

# Advisor Responsibilities Form

BRING TO  
CONVENTION

School: \_\_\_\_\_ Division \_\_\_\_\_ Region \_\_\_\_\_

The Key Club District Convention and Sergeant-at-Arms Committee wish for every visitor to fully enjoy the convention. To insure the comfort and pleasure of everyone, the following Advisor Responsibility Form has been created to identify specific areas of concern. *Thank you* for being an advisor.

## PREPARING FOR THE REGISTRATION PROCESS

- Convention registration is online. Signed Code of Conduct forms for all attendees and payment must be submitted to the District Office.
- Please be advised all attendees must stay at the District approved hotel.
- You are reminded that there must be at least one adult, over 21 years of age with every twelve (12) Key Club members attending the convention. Advisors **MUST** stay at the same hotel as the Key Club members.

### COMPLETE ONLINE

- Convention Registration
- Sergeant-at-Arms Registration (2 volunteers required)
- Delegate Registration
- Contest Judging @ convention (application to judge submitted electronically)

### SUBMIT TO PAR AVION HOUSING BUREAU

- Hotel Registration (Received by 03/02/12)

### SUBMIT TO DISTRICT OFFICE (RECEIVED BY 03/02/12 OR LATE FEES APPLY)

- Convention Registration printout & payment
- Code of Conduct for each person attending convention

### BRING TO CONVENTION

- Medical Authorization for each Key Clubber attending convention
- Advisor Responsibilities Form
- On-Site Entries (Scrapbooks)

## PREPARING TO GO TO CONVENTION

### Dress Code

- Please review the information on dress code before departing to convention. **Everyone** attending convention (including advisors) must adhere to the dress code. No deviations will be allowed.
- Please check for any dress code violations before your group leaves the hotel for the convention center.
- Please review the Code of Conduct (which includes the dress code) with your group prior to leaving for convention, so everyone knows the rules.

## ARRIVING AT CONVENTION

- ☐ **STEP 1. HOTEL CHECK-IN.** Proceed directly to your assigned hotel. Hotel check in begins at 4:00 pm. If possible, students should remain on the bus until the Advisor has obtained the room keys. This will avoid confusion in the hotel lobby. Members should check into their hotel room at this time.
- ☐ **STEP 2. CONVENTION REGISTRATION.** The Advisor should proceed to the CONVENTION CENTER REGISTRATION DESK with hotel contact information for each advisor (one adult per twelve Key Clubbers). Registration will be located in the 2nd Floor Lobby of the Santa Clara Convention Center. It is necessary for the advisor to pick-up registration packets for all members of the club. NOTE: Registration packets are organized by club name. Then proceed to Room 201 for souvenir distribution.

- ❑ **STEP 3. DELEGATE REGISTRATION.** Two delegates from each club will be given credentials for voting at the Nominating Conference and the House of Delegates. The two delegates from your club should stop at the DELEGATE REGISTRATION DESK to receive their credentials and delegate ribbon. For more information about delegates, please visit the convention registration site under the Elections tab or the CyberKey under District Convention.
- ❑ **STEP 4. MEMBER RECOGNITION (CONTESTS) CHECK-IN.** For those clubs entering contests, proceed to the MEMBER RECOGNITION Office (Room 208) to drop-off any entries, check-in for on site contests, and check in if selected to be an on-site contest judge.
- ❑ **STEP 5. SERGEANT-AT-ARMS REGISTRATION.** Key Clubbers and advisors should proceed to the SAA table located in the registration area to sign up or check in for SAA assignments.

## **AS A CONVENTION PARTICIPANT...LEAD BY EXAMPLE**

- Attendance at all Key Club Convention activities—Caucuses, Sessions and Workshops—is **MANDATORY** for all Key Club members and advisors.
- Advisors are responsible for the conduct of their club members during all convention activities. Attention should be focused on the convention proceedings at all times. Please respect the general session proceedings and have club members remain seated until each session is officially concluded.
- At no time during the convention weekend are advisors allowed to drink alcoholic beverages.

### **Security/Safety**

- Distinctive wristbands will be issued to everyone attending the convention. They must be worn throughout the convention: sessions, workshops, and hotels. The purpose is for positive identification of those persons belonging to Key Club and to assist the Sergeant-at-Arms in controlling security.
- Key Club attendees are required to participate in all convention activities, unless there is a health-related situation and the advisor will accompany the student back to the hotel.
- All travel between the hotel and convention center should be in groups.
- At no time are males and females allowed to be in the same hotel room, even if an advisor is present. Advisors must not enter the hotel room of students of the opposite gender, except in the event of a health emergency. If a room check is needed for a room of the opposite gender, an advisor of the appropriate gender should be found.
- Each adult advisor should be aware of the plans of each Key Club member under his/her jurisdiction.
- Advisors must be available during all Saturday evening activities, especially in case of problems and to be available to escort the Key Club members back to the hotel.

## **GENERAL INFORMATION**

**Meals.** The following meals will be provided:

- **Friday**—no meal provided (Please check our website for information on local eating establishments)
- **Saturday**—breakfast, lunch and dinner
- **Sunday**—breakfast

**Saturday Evening.** Please remember Sergeant-at-Arms will not allow any Key Club member to leave the Convention facilities without an advisor present. Plan on attending one of the following scheduled activities: the annual Advisors Ice Cream Social, the Governor's Ball, or the alternative activities(board games, karaoke, etc.)

## **LEAVING CONVENTION**

**Contest & Awards:** Please pick-up contest entries and/or any awards before leaving Saturday evening.

**Checkout:** Hotel room checkout on Sunday will be at 12 noon. You may call to extend that time. A luggage holding room will be available.

*Please make copies for each of the attending advisors.*