs members, the sequence of the three-part mission of Kiwanis demonstrates the highest priority Kiwanis places on the youth related programs. Kiwanis International believes that youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between the youth impacted by the sponsored programs and those adults who so generously give of themselves to assure the success of the Kiwanis family organizations.

Realizing the lasting influence adults serving as role models and mentors to youth have, Kiwanis International has adopted the following Code of Ethics and Responsibilities for adults, both Kiwanians and school faculty, involved with Kiwanis sponsored youth-orientated programs and projects.

I. Advisement (Organizational Operation)

Sponsored Programs organizations advisors must allow the students to be the responsible decision makers of their organizations. The advisors are to provide continuity, guidance, training, stability, and historical perspective to develop students capable of making those sound, reasonable decisions.

II. Confidentiality

Sponsored Programs organizations must be permitted to create responsible partnerships between students and adults in matters of interpersonal relationships; medical and financial histories; and social, disciplinary, and legal issues.

III. Elections and Campaigning

Sponsored Programs organizations must be permitted to manage and determine their officer elections without outside influence by non-members.

IV. Interaction with Other Adults

Sponsored Programs organizations advisors, chaperones, and administrators must embody the objects of Kiwanis International in interactions with Kiwanis district and International boards, non-Kiwanis associations and organizations, the public, and vendors serving the organization.

V. Leadership Development

Sponsored Programs organizations must be permitted to create a training environment through cooperation and leadership allowing officers and members to fulfill their responsibilities.

VI. Student/Advisor Relationship

In Sponsored Program organizations, relationship with students must be open and respectful while keeping in mind the advisor is a role model.

VII. Transportation and Chaperoning

Sponsored Programs organizations advisors, chaperones, and administrators must use common sense when traveling or arranging travel for or with students. Situations, which can compromise the ethical or moral values reflected by Kiwanis International or district, must be avoided. **It is strongly suggested and urged that all adults serving as a chaperone and/or providing transportation check with and take the necessary action for each school/institution's background check requirements if they have not done so previously.**

VIII. Convention Code of Conduct

All adults attending the Convention are expected to adhere to all applicable areas of the Convention Code of Conduct.

IX. Covid-19 Protocols

All adults are expected to adhere to the Covid-19 protocols in place at the time of the Convention.

X. Kiwanis International Background Check

All adults attending the Convention must have a valid Kiwanis International background clearance.

Kiwanis and SLP District Convention Covid-19 procedures and practices for 2023 Conventions

1. Masking shall be optional and up to individual choice.
2. The District will work with convention hotels to ensure that hand sanitizer stations are available throughout all events.
3. No one will be permitted to attend an event without signing and submitting a Covid-19 Liability Waiver and agreeing to the procedures approved by the District board.
4. Anyone displaying Covid like symptoms will be asked to not enter meetings and events.
5. The Governor, Executive Director, District Board Members and the Convention planning committee shall be responsible for enforcing these policies at all events.

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

The individuals named below are members of Key Club International (referred to as ("**Member**") (club or District)(the "**Company**"), and the individual's parent or legal guardian ("**Guardian**") and desire to participate in-person in Key Club meetings on _____ at _____. (the "**Activity**"). As lawful consideration for being permitted by the Company to engage in the Activity, Member, on behalf of himself or herself, and Guardian, on behalf of Member and himself or herself, agree to all the terms and conditions set forth in this agreement (this "**Agreement**").

1. Member and Guardian are aware of the highly contagious nature of bacterial and viral diseases including but not limited to the 2019 novel coronavirus disease (COVID-19 (collectively, the "**Disease**") and the risk that Member and Guardian may be exposed to or contract the Disease by engaging in the Activity. Member and Guardian understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. Member and Guardian acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Company volunteers or employees. Member and Guardian understand that while the Company has implemented preventative measures to reduce the spread of the Disease, the Company cannot guarantee that Member and Guardian will not become infected with the Disease or other infectious diseases while engaging in the Activity and that engaging in the Activity may increase my risk of contracting the Disease. NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, MEMBER AND GUARDIAN ACKNOWLEDGE THAT MEMBER AND GUARDIAN ARE VOLUNTARILY CHOOSING TO ENGAGE IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. MEMBER AND GUARDIAN EXPRESSLY ACKNOWLEDGE THAT MEMBER AND GUARDIAN HAVE BEEN PROVIDED AN OPPORTUNITY TO ATTEND ALL MEETINGS VIRTUALLY, AND THAT MEMBER AND GUARDIAN WILL NOT LOSE THE OPPORTUNITY TO VOTE OR VOICE MY OPINIONS IF I ATTEND THE MEETINGS VIRTUALLY. MEMBER AND GUARDIAN HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM ENGAGING IN THE ACTIVITY, OR TRAVELING TO PARTICIPATE IN THE ACTIVITY WHETHER CAUSED BY THE NEGLIGENCE OF THE COMPANY OR OTHERWISE.

2. Member and Guardian hereby expressly waive and release any and all claims, now known or hereafter known, against the Company, and its officers, directors, employees, agents, affiliates, members, volunteers, successors, and assigns (collectively, "**Releasees**"), on account of injury, illness, disability, death, or property damage arising out of or attributable engaging in the Activity and being exposed to or contracting the Disease, whether arising out of the negligence of the Company or any Releasees or otherwise. Member and Guardian covenant not to make or bring any such claim against the Company or any other Releasee, and forever release and discharge the Company and all other Releasees from liability under such claims.

3. Member and Guardian are familiar with federal, state, and local laws, orders, directives, and guidelines related to the Disease, including the Centers for Disease Control and

Prevention (CDC) guidance on the Disease. Member and Guardian will comply with all such orders, directives, and guidelines while engaging in the Activity, including, without limitation, requirements related to hand sanitation, social distancing, and use of face coverings. Member and Guardian will also follow all instructions of the Company while engaging in the Activity. Member and Guardian agree not to participate in the Activity if either Member or Guardian is experiencing symptoms of the Disease, such as cough, shortness of breath, or fever, if Member or Guardian has a confirmed or suspected case of the Disease, or has come in contact in the last 14 days with a person who has been confirmed or suspected of having the Disease.

4. Member and Guardian shall defend, indemnify, and hold harmless the Company and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, incurred by/awarded against the Company or any other Releasees in a final judgment, arising out or resulting from any claim of a third party related to the Disease due to my engaging in the Activity.

5. This Agreement constitutes the sole and entire agreement of the Company, Member and Guardian with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the Company and me and our respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of INDIANA without giving effect to any choice or conflict of law provision or rule whether of the State of INDIANA or any other jurisdiction.

[SIGNATURE PAGE FOLLOWS]

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY.

Signed:

Member _____

Printed Name:

Address:

Date: _____

Signed:

Guardian _____

Printed Name:

Address:

Date: _____



Pennsylvania District – Key Club International

**DELEGATES & ALTERNATES
CERTIFICATE OF ELECTION**

This certifies that the following members of the
KEY CLUB OF _____
are duly elected delegates and alternates of this Club to the Annual District
Convention's House of Delegates.

Delegates:

1. _____

2. _____

Alternates:

1. _____

2. _____

Verification Signatures:

President _____ **Secretary** _____

Date: _____

NOTE: Each chartered club, in good standing, shall be entitled to two (2) delegates to District Convention. These delegates should be elected not less than thirty (30) days prior to convention. Alternates should be chosen for each delegate. Each delegate shall be entitled to cast one (1) vote in the House of Delegates. In his/her absence, the alternate shall cast one (1) vote. *There shall be no voting by proxy.*

No club shall be considered "in good standing" which is delinquent in payment of District and/or International dues.