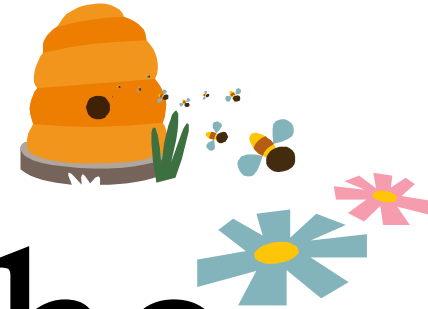



# Cali-Nev-Ha KEY CLUB

Sergeant-At-Arms

District Convention 2011



# Welcome to the



# Workshop!



*"Always render more and better service than is expected of you, no matter what your task may be."*

- Og Mandino

# Cali-Nev-Ha KEY CLUB

## Sergeant-At-Arms

District Convention 2011

### General Duties

- As a Sergeant-At-Arms (SAA), you are vital to keeping the Key Clubbers at convention safe and sound.
- BEE a role model. This includes dressing appropriately, being respectful of the hotel, the convention center, and the people who are, unfortunately, not attending this convention.



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*- Og Mandino*

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## Hey Key Clubbers...

- How do you feel?



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*- Og Mandino*

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## Etiquette

- It's important, so don't forget it.
- Make sure that you are courteous, polite, and follow the rules of the facility.
- Be respectful of your peers, adults, strangers, and surroundings.

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**- Og Mandino**

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## Do Nots in the Hotel

- Run in the halls
- Mess with the hotel's decorations
- Yell or talk too loudly (no spirit battles or cheers)
- Be rude to the hotel guests and personnel
- Make unnecessary requests to staff

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## Do Nots in the Convention Center

- Enter rooms that are not related to the CNH District Convention
- Run in the halls, jump down the stairs, go up the down escalator or down the up escalator...
- Make a mess by leaving trash around
- Alter any decorations

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## Tips and Tricks

- Be careful not to crowd around the elevators. Try taking the stairs! It is a great way to exercise and to feel accomplished when you reach your floor!
- Leave the rooms clean and like how you found them
- Use indoor voices in the hotel and normal voices in the convention center

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## BEE the Example

- Make sure that you kindly let people know if they are breaking etiquette and help them correct their behavior.
- Remember, you are a representative of Key Club International as well as your home club. Bad behavior makes you and the organization look bad.



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## Dress Code Schedule

- Friday: Key Club Casual or Spirit Attire
- Saturday: Business Professional
- Sunday: Business Casual



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## Define Appropriate

- Appropriate Shoes: 1. Have a Back Strap or Covering of the Heel and 2. Are Not Athletic Shoes or Sandals
- Appropriate Length: Is at or below the fingertips with arms held straight down against the body and the shoulders relaxed



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## The Scoop on Business Professional

- Gentlemen: Dress Shirt, Slacks, Necktie, and Appropriate Shoes



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## The Scoop on Business Professional

- Ladies: Dress or Suit, Skirt or Slacks, Blouse and Appropriate Shoes



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## The Scoop on Business Casual

- Gentlemen: Long Pants, Collared Shirts, and Appropriate Shoes



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## The Scoop on Business Casual

Ladies: Suit, Dress Skirt of Appropriate Length, Slacks, Blouse and Appropriate Shoes



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## What Is Not Business Attire



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## Hey Key Clubbers...

- How do you feel?



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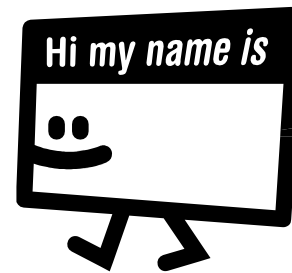
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## Door Monitors

- Check for nametags and wristbands. If they do not have both of these, do not let them enter and make sure they address the issue with their advisor.
  - This is to ensure that all convention attendees are associated with Key Club- to keep us safe.



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## Convention Center

- Make sure all Key Clubbers leave with an advisor!
  - This is to ensure that Key Clubbers are not leaving the convention and ditching.



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## Governor's Ball

- Check for nametags, wristbands, appropriate clothing, and shoes. Inappropriate clothing consists of anything that falls under the “Sprit” or “Casual” categories.

### Appropriate



### Inappropriate



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## Meals and General Sessions

- Check for nametags, wristbands, and appropriate clothing. The dress code for Saturday is Business Professional, and for Sunday, Business Casual.
- Keep order while Key Clubbers wait to enter and make sure they walk to their seats!



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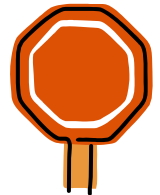
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## Hall Monitors

- Make sure the hallways are not clogged up.
- Direct straggling Key Clubbers to workshops.
- Keep order in the halls during the workshops, caucus session, and especially during the House of Delegates.
- Make sure that people are not running in the hallways, at anytime.



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## Door/Hall Monitors: Caucus, Nominating Conference and House of Delegates



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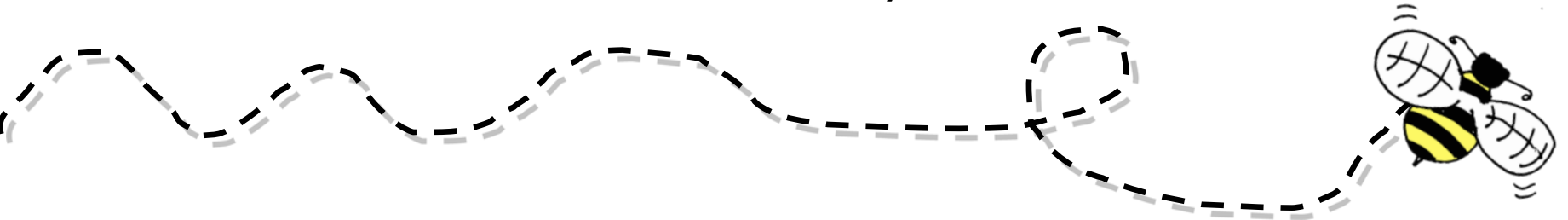
*- Og Mandino*

# Cali-Nev-Ha KEY CLUB

## Sergeant-At-Arms

District Convention 2011

- In addition to the duties stated on the previous slides, there are a few more.
- Do not let anyone enter while the candidate is speaking or answering questions.
  - The only exceptions being: members of the district board, regional advisors (not club), convention center staff, and other SAAs if they are needed in the room.



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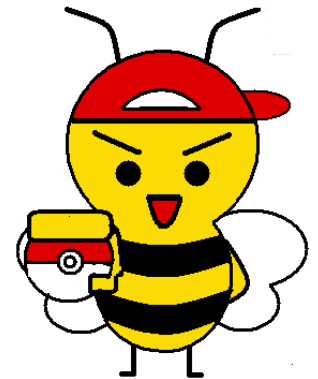
# Cali-Nev-Ha KEY CLUB

Sergeant-At-Arms

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## Contact Information

- SAA Chair: Eugene Lee
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  - 310.626.2792
- SAA Advisor: Douglas Gin
  - Email Address
  - Phone Number



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Questions?  
Comments?  
Concerns?  
**Go For It!**

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