Placing the Seeds of Service

Cali-Nev-Ha 71st District Convention 2017

THE

DCON 2017 PREPARATION GUIDE
Welcome to the CNH Key Club 2017 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 2017 in Anaheim, California. Good luck!

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CLUB REQUIREMENTS

Follow these club requirements to ensure that the club you serve will be able to attend DCON 2016!

BE AN OFFICIAL, ON-TIME DUES PAID CLUB

- To elaborate, this means that the club has to submit their dues BEFORE December 1st, 2016 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 an exact amount of attendees.
  - Ex: Forms sometimes take 3+ months by some school districts, and some school districts need to know the price of the hotel and the hotel that attendees are staying at.

Schools also require paperwork if any attendees are missing school for any reason. **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**.

MEDICAL RELEASE FORM LINK:
http://cnhkeyclub.org/TheHive/downloads/PIE/Form_Medical.pdf
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 found before the registration deadline.

HOTELS

- All attendees, including adults, must stay at DCON approved hotels.
- 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.

TRANSPORTATION

- No Key Club members can drive themselves or other members to District Convention. Only a background checked chaperone can take members to DCON.
- 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]

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 all candidates’ speeches on Saturday morning and vote afterwards on a .
- **Register Friday evening upon arrival**

CHAPERONES

- Chaperones must be present to assist in transportation to ensure all members are safe
- They will handle any money
- Chaperone must be present with hotel and convention check-in to receive t-shirts and merchandise
- They will get a treat Ice Cream Social on Saturday night!

OFFICERS

- Handle registration process online for Key Clubbers before Convention
- Upon arrival, go with chaperones to the designated area pick up member t-shirts, convention merchandise, and check-in
- 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 like Delegates**
- Direct traffic where needed
- Help block access or control access to restricted parts of the convention center/hotel
- Ensure all key clubbers move between the convention center and two hotels with their chaperone
- Enforce hotel room floors to prevent any co-ed mingling
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 schoolyear (to a school director of activities, faculty advisor, principal, **or other school administration** and ask about YOUR policies.
- Some schools require certain paperwork [refer to page 2 for a more in-depth look at some possible required paperwork]
- Stay in frequent contact with your faculty advisor and ask your school about chaperones
- Be sure to give school administration lots of extra time (some of the processes can be very long or time consuming for them)
- Be respectful and early in order to prevent any and all problems from occurring!
BUDGETING 101

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

**BUDGETING TIPS**

- A good budget should include revenue and expenses, predicting the amount of money you will make for the year.

- Budgets can be made in Google Spreadsheets or Microsoft Excel.

- Look at the sample budget below for different examples of sources of revenue and possible expenses:

<table>
<thead>
<tr>
<th>Item / Event</th>
<th>Amount</th>
<th>Revenue per Item / Event</th>
<th>Revenue</th>
<th>Item / Event</th>
<th>Amount</th>
<th>Expense per Item / Event</th>
<th>Expense</th>
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</thead>
<tbody>
<tr>
<td>DCON Attendees</td>
<td>15</td>
<td>$350.00</td>
<td>$5,250.00</td>
<td>DCON Registration</td>
<td>15</td>
<td>$300.00</td>
<td>$4,500.00</td>
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<tr>
<td>Bowling Fundraiser</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
<td>Train</td>
<td>15</td>
<td>$110.00</td>
<td>$1,650.00</td>
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<tr>
<td>Chick-fil-A Fundraiser</td>
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<td>$50.00</td>
<td>$50.00</td>
<td>Buttons</td>
<td>400</td>
<td>$0.15</td>
<td>$60.00</td>
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<tr>
<td>Lei-Making Fundraiser</td>
<td>1</td>
<td>$75.00</td>
<td>$75.00</td>
<td>Boba</td>
<td>400</td>
<td>$1.00</td>
<td>$400.00</td>
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<tr>
<td>Button Donation</td>
<td>400</td>
<td>$2.00</td>
<td>$800.00</td>
<td>Pieing Officers</td>
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<tr>
<td>Boba Fundraiser</td>
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<td>$1,200.00</td>
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<td>Helping Chaperones</td>
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<td>Ice Skating Fundraiser</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td><strong>$7,715.00</strong></td>
<td></td>
<td><strong>Total Expenses</strong></td>
<td></td>
<td><strong>$7,490.00</strong></td>
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<tr>
<td><strong>Total for the Year:</strong></td>
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<td><strong>$225.00</strong></td>
<td></td>
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Here are some additional tips on how to create your budget spreadsheet and on planning proactively for the fundraising season!

**BUDGETING: TECHNICAL TIPS**

- Utilize color coding and formulas to make your experience easier!
- “Fill color,” “merge cells,” and the different formats for number and currency are useful!
- =SUM(A1, A2), =MINUS(A1, A2), and =PRODUCT(A1, A20 are useful in Google Spreadsheets
  - For example, in the sample budget:
    - To get the revenue the DCON attendees, I used =PRODUCT(B4,C4) in the cell D4
    - Then, if you copy and paste “D4” and paste it into all the cells you need (I needed the formula in D4 - D11), it will work!
    - You can do the same for individual expenses!
    - To get the total revenue, I used =SUM(D4:D11) in the cell D13
    - You can do the same for total expenses!
    - To get the total for the year, I used =MINUS(D13,H13) in the cell D15
  - A1 and A2 are sample cells. Use the cells that you want to add! Google if you want to find out more formulas.

**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.

- 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 showed that even though transportation and DCON hypothetically cost $410 ($300 + $110), members only had to pay $350 (saving $60 a person) because of the club’s fundraising efforts and proactive planning.
GENERAL TIPS & REMINDERS

Below are some general tips in regards to chaperones, fundraising, and food options provided at DCON 2017!

CHAPERONES

- The chaperones are using their weekend to help you so pay for their registration, housing, and Friday night food!

- Be pro-active 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 to lower 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, lei making, food sales.

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 locales near the hotel-convention center complex 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 DECEMBER 1, 2016)

- 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 registration deadline.

- **Registration deadlines costs:**
  - On time: February 22, 2017 | Late: March 13, 2017
  - On time fee: $196 | Late registration fee: $236

HOTEL REGISTRATION

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.
- Adults must handle the money
- Depending on the Distance and your Division, transportation expenses will vary! If you live close to the Anaheim Convention Center, then carpooling in a van, car, or truck would be ideal. If you live more than 8 hours away from the Convention Center, it is recommended that you arrange flights accordingly. Make sure to bring your chaperones!

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 a small to medium groups, especially if attendees live close to Convention Center
- ONLY Chaperones/Parents can Drive. NO Key Clubbers can drive themselves or other attendees 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 Organization near your division and ask for bus prices!
- www.busrates.com
  - Cost: $1000-$4000 per bus
  - Also pay for bus drivers' stays at hotels, gratuity fees, buses

TRAIN

Amtrak

- Research Early in December & Double check cost if booking tickets later!
- Costs will vary by Distance, Location, & Attendees.

PLANES

- Recommended if you live in Hawaii for 8 hours away.
  - It is also recommended if only a few members are going to DCON and you can afford the plane rates.
  - Remember to book plane tickets early as December 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!

Service Leadership Program Director

Mr. Bruce Hennings
Email: bruce@cnhkiwanis.org

District Convention Chair

QuynhAnh Dam
Email: cnhkcdcon@gmail.com

CNH Cyberkey
http://cnhkeyclub.org

Your Lt. Governor

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