



REGISTRATION CHECKLIST

CNH DCON 2012: BEElieve - the Magic of Service

Note: The recommended deadlines are divided into weekends to accommodate for different Key Club meeting days.

AS SOON AS POSSIBLE – SCHOOL FORMS

You must have school and/or school district approval for overnight events (usually referred to as a field trip request). Make sure you KNOW what forms to complete and HOW EARLY they must be submitted. The advisor must submit these forms.

- Failure to comply with school policies may jeopardize not only your opportunity to attend this event but potentially future Key Club events.
- **If your school or school district denies your club from attending convention, then your club may not attend.**

BY FEBRUARY 11TH – PROMOTE CONVENTION

Tools include the Call to DCON Video, DCON Promotional Fliers, and sharing previous DCON experiences during meetings.

BY FEBRUARY 18TH – ORGANIZE

1. Compile a list of students **and** advisors attending convention. You really want to encourage your club's new officers to attend DCON, and remember that the only qualification to attend DCON is to be a dues paid member in good standing! Be sure to have the following prior to registration:
 - Name of attendee(s) and office held (if applicable).
 - Email
 - Gender
 - Shirt size
 - Number of Vegetarians
2. Continue collecting payment for the convention registration, hotel reservation, and transportation.
3. Have the primary advisor complete registration.
 - Students and advisor(s) must be registered within one session of the online registration process with ease - also, please remember that there is a 1 advisor to 12 students ratio.
 - Code of Conduct (must be sent WITH club registration printout and payment)
 - Medical Forms (advisor keeps these during entire convention)

BY FEBRUARY 25TH – COMPLETE THE PROCESS

By this date you are recommended to have:

1. Completed and submitted all necessary school forms.
2. Sent in the completed registration and fees to their correct destinations.
 - Submit ONE CHECK, a printout of the registration, AND one code of conduct for EACH person attending convention.
3. Complete hotel registration for either Hyatt Regency, Santa Clara Hilton, Santa Clara Marriott, or Avatar
 - You will be asked to show proof of hotel registration at the registration booth.

If this plan is followed and all forms are correctly completed, you should have NO problems with meeting the March 2nd DCON registration deadline!

MUCH MORE CONVENTION INFORMATION FOUND AT THE CNH CYBERKEY: DCON.CNHKEYCLUB.ORG

Questions? Comments? Concerns? Contact the District Convention Committee at cnhkc.dcon1112@gmail.com