



CNH | KEY CLUB

*cnh dcon 2022*  
**chaperone**  
*manual*



# table of contents

<b>ROLE OF KIWANIS/FACULTY ADVISORS</b> .....	<b>4</b>
Registration	
Hotel & Transportation	
Money Collection	
Sponsoring	
Fundraising	
<b>DUTIES OF A CHAPERONE</b> .....	<b>11</b>
Defining a Chaperone	
Chaperone Responsibilities	
Examples of Chaperones	
<b>BACKGROUND CHECKS</b> .....	<b>15</b>
About Background Checks	
Who needs a background check?	
How do I get a background check?	
Background Check Logistics (price, expiry, etc.)	
<b>TIPS &amp; FAQ</b> .....	<b>20</b>
Tips and Tricks	
Covid-19 Concerns	

*District Convention Chair*

**HILARY WONG**

[dcon.chair@cnhkeyclub.org](mailto:dcon.chair@cnhkeyclub.org)

*District Convention Mentor*

**RACHEL GIGUERE**

[r17advisor.rgiguere@cnhkeyclub.org](mailto:r17advisor.rgiguere@cnhkeyclub.org)

*SLP Director*

**TIMOTHY CUNNING**

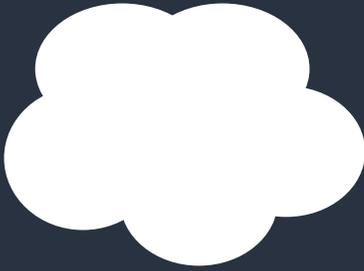
[tim@cnhkiwanis.org](mailto:tim@cnhkiwanis.org)

*District Administrator*

**DOUG GIN**

[da.dgin@cnhkeyclub.org](mailto:da.dgin@cnhkeyclub.org)

# useful resources



## FAQ GUIDE

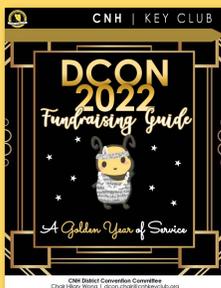
[CNHKEYCLUB.ORG/EVENTS/DCON](https://CNHKEYCLUB.ORG/EVENTS/DCON)



Get the 101 on what DCON is, why you should attend, details about registration and hotels/transportation, chaperone requirements, and how members can get involved.

## FUNDRAISING GUIDE

[CNHKEYCLUB.ORG/EVENTS/DCON](https://CNHKEYCLUB.ORG/EVENTS/DCON)



Understand how fundraising supports members, pays for chaperone fees, and allows members to do more at DCON by knocking out the essentials!

## PREPARATION GUIDE

[CNHKEYCLUB.ORG/EVENTS/DCON](https://CNHKEYCLUB.ORG/EVENTS/DCON)



Learn about the different ways to prep for DCON. Get information on how to sign up, how to find transportation, and much more.

## INSTAGRAM

@CNH\_DCON & @CNH\_KEYCLUB



Keep up with all things District Convention on the DCON Instagram (@cnh\_dcon) and the CNHKC Instagram (@cnh\_keyclub)!

*role of*  
**faculty &**  
**kiwanis**  
*advisors*

# role of advisors

1

## registration

### ABOUT

It's important that **you**, the advisor, are properly educated on the DCON registration process so that everything goes smoothly. Members should not be registering themselves– the club board should be responsible for registering everyone for DCON, including advisors and chaperones.

### FACULTY ADVISORS

Encourage the club to make a **interest form** and distribute it on club social media. This helps you get an idea of how many Key Clubbers you need to prepare for DCON. Additionally, know where to access important resources (see **RESOURCES** section) to provide to your members.

When it's time for Registration, encourage your club to make a **committed registration form**, requesting all essential information. Make sure the club decides if they want to collect payment in **installments** or all at once, as well as if funds will be collected through a club account (at school or at an external bank).

### KIWANIS ADVISORS

If the Faculty Advisor is new, help them and the club board through the registration process.

# role of advisors

2

## hotel & transportation

### ABOUT

Get your transportation figured out months ahead to reduce unnecessary stress.

Book your hotel as early as possible using the DCON registration link. Remember, hotel reservations are first come, first serve. Adults must handle hotel and registration money, not students.

Note: Except for a parent sharing a room with their own child, no adult should share a room with students. In this case, the family pays the entire hotel room fee.

When transporting, use the "Rule of 3s" with at least three people in the vehicle at all times.

Ensure parents know where students are going and when they'll be home again. Provide them with important materials such as your travel itinerary (rest stops, estimated times of arrival/departure, airport), who their chaperone is, the DCON schedule, etc. Make sure members and their parents know the travel plans, including what time you're meeting to depart and what time you're returning.

---

### FACULTY ADVISORS

Help members arrange groups of four to room. Create a Google Form/survey students for their preferences so that they can have the most enjoyable DCON experience. (cont.)

# role of advisors

2

## hotel & transportation

### FACULTY ADVISORS

However, if you feel uncertain about specific individuals rooming together, don't do it! Prioritize safety, even if it means separating and upsetting friends. With the Kiwanis Advisor, help the club book hotel rooms and secure transportation. Remind them to remember to book rooms for advisors and chaperones.

### KIWANIS ADVISORS

With the Faculty Advisor, help the club book hotel rooms and secure transportation. Help them find the best deals on charter buses, plane tickets, and so on. When it comes to managing finances, booking hotels, and other experiences they are unfamiliar with, the members value your guidance most!

# role of advisors

3

## money collection

### ABOUT

Budgeting- Each club is advised to set up a realistic budget, including income and expenses throughout the year. The Kiwanis and Faculty Advisor should offer support in answering the question: **How much does each member need to contribute?**

---

### FACULTY ADVISORS

Letting the club's know they must account and divide the chaperones' costs, explaining that they are giving up the weekend for THEM, the members.

---

### KIWANIS ADVISORS

If you are offering financial support, **set deadlines for the clubs to report numbers** (how many attendees, how many members they are asking you to financially aid, etc.) to you early.

# role of advisors

4

## sponsoring

### ABOUT

One of the ways Kiwanis clubs can provide support to Key Clubs is financially supporting members to attend DCON by covering transportation, registration, and/or lodging. Key Club members are encouraged to follow the **Rule of Thirds**:  $\frac{1}{3}$  of expenses paid by the **club treasury**,  $\frac{1}{3}$  of expenses paid by the **member**, and  $\frac{1}{3}$  of expenses paid by the **sponsoring Kiwanis club**.

---

### FACULTY ADVISORS

Help clubs access their club treasury. Decide how much you want to allot to supporting members. If funds are limited, decide how you will divide up the money. Do you want to offer equal support to all attendees or do you want to prioritize financial support for those who need it most?

---

### KIWANIS ADVISORS

Decide if you will give the club an allotted amount to divide amongst members attending DCON. Do you want to offer equal support to all attendees or do you want to prioritize financial support for those who need it most?

# role of advisors

5

## fundraising

### ABOUT

Fundraising is not only essential to helping alleviate costs for a major event, but it teaches your club many valuable skills such as teamwork, detailed planning, and financial independence. Remember: Adults must handle hotel, transportation, and registration money. Therefore, you will need to guide the fundraising planning process! By clicking below, you can access the following guides found on the **CNH Cyberkey**:

[FAQ GUIDE](#)

[FUNDRAISING GUIDE](#)

### FACULTY ADVISORS

Advise the club board to set up a **timeline of dates and locations** they want to have fundraisers at. Create SMART goals for each fundraiser and keep track of your progress as you near DCON.

### KIWANIS ADVISORS

It is imperative that members get to know their sponsoring Kiwanis club. YOU are their number one backbone and with your help, they are able to have fun at events like DCON! If you notice the club rejecting members due to financial difficulties, offer help according to the **RULE OF THIRDS**. If they reach out to you and you decline assistance, that's okay! (They shouldn't be too financially dependent on you—remind them that fundraising is key for DCON.)

# chaperone

*duties*

# defining chaperone

## chap•er•one

An Adult chaperone for Key Club shall be a Kiwanis member, Faculty Advisor, Parent, Legal Guardian or Person who is in loco parentis

Must be over the age of 21

Must be approved by the school and registered with and accompanying the Key Club member at the event or activity

Must be background checked by Kiwanis International. *(Information regarding background checks and how to do so is found on page 17)*

Chaperone ratio is 1:10 and it MUST be the same gender

Chaperones are allowed to chaperone for different schools

Chaperones will NOT be allowed to room with a student unless they are the parent of said student

# *chaperone* responsibilities

## chap•er•one

Checking in all members one arrived

Making sure members are staying within the section of the hotel that the convention is being held

Ensuring covid procedures are being followed

Advised to attend workshops to help ensure the chaperone to member ratio

Guiding and watching over the members as they wander around the convention

# chaperone examples

## chap•er•one

Chaperones can be anyone as long as they are over the age of 21 and background check approved

Examples: A Parent, Kiwanis Advisor, Uncle, Aunt, Older Sibling or Cousin, Faculty Advisor, Teacher, Principal, Counselor, Kiwanian

Please note that Circle K members even if over the age of 21 can NOT be chaperones.

**background  
check**  
*process*

# background check information



## WHY DO I NEED A BACKGROUND CHECK ?

Leadership Program and adults chaperoning youth leadership programs are required to have a criminal background check conducted and verified by Kiwanis International per Kiwanis Policy B.16., Procedure 197. By offering a standard, comprehensive background check for all Kiwanis advisors through Kiwanis International, we can be confident that all Kiwanis clubs are protecting those we serve — and protecting all Kiwanis members.

All chaperones (club members and non-members) taking part in a single day off-school premises or overnight SLP sponsored event must have a clear background check.

NOTE: ANY member may receive a background check through Kiwanis International if the club requires its members to do so. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside the school and/or who may not have undergone a background check. Contact your club to find out more about its requirements and procedures.

## WHO NEEDS A BACKGROUND CHECK ?

*all non-kiwanians needing a background check:*

Email [backgroundchecks@kiwanis.org](mailto:backgroundchecks@kiwanis.org) to request a link.

*faculty advisors*

Faculty advisors will be required to have an approved background check through the Kiwanis vendor for overnight stays (such as DCON) and SLP sponsored events off school premises. They will be required to take our chaperone training via Praesidium Inc. and annually review our Youth Protection Policies.

# background check information



## WHO? NEEDS A BACKGROUND CHECK

### *chaperones*

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis (club members and non-members) participating in any single day off-school premises or overnight SLP sponsored event (such as DCON) must have a clear background check.

### *kiwanis slp advisors*

Whoever is reported as a designated Kiwanis advisor to any sponsored Service Leadership Program (SLP) club. Kiwanis International SLPs are K-Kids, Builders Club, Key Club, Circle K International and Aktion Club.

Using the Secretary Dashboard of the Kiwanis Online Reporting system, a Kiwanis club secretary needs to identify who serves as the Kiwanis advisor for each Service Leadership Program the club sponsors. Once a background check is completed, it will be reflected on the Kiwanis dashboard. Clubs may also report Kiwanis advisors to Member Services at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

There is no more important responsibility than the safety and well-being of those we serve — from the children in youth programs to adults with disabilities. Required background checks help ensure that Kiwanians meet the highest standards by identifying past behavior that may disqualify a person from working closely with those we serve. Background checks are an important step in making sure our members and those we serve are protected.

# background check information



## WHAT IS THE COST OF A BACKGROUND CHECK ?

The cost is US\$25 for advisors in the United States and the Caribbean (see instructions below for members outside the U.S. and the Caribbean).

The cost of the background check can be paid by the individual, club or district.

You will need credit card information (Visa, MasterCard or Discover) to submit at the end of the process. Members also can send checks or process the payment by phone with Safe Hiring Solutions by calling customer service at 1-888-215-8296 (U.S. and International). If a club wants to pay for a member's background check, it has the option to set up an account with Safe Hiring Solutions to be billed directly for its members. To set up an account, complete: [www.safehiringsolutions.com/kiwanis-account-application](http://www.safehiringsolutions.com/kiwanis-account-application)

**NOTE:** This is for clubs that wish to be billed for member reports. Clubs who want members to pay for their own background checks should refer their members to the Kiwanis Connect portal. Members can then initiate their own reports [here](#).



# how to get a background check



## WHAT ARE THE REQUIREMENTS ?

Kiwanis advisors must obtain a criminal history background check that is processed through Kiwanis International. Kiwanis International's provider is Safe Hiring Solutions. (See instructions below for members outside the United States and the Caribbean.)

## BACKGROUND CHECK PROCESS FOR KIWANIS

Background checks are processed by a member-specific link. This link is connected to your personal Kiwanis membership ID and should be used only by you. Do not share with others for their use. To obtain a member-specific link, the member must do one of the following:

Log into the member portal and initiate the background check process under "**Backgrounds Check**". Contact the club secretary for a member-specific email link sent from the secretary dashboard. Contact Kiwanis International at [backgroundchecks@kiwanis.org](mailto:backgroundchecks@kiwanis.org) for a member-specific email link.

## HOW LONG ARE BACKGROUND CHECKS RESULTS VALID ?

Background checks are valid for two years. As the expiration date approaches, you will receive an email prompting you to do one of the following to obtain a web link for a background check: Use the member portal, **Kiwanis Connect** ([www.kiwanis.org/reporting](http://www.kiwanis.org/reporting)) or request a link from your club secretary.

*tips &  
faq*

# tips and tricks

Register early to avoid having to pay a larger registration fee!

Start figuring out transportation early on to avoid larger fees and any worries later on.

If your school requires field trip forms make sure to start filling them out ASAP!

Start finding potential chaperones and have them start the background check process early.

Make sure to look at the dresscode and pack accordingly.  
\*Each day's dress code is different!

*Don't forget your 2 medical release forms and covid liability form!*

# covid-19 Concerns

## What covid procedures will be implemented?

Everyone in attendance including adults will have to submit a covid liability form, medical release form.

Masks will be mandated for all attendees and may not be taken off unless attendees are in their room or are eating

Physical distancing of 6 feet apart will be enforced

Those showing symptoms of Covid-19 are advised to stay home and will not be allowed into the Convention.

Temperatures and potential symptoms will be checked during the convention.

All state covid-19 protocols will also be followed all throughout the event.

thank you for reading!  
**see you** at dcon!

