

DECON '24

A spell of Service

REGISTRATION PACKET

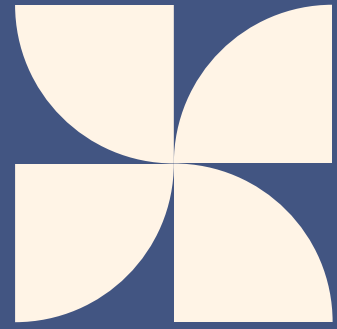


New Jersey Key Club



Register Here!

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Greetings from District Governor Laine Elliott



Hello New Jersey Key Club Members,

I am thrilled to invite you to the most fantastical celebration of the year, our 78th annual District Educational Conference, hosted by the New Jersey District of Key Club International. This royal coveted event will take place on March 22nd and 23rd at the Hyatt Regency Hotel in Princeton. You all will be knighted and celebrated for your acts of service in the mystical kingdom of New Jersey Key Club.

The District Board has been working endlessly at Arthur's Roundtable to organize this spellbound weekend with enchanting workshops, captivating speakers, and fantastical activities that will transport you into a fairytale. Explore new adventures, meet new people, and make everlasting memories with fellow Key Clubbers who have unique tales of service like you. This immersive gathering will channel the magic of our collective efforts to make a difference within our communities.

I hope you all will embark on the mystical journey to our 78th District Educational Convention this year and celebrate Key Clubs from all over the New Jersey Kingdom!

Yours in Caring and Service,

Laine Elliott

District Governor

New Jersey District of Key Club International

Hotel and Venue * Information



Hotel and Conference Venue

The official conference hotel is the **Hyatt Regency Princeton**. All reservations will be made through the registration process.

The hotel is located at:

Hyatt Regency Princeton
102 Carnegie Center
Princeton, NJ 08540



Meal Overview

A buffet meal will be provided for:

- Friday Lunch
- Friday Dinner
- Saturday Breakfast
- Saturday Lunch



(Subject to change)

Conference Schedule

Friday, March 22, 2024

All day	Attendee Registration and Check-In
All day	Contests and Awards Entry Drop-Offs and Submissions
11:30 AM - 12:00 PM	District Officer & International Endorsement Candidate's Meeting
11:30 AM - 12:00 PM	Sergeant-At-Arms Orientation
12:00 PM - 2:30 PM	Opening Session, Lunch, and Candidacy Nominations
2:30 PM - 4:00 PM	Caucuses
4:00 PM - 4:30 PM	Check into Rooms
4:30 pm - 5:00 pm	Workshop 1
4:30 PM - 5:30 PM	Essay Contest
5:05 PM - 5:35 PM	Workshop 2
5:30 PM - 6:30 PM	Oratorical Contest
5:40 PM - 6:10 PM	Workshop 3
7:15 PM - 9:30 PM	Recognition Session & Banquet
10:00 PM - 11:30 PM	Dance
12:00 AM	Curfew

(Subject to change)

Conference Schedule

Saturday, March 23, 2024

8:00 AM - 10:00 AM	Breakfast Buffet
9:15 AM	Certification of Delegates
9:30 AM - 11:15 AM	House of Delegates
10:00 AM - 11:00 AM	Service Project
11:00 AM - 11:45 AM	Check Out of Rooms
12:00 PM - 2:30 PM	Closing Session and Lunch
3:00 PM - 4:00PM	2024-2025 District Board Meeting



Registration

Registration is due Friday, March 1, 2024



Pricing



- Registration (per person):
 - SINGLE ROOM – \$357.00
 - DOUBLE ROOM – \$288.00
 - TRIPLE ROOM – \$265.00
 - QUAD ROOM – \$254.00
- Registration materials postmarked after Friday, March 1, 2024 will be considered late and will be subject to room availability.
- Full payment or Purchase Order **MUST** accompany your club's registration.
- Please contact Andrew DeFelice (adefelice@njkeyclub.org) with any questions.
- On-Site Registration begins Friday at 9:30AM and will continue until 12:30PM.
- There are no refunds for DECON 2024.

Registration (ctnd.)

✦ Instructions ✦

- Complete the online registration process at:
<https://fs6.formsite.com/NJKeyClub/9kkfkrdyr2/index>
- Complete medical, code of conduct, and COVID-19 liability waiver forms
 - Each Key Clubber must submit completed medical and code of conduct forms through the online system.
 - Have the parent/guardian of each Key Clubber review and sign the medical, code of conduct and liability waiver forms.
 - Please ensure the information is complete and accurate.
 - Chaperones/advisors must also submit a completed medical form.
- Include payment
 - The payment amount is shown on the invoice generated by the online system. If you need a signed invoice, please contact the Financial Counselor at: adefelice@njkeyclub.org
- Forms (if needed):
 - [New Jersey Key Club W9](#)
 - [New Jersey Key Club BRC](#)

Registration (ctnd.)



Payment



- Payment Options: Credit Card, Check or Purchase Order
 - **Credit Card:** Payment will be processed through the online system.
 - **Check:** Make checks payable to “New Jersey Key Club” and mail to the address included on your invoice along with a copy of your Registration Summary Form.
 - **Purchase Order:** An invoice will automatically be generated by the online system when you submit your registration information. This invoice should be submitted immediately to the appropriate school official to generate the Purchase Order. Copies of the purchase order and Registration Summary Form should be mailed to the address included on the invoice. Purchase Orders can also be emailed to District Financial Counselor, adefelice@njkeyclub.org, for signature.
 - If you need a W-9 and/or BRC, please click the links on the prior page or email District Financial Counselor at: adefelice@njkeyclub.org.
 - Purchase Orders must be submitted by the deadline of March 1, 2024 to reserve rooms.
- You will receive a confirmation email from the online system when your registration is successfully submitted. A receipt will be emailed to you upon receiving payment. Clubs are also expected to submit the Annual Achievement Report Form. Instructions for submitting this report and other award forms can be found in the contests packet. Please direct all registration questions to registration@njkeyclub.org.

Registration (ctnd.)



Summary



MUST BE SUBMITTED BY MARCH 1, 2024

Key Club of _____

Town: _____, NJ

TYPE	COST	QUANTITY	TOTAL (\$)
SINGLE Registration	\$357 per person		
DOUBLE Registration	\$288 per person		
TRIPLE Registration	\$265 per person		
QUAD Registration	\$254 per person		
Payment by: <input type="checkbox"/> Check <input type="checkbox"/> Purchase Order			

Please note: Registration includes accommodations for Friday night and meals for Friday Lunch, Friday Dinner, Saturday Breakfast, and Saturday Lunch.

Disclaimer: Clubs are Responsible for filling their own rooms and complying with any school district policies regarding overnight field trips. For example, some schools may permit quad occupancy and others may not.

**This summary form and full payment or PO must be postmarked
by Friday, March 1, 2024**

Please make checks payable to "New Jersey Key Club"

Advisors:

What to expect at DECON

All registration materials must be submitted in the online system no later than **March 1st, 2024**. Please follow the instructions below to register your club through the online system. In addition, if paying by Check or Purchase Order, the Purchase Order must be RECEIVED by the registration deadline. To ensure time for you to organize and complete all the registration materials for your club in the online system, it is highly recommended that you set a deadline for your students much sooner.

- As you arrive, proceed to the first floor of the Convention Center to the **Princeton Room** for registration. In response to conference feedback, only candidates will need to change into business attire for caucusing on Friday. All other Key Clubbers are encouraged to wear spirit gear on Friday Afternoon. Business attire is required for the Recognition Session on Friday Night.
- For safety reasons, please remember that Key Club members may not leave their assigned hotel after curfew and advisors must confirm students are in their assigned rooms before retiring for the evening. Also, it should be noted that advisors are ultimately responsible for the safety and welfare of their students throughout the conference including enforcement of the Code of Conduct. Violations of the Code of Conduct must be reported to the District Administrator immediately.

Again, advisors and chaperones, **YOU** are responsible for the students from **YOUR** club.

Advisors: Reference Sheet



Advisor Responsibilities

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DECON 2024. In addition, faculty advisors are expected to participate in all general sessions, workshop sessions, and other scheduled DECON events, as well as fulfill any other responsibilities required by their school or school district. Faculty advisors and chaperones will also be required to sign a Statement of Assurance upon arrival at the Hyatt of Princeton to confirm they understand their responsibilities during DECON 2024.

Arriving at DECON

When you arrive at the hotel, proceed to the Lobby Level. Registration will take place outside the Princeton Room. Luggage will be stored there until room keys are ready for Room Check-In.

A club advisor or chaperone is needed to pick-up their registration materials.

Bed Checks

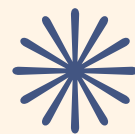
Faculty advisors and chaperones are responsible for conducting their own bed-checks at curfew and ensuring their students remain in their assigned rooms throughout the night. Curfew is 12:00 AM and students are not permitted to leave their rooms until 7:00 AM. Advisors and chaperones may not retire for the night until all of their students are in their assigned rooms and lights are out. Advisors and chaperones must remain available to their students throughout the night should an emergency situation arise and therefore should not leave their assigned hotel at night unless addressing an emergency situation with one of their students.

Overseeing Students at DECON

Although students do not need to be within the direct line of sight of faculty advisors and chaperones at all times, students first must obtain permission from their faculty advisor or chaperone if they wish to travel anywhere unaccompanied within the hotel premises. Students must travel in groups of three or more whenever they travel unaccompanied by a faculty advisor or chaperone. In addition, faculty advisors should require students to physically check-in (i.e. phone calls are not sufficient) with the faculty advisor at predetermined times and locations at least three times per day. These check-ins should include but are not limited to, the beginning of their trip to DECON 2024, during meal times, and at each DECON 2024 general session.

Advisors:

Registration Checklist



Please make sure you complete the following:

1. Online Registration at

<https://fs6.formsite.com/NJKeyClub/9kkfkrdyr2/index>

- This will include:

- Hotel Room Spreadsheet and T-Shirt Spreadsheet
- Uploading of all Code of Conducts and Medical Forms

2. If paying by **Credit Card**:

- Upon completing your registration, pay online using your credit card. No items need to be mailed

3. If paying by Check or Purchase Order:

- Mail a copy of your Registration Summary and payment (payable to New Jersey Key Club) to:

New Jersey Key Club

c/o Andrew DeFelice

29 Cheryl Lane

Millstone Township, NJ 08510

MUST BE RECEIVED BY FRIDAY, MARCH 1, 2024

Bring to DECON:

Statement of Assurance for each advisor/chaperone assigned to a Key Club (turn in Friday during registration)

Code of Conduct:

Chaperones are responsible for ensuring that their students stay engaged, fully participate, and abide by the Code of Conduct at all times. See the Key Club Code of Conduct on Page 18.

Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DECON 2024:

1. Having a signed copy of the required medical and code of conduct forms.
2. Having a current emergency contact number for each student.
3. Having a current cellphone number for all students traveling with a cell phone.

All Code of Conduct violations must be immediately reported to the New Jersey Key Club District Administrator. Chaperones should email administrator@njkeyclub.org to report Code of Conduct violations, and a member of the New Jersey Kiwanis Committee will contact you.

FAQs



1. Is a discounted registration fee available to students, faculty advisors, and chaperones who live in the Princeton area because hotel accommodations are not necessary?

Like past DECONs, all students, faculty advisors, and chaperones must stay in the official conference hotel. Requests for exceptions cannot be accommodated for safety and security reasons.

2. What are the chaperone requirements?

Chaperones may be a Kiwanian, faculty member, parent, legal guardian, or person in loco parentis, all of whom must also be 21 or older, approved by the school, and registered with and accompanying the Key Club members to DECON meetings and sessions. Chaperones must: (1) register for the conference by submitting their own online registration form; (2) have a background check on file with New Jersey Kiwanis; (3) stay in their designated hotel; and (4) remain on-site during the conference which means being at the Princeton Hyatt. Chaperones must be available to assist their students 24 hours a day and must provide students with a cellphone number that will be answered by the chaperone at all times during DECON 2024.

3. Do chaperones need to have a completed background check on file with the Key Club District of New Jersey?

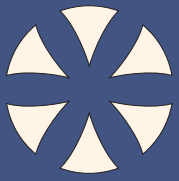
All chaperones including faculty advisors must have a completed background check on file with New Jersey Kiwanis and must comply with any additional background checks required by their school or school district. All chaperones needing a background check will be contacted by New Jersey Kiwanis after they register for the convention and must pay a **\$35 processing fee**. Please ensure each chaperone provides a unique email address when they register for the convention. Failure to do so will result in delays in processing your registration. The New Jersey District will pay for one background check for any club that is bringing more than 10 students to convention and doesn't already have an chaperone.

4. What is the required chaperone-to-student ratio during DECON 2024?

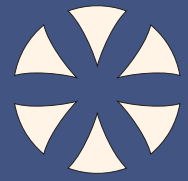
There must be at least one chaperone for each ten or part of ten students.

5. Our Key Club is having difficulty arranging bussing and hence our attendance is tentative, who may I contact with questions?

Please contact our financial advisor Mr. DeFelice (adefelice@njkeyclub.org) or our District Administrator Ms. Trecate (administrator@njkeyclub.org).



Packing List



Spirit Wear

(During Opening Session)

Anything your heart desires, as long as it is school appropriate! It could be your school's colors, school's mascot, divisional theme, or you could make your own spirit gear! Glitter is not allowed.

Business Casual Attire

(For candidates and delegates on Saturday morning at the House of Delegates)

Suggestions

Collared Shirt

Blouse/Collared Shirt

Slacks

Slacks/Skirts/Skortts

Appropriate Shoes

Appropriate Shoes

Semi-Formal Attire

(During Recognition Celebration, Friday Night)

Suggestions

Suit/Sport Coat +
Dress Shirt + Necktie

Dress/Suit/Blouse

Slacks

Slacks or Skirts

Appropriate Shoes

Appropriate Shoes

Casual Attire

(During Saturday Afternoon)

Anything comfortable that you want to wear (again, school appropriate)!

Casual Pants

(During Saturday Afternoon)

Pants without any holes or tears to wear with the DECON T-Shirt you will get at registration!

Vaccination

There are no vaccination requirements to attend

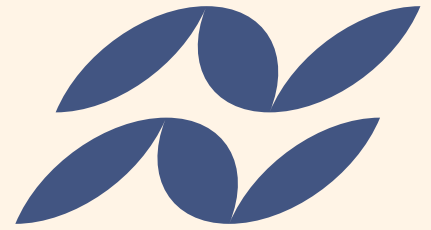
Toiletries

Be sure to bring toothpaste, a toothbrush, deodorant, etc.

Money

The amount of money you bring is up to your discretion!

House of Delegates Information



PURPOSE

To vote for candidates running for District Executive Office and endorse candidates for International Office.

PROCEDURE

The members of the House of Delegates will hear speeches and vote by ballot for the candidate of their choice. Delegates include Executive Officers, Lieutenant Governors, and two representatives from each attending Key Club. **Only those candidates that submitted the proper forms indicated in the Elections Packet and registered to attend DECON 2024 in person by March 1, 2024 will be eligible to run for office at the House of Delegates.**

Each club in good standing is entitled to two (2) voting delegates. It is highly recommended that these voting delegates be the club President and Vice President. Alternates should be chosen for each delegate. Each delegate shall be entitled to cast one vote. The alternate may cast the vote if the elected delegate is not in attendance at the conference. There shall be no voting by proxy. No club delinquent in the payment of International or District dues shall be considered in good standing.

District bylaws provide that each current Lieutenant Governor, as well as the Executive Officers (Governor, Secretary, Treasurer, Editor, and Webmaster), shall serve as Delegates-At-Large. Non-voting Key Clubbers permitted in the "Delegate" portion of the House include any International Officers and members of the New Jersey Kiwanis Key Club Committee.

REGISTRATION

Two (2) individuals must be selected and designated as delegates in the online registration system by each club prior to submitting their online registration. Please determine these delegates prior to registering your club in the online system.

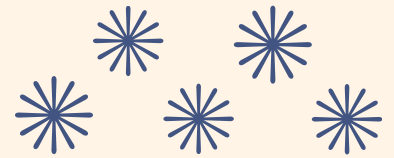
As a delegate, you are personally responsible for being in the House of Delegates on time. This means being present no later than 9:30 AM in the House of Delegates.

House of Delegates is on **Saturday, March 23, 2024, at 9:30 AM.**

You should carefully review the Candidate Profile Booklet and any other information provided to you before arriving in the House of Delegates.

"Robert's Rules of Order, Newly Revised" must be adhered to at all times during the House of Delegates session.

Service Fair



At this year's District Education Conference, the New Jersey District will host a Service Fair where Key Clubbers can participate in a myriad of activities. This Service Fair is open to all Key Club members (who aren't attending House of Delegates) and is a great opportunity for students to get involved and make a difference in New Jersey. Learn more about all the activities that we are featuring this year below!

Create Flashcards for Elementary Schools!

The New Jersey District will host a Service Project where Key Clubbers can participate in creating cards with basic concepts such as the alphabet, numbers, and other educational topics. This project aligns with the New Jersey District's continued District Project, "Education is the Key," by providing an opportunity for students to support youth education in New Jersey. The cards that are made will be donated to nearby elementary schools, where they will be used to help young students learn and practice basic literacy and numeracy skills.

Learn About Organizations Close to New Jersey Key Club!

In addition to creating flashcards for elementary schools, come and learn about organizations close to New Jersey Key Club! Ranging from our service partners to other organizations part of our Kiwanis Family, these organizations offer a diverse set of knowledge. Come explore how you can make a positive impact within your home, school, and community by seeing what others are doing!

Win a Free Fall Rally Ticket!

Throughout the duration of the District Education Convention and the Service Fair, there will be a variety of tasks for you to complete if you want, including activities about the Service Fair to ones with our lovely District Board. Completing enough of these tasks will place you in a raffle for a free ticket for New Jersey Key Club's 2024 Fall Rally! More information will be released in the upcoming months leading to DECON.

Date: Saturday, March 23, 2024 (DECON Day 2)

Time: 10:00 AM - 11:00 AM (during House of Delegates)

If you have any questions about the Service Fair, please contact:

Michael Liang
Service Fair Chair
New Jersey District
mliang@njkeyclub.org

DISTRICT EDUCATION CONFERENCE 2024

CODE OF CONDUCT

Name _____

Key Club members, adult advisors, and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this code while in attendance at any Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.

Responsible behavior

1. All participants are expected to abide by all government laws and regulations.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substances, with the exception of medication prescribed for that member.
5. Members may not possess or use tobacco or marijuana products including prescription marijuana.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected not to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others.
8. Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned rooms.
2. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies.

Dress Code

1. All participants are expected to abide by the designated dress code for each session.
2. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat, and appropriate shoes for boys; and dress or suit, skirt or slacks, blouse, and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirts, and appropriate shoes for boys; and slacks, skirts or skorts, blouses or collared shirts, and appropriate shoes for girls.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirts, skorts or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
6. All participants are required to wear name badges for all conference events.

Enforcement

1. Violations of this code will result in notification to the District Administrator and event chaperone.
2. Violations involving the destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club District Administrator or his/her representative to the school, Kiwanis sponsor, and parents of any member disciplined under this section.
4. These rules are effective from the time you arrive at this event, until the time you depart.

An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is: in loco parentis; over the age of twenty-one (21); have a completed background check on file with the New Jersey District; approved by the school and registered with and accompanying the Key Club members at the conference. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, each Key Club district administrator shall have authority over and responsibility for all persons in attendance from his/her respective district.

I have read, understand, and agree to abide by the Code of Conduct, and I understand that a violation of certain provisions of these rules may result in dismissal from the event:

Parent/Guardian Signature _____ Signature _____ Date _____

Authorization to Attend and Medical Authorization

Reset Form

Print Form

Authorization To Attend Event and Emergency Medical Treatment Authorization

Members attending designated Key Club activities. This form must be completed by the parent, legal guardian, or person in *loco parentis* for the member.

Member

Name

Address

City, State, Zip

Sex Male Female

Birthdate

Chaperone (who is the designated chaperone for your child?)

Name

Relationship to member

Note: An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, over the age of 21, approved by the school, and registered with and accompanying the Key Club member at the event or activity.

Emergency Information

In case of emergency, please contact: Relationship to member:

Daytime Phone: Night time phone:

Alternate Contact: Relationship to member:

Daytime Phone: Night time phone:

Medical Information

Health Insurance Company: Policy Number:

Group name on insurance coverage:

Telephone number or other contact information shown on insurance card:

Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? Yes No

If yes, please explain:

Has he/she ever been or currently being treated for:

Nervousness?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Headaches?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Convulsion or epilepsy?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fainting Spells?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Heart Condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Asthma?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
High Blood Pressure?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Diabetes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Rheumatic Fever?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Allergies to medication?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cancer or Tumors?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					

List any allergies or other medical conditions of which we need to be aware:

I am the parent or legal guardian for the above-mentioned Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by Key Club International or the District. I also have read and understand the Code of Conduct form, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member. I hereby certify that the information provided above is correct.

In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. In the event those persons cannot be reached or time does not permit, I hereby give permission New Jersey, to provide proper treatment, including but not limited to hospitalization, injection, anesthesia and/or surgery, for the above named Key Club member. On behalf of myself and my ward/minor, I/we hereby **RELEASE, WAIVE, AND FOREVER DISCHARGE** Key Club International, Kiwanis District and their officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgements, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International or the New Jersey Kiwanis District for obtaining medical emergency services for New Jersey Key Club member pursuant to this authorization.

Parent or Guardian:

Signed By

REQUIRED FOR EACH ADVISOR/CHAPERONE

Statement of Assurance

District Education Conference Rules

- District and International dues for the current year (2023-2024) must be paid for each Key Clubber attending District Education Conference by March 1, 2024.
- There must be one male adult for every ten or part of ten male Key Clubbers in attendance. Likewise, there must be one female adult for every ten or part of ten female Key Clubbers in attendance.
- Only advisors or chaperones may pick up their club's registration materials and room keys upon arrival.
- Convention name badges and wristbands must be always worn in a visible position. However, name badges should be removed when leaving the Hyatt Regency Princeton for security reasons.
- Code of Conduct violation(s) by a Key Clubber must be immediately reported to the District Administrator. Such violations will result in that member being sent home prior to the District Education Conference's close, or other disciplinary actions as deemed appropriate. Anyone dismissed from District Education Conference must arrange transportation at their own expense. Parents and appropriate school and Kiwanis officials will also be notified of the incident that led to the District Education Conference dismissal.
- Each advisor/chaperone must be at least 21 years of age.
- Advisors/chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.

Advisor and Chaperone Responsibilities

- Each advisor/chaperone shall have a completed background check on file with the New Jersey District and shall comply with any additional background checks as required by their Key Clubbers' school or school district.
- Advisors/chaperones shall review all Code of Conduct expectations with each Key Clubber prior to arrival.
 - Advisors/chaperones shall discuss with their Key Clubbers that no intoxicants or drugs of any kind will be in possession of anyone attending the convention; nor will smoking be permitted.
 - Advisors/chaperones shall report behavior or conduct violations to the District Administrator at cbylsma@njkeyclub.org.
- Advisors/chaperones will be available to their Key Clubbers 24 hours per day. This responsibility begins from the time parents/guardians leave their student(s) with the advisor/chaperone until the time they are picked up.
 - Advisors/chaperones shall provide Key Clubbers under their supervision with a cellphone number at which they can be contacted.
- Advisors/chaperones shall ensure that all Key Clubbers adhere to the convention curfew of 12:00 AM and remain in their rooms until 7:00 AM.
 - Advisors/chaperones will patrol hallways at curfew until all supervised Key Clubbers are accounted for.
- Advisors/chaperones shall ensure Key Clubbers are mindful of noise levels so other hotel guests are not disturbed.
- Advisors/chaperones are responsible for always knowing the whereabouts of all their students.
 - Advisors/chaperones will ensure Key Clubbers do not leave the hotel without first obtaining their permission and must travel in groups of three or more whenever they travel unaccompanied.
- Advisors/chaperones shall ensure the property is not defaced or destroyed and furniture remains inside the hotel rooms. Any damage will be the responsibility of the person(s) occupying that room.
- Advisors/chaperones are expected to interact with Key Clubbers, Kiwanians, and convention guests with respect and courtesy and interact responsibly. Any action unbecoming of an Advisor/chaperone shall be referred to the District Administrator.
- Advisors/chaperones shall ensure Key Clubbers do not change room assignments without the consent of the District Administrator.
- Advisors/chaperones shall not enter opposite-gender hotel rooms unless another advisor/chaperone is also in attendance.
- Advisors/chaperones shall ensure Key Clubbers participate in all sessions, workshops, and activities.
- Each advisor/chaperone shall attend all advisor meetings/sessions.
- Each advisor/chaperone shall have: a copy of each Key Clubber's medical and code of conduct forms; and a list of each student's name, parents'/guardians' names, and phone numbers
- No alcohol shall be consumed by the advisor/chaperone for the entire duration of the District Education Conference, even if the adult is not "on duty" or responsible for Key Clubbers during a specific period.

The rules and responsibilities outlined herein are minimum standards of conduct for advisors/chaperones attending the New Jersey Key Club District Education Conference. Violations will be addressed with the safety and welfare of Key Clubbers in mind.

Each advisor and chaperone must complete and submit this form upon arrival at District Education Conference.

I have read, understand, and agree to abide by the Statement of Assurance:

Name of Advisor/Chaperone _____ **Signature** _____ **Date** _____