

DEC-ON

REGISTRATION PACKET



"SERVICE BY THE SHORE"

TABLE OF CONTENTS



Greetings from our District Governor	3
Hotel and Venue Information	4
Conference Schedule	6
Registration	9
Advisors: What to expect at DECON	13
Advisors: Reference Sheet	14
Advisors: Registration Checklist	15
Frequently Asked Questions	16
Packing List	17
House of Delegates Information	18
Service Fair	19
Code of Conduct	20
Medical Forms	21
Statement of Assurance	22



Greetings from District Governor Justin Chen



Hello New Jersey Key Clubbers!

My name is Justin Chen and I serve as your 24-25 Key Club District Governor. I am thrilled to invite you to New Jersey Key Club's 79th annual District Educational Conference and Key Club's 100th Anniversary Celebration! This sunny event will take place on April 3rd-5th at the Berkeley Oceanfront Hotel in Asbury Park. Make sure to bring your surfboards and flip flops since all of you will have some fun in the sun as we celebrate your acts of service!

The District Board has been hard at work organizing this event with captivating speakers, golden workshops, and scenic activities that will transport you into your dream tropical vacation destination. Explore new waters, meet new service lovers, and make ever-lasting memories with fellow Key Clubbers from across the state. This immersive experience will leave you feeling refreshed, recharged, and ready to ride the waves of success as you dive deep into your passion for service.

I hope you will all come visit us at our 79th District Educational Conference where every moment flows like the tide, offering opportunities to learn, connect, and grow!

Yours in Caring and Service,
Governor Justin Chen

HOTEL AND VENUE INFORMATION



Hotel and Conference Venue

The official conference hotel is the **Berkeley Oceanfront Hotel**. All reservations will be made through the registration process.

The hotel is located at:

Berkeley Oceanfront Hotel
1401 Ocean Avenue
Asbury Park, NJ 07712

Meal Overview

A buffet meal will be provided for:

- Thursday Dinner
- Friday Breakfast, Lunch, & Dinner
- Saturday Breakfast & Lunch

HOTEL VIEWS





(Subject to change)

CONFERENCE SCHEDULE

Thursday, April 3rd

4:00 PM - 6:00 PM	Attendee Registration and Check-In
6:00 PM - 6:30 PM	Sergeant-At Arms Meeting
6:00 PM - 6:30 PM	Candidates meeting
6:30 PM - 9:00 PM	Dinner & opening session, nominations, and short candidate speeches
9:00 PM - 11:00 PM	Social time
11:30 PM	On-site contest submissions due
11:30 PM	Curfew



(Subject to change)

CONFERENCE SCHEDULE

Friday, April 4th

8:00 AM - 9:30 AM	Breakfast
9:30 AM - 10:30 AM	Service Project
8:45 AM - 9:45 AM	Essay contest
9:50 AM - 10:50 AM	Oratorical contest
10:00 AM - 12:00 PM	Talent Show preliminaries
11:15 AM - 12:00 PM	First workshop session
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:45 PM	Second and third workshop sessions/Advisor meeting
3:00 PM - 4:30 PM	Caucusing
4:30 PM - 6:30 PM	Free time
6:30 PM - 8:30 PM	Dinner
7:00 PM	Recognition Session
After session - 11:30 PM	Dance
Midnight	Curfew

(Subject to change)

CONFERENCE SCHEDULE

Saturday, April 5th

8:45 AM - 9 AM	Delegate check-in
9:00 AM - 10:00 AM	House of Delegates
10:00 AM - 11:30 AM	Brunch/room checkout
10:30 AM - 12:00 PM	Farewell session
12:30 PM - 1:30 PM	'25-'26 board meeting (includes lunch)



REGISTRATION

***EARLY Registration is due Friday, February 28, 2025**

REGULAR Registration is due Monday, March 17, 2025

Pricing (per Person)

Includes 2 nights & 5 meals

	<u>EARLY BY 2/28</u>	<u>REGULAR 3/1 - 3/17</u>
SINGLE ROOM	\$590.00	\$600.00
DOUBLE ROOM	\$445.00	\$455.00
TRIPLE ROOM	\$390.00	\$400.00
QUAD ROOM	\$365.00	\$375.00

- Early Registration pricing requires Purchase Order or Paypal payment by February 28, 2024.
- Registration materials postmarked after Monday, March 17, 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.
- There are NO REFUNDS for DECON 2025 due to room and meal guarantees.
- You can submit both early and regular registrations for students that decide late.

REGISTRATION (CTND.)

Instructions

- Complete the EARLY registration process at:
<https://fs6.formsite.com/njkeyclub/jzqhaohfg5/index>
- Complete the REGULAR registration process at:
<https://fs6.formsite.com/njkeyclub/kdiml84kii/index>
- Complete medical, code of conduct, and Advisor Assurance Form
 - Please ensure the information is complete and accurate.
 - Have the parent/guardian of each Key Clubber review and sign the medical, code of conduct and liability waiver forms.
 - Please upload or scan completed medical and code of conduct forms through the online system.
- 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.
- 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

EARLY REGISTRATION SUBMITTED BY FEBRUARY 28, 2025
 REGULAR REGISTRATION SUBMITTED BY MARCH 17, 2025

Key Club of _____

Town: _____, NJ

TYPE	BY 2/28/25 COST per person	3/1/25 - 3/17/25 COST per person	QUANTITY	TOTAL (\$)
SINGLE Registration	\$590.00 per person	\$600.00 per person		
DOUBLE Registration	\$445.00 per person	\$455.00 per person		
TRIPLE Registration	\$390.00 per person	\$400.00 per person		
QUAD Registration	\$365.00 per person	\$375.00 per person		

Payment by: Check Purchase Order

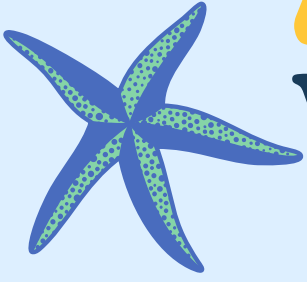
Please note: Registration includes accommodations for Thursday and Friday nights and meals for Thursday Dinner, Friday Breakfast, Lunch, Dinner and Saturday Brunch.

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.

Please make checks payable to "New Jersey Key Club"

ADVISORS:

What to expect at DECON



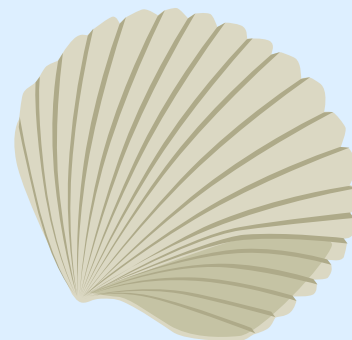
All registration materials must be submitted in the online system no later than February 28th, 2025 if participating in early registration and March 17th, 2025 if participating in regular registration. Please follow the instructions below to register your club through the online system. In addition, 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 Berkeley 3 for registration. All Key Clubbers are encouraged to wear spirit gear on Thursday Evening.
- 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 2025. 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 Berkeley Oceanfront Hotel to confirm they understand their responsibilities during DECON 2025.

Arriving at DECON

When you arrive at the hotel, proceed to Berkeley 3. Registration will take place inside the Berkeley 3 and room keys will be given to faculty advisors then.

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 11:30 PM on Thursday night and 12:00 AM on Friday night. 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 2025, during meal times, and at each DECON 2025 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 February 28, 2025 if participating in early registration and March 17th 2025 if participating in regular registration.

Bring to DECON:

Statement of Assurance for each advisor/chaperone assigned to a Key Club (turn in Thursday 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 2025:

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. Can clubs/students come for only part of the convention such as Friday night dinner into Saturday?

No, Clubs/students will be here for the full Education Conference from Thursday Evening into Saturday Afternoon.

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 Berkeley Hotel. 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 2025.

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 refundable 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 reimburse for required background checks for any club that is bringing students to convention.

4. What is the required chaperone-to-student ratio during DECON 2025?

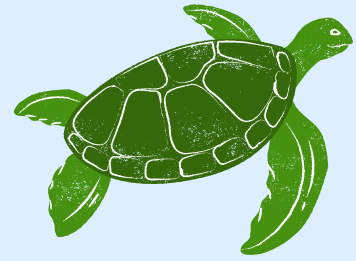
There must be at least one chaperone for each ten or part of ten students.

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 Friday Afternoon)

Anything comfortable that you want to wear (again, school appropriate - you will be given time to explore the venue, so if you want to take pictures bring clothes!)

Casual Pants

(During Saturday Afternoon)

Pants without any holes or tears to wear with the DECON T-Shirt you will get at registration!
Example: Jeans, Sweats, Leggings

Vaccination

There are no vaccination requirements to attend

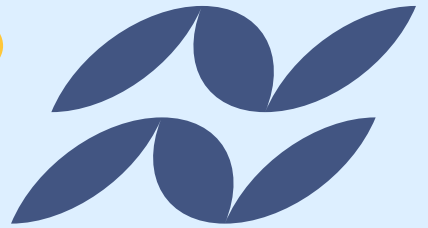
Toiletries

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 2025 in person 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 9:00 AM in the House of Delegates.

House of Delegates is on **Saturday, April 5, 2025, at 9:00 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



Test the Waters of Community Service

We're excited to announce that the official 2025 DECON Service Project will be a Beach/Park Clean-Up! Join us as we collect gadgets, gizmos, and other unexpected treasures scattered along the shore and parks, ensuring our seaside remains pristine and welcoming.

This project embodies our DECON theme, Making Waves: Service by the Shore, as we work together to care for the coastal environment and make a tangible impact on the Asbury Park community. Bags of collected items will be donated to a nearby organization for proper disposal or recycling. Stay tuned for more details, and let's make this a project to remember!

Go Beyond the Reef of New Jersey Key Club

Like the ocean, Key Club is a sea of knowledge waiting to be explored. Dive into opportunities to learn about our service partners and other organizations within the Kiwanis Family. Discover new ways to expand your impact and leave a lasting legacy of service.

Rain Date Possibilities

To prepare for unforeseen weather, we'll have two exciting alternatives: seashell decorating and a large DECON greeting card activity. Transform ocean treasures into vibrant works of art with colorful designs and messages of encouragement or create a giant greeting card that will brighten someone's day and celebrate our Key Club spirit. Rain or shine, we'll find ways to make waves together!

Bea Ascalon
Service Project Committee
servicefair@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 New Jersey 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 to a licensed physician or other medical provider, 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 New Jersey 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 said 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 (2024-2025) must be paid for each Key Clubber attending District Education Conference by March 17, 2025.
- 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 Kiwanis International 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 each night 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 Admin.
- 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, code of conduct, 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 _____