



CNH | KEY CLUB

DCON PREPARATION GUIDE

SEA OF SERVICE



CALI-NEV-HA KEY CLUB

CARING - OUR WAY OF LIFE

DCON 2023

TABLE OF CONTENTS

Welcome to the CNH Key Club 2023 Preparation Guide! Inside, you can find a wide variety of tools, tips, and resources to help best assist you in efficiently and effectively planning and executing your club's trip to DCON 2023 in Ontario, California.

Good luck!

- 2 | Club Requirements
- 3 | Club Responsibilities
- 4 | Duties at Convention
- 5 | School Policy
- 6 | Budgeting 101
- 8 | General Tips
- 9 | Registration Tips
- 10 | Transportation Tips
- 11 | Resources



CLUB REQUIREMENTS

These club requirements **MUST** be followed in order for your club to be able to attend DCON 2023! **BEE** proactive!



Be an Official, On-Time Dues Paid Club

This means that the club must have their dues **SUBMITTED** and **RECEIVED BY** December 1st, 2022 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
- Keep in mind that schools will need time to process forms (ex. Some schools may need 3+ months); *forms can vary from each school, and can include leadership forms, overnight forms, and more*
- **Check with your school ASAP to make sure you fill out the appropriate paperwork and get the appropriate approvals!**

Key Club Paperwork

Before arriving to DCON, all members attending must have read, understood, and signed the **code of conduct** with all their respective **medical release forms**.

If the correct paperwork (FOR BOTH SCHOOL AND KEY CLUB) isn't completed and turned in on time, your club will not be eligible to attend DCON.

DCON REGISTRATION LINK:

cnhkeyclub.org/events/dcon

CLUB RESPONSIBILITIES

Take these responsibilities into consideration when planning, and do not take them lightly! Some are highly time-sensitive.

Chaperones

A **chaperone** is defined as an adult 21 years of age or older that has been approved by the school or agency (background checked)

- Faculty advisors do not need background checks
- Parents must submit a background check
- Must be at least 1 chaperone to 10 members (gender specific)
- Not many adults may be willing to chaperone, so look EARLY.

Transportation

- Transportation must be accounted for for all members attending
- Adults driving should also be background checked
- If using car, follow "rule of threes," in which there are at least three people in the car at all times

Hotel

All attendees, including chaperones and those who live nearby, must stay at their assigned hotel in Ontario

- Up to **4 same-gender attendees** may be assigned to a room
- Chaperones and members may not share a room
- Highly recommended for the club to **cover costs of chaperones**

Delegates/SAAs

Delegates represent the club at House of Delegates to elect the next district leaders and approve bylaw changes. **Sergeant-At-Arms (SAA)** enforce the dress code and code of conduct.

- Each club must provide 2 delegates and 2 sergeant at arms.
- If less than 4 people are attending, roles can double up.

DUTIES AT CONVENTION

Duties apply to all respective attendees. Be sure to follow through with every and all expectations listed below.

Delegates

- Delegates **MUST** attend a Friday evening seminar, which will inform delegates about proper conclave procedure and any additional information. Candidate booklets and literatures will be provided during this time.
- Delegates will attend Caucus and House of Delegates on Saturday Morning.
- **Register online in advance, and check-in upon arrival on Friday.**

Chaperones

- Chaperones **MUST** oversee the transportation of all members.
- All money, if any, will be handled by a chaperone.
- Chaperones are responsible for reminding members to attend all events during convention.
- Chaperones may attend Ice Cream Social on Saturday Evening (optional).
- **Registration fees applies to BOTH members and chaperones.**

Officers

- Officers **MUST** work with advisors to complete online registration process prior to convention.
- Upon arrival at the Ontario Convention Center, check-in at the designated area to pick up convention shirts, programs, and additional materials.
- Work to make District Convention the best experience for all.
- Collect members' contact information; Remind 101 is recommended.

SAAs

- **Register online in advance, and check-in upon arrival on Friday.**
- Direct flow of traffic during convention hours.
- Assist in control of restricted areas of the Ontario Convention Center during convention hours.
- Ensure all members are attending sessions and other convention events.
- Verify all name tags and wristbands of attendees.

SCHOOL POLICY

Attention

Keep up with your school's policies to ensure than your club can attend District Convention 2023!

Every School & District Is Unique

Ask for your school's policies regarding club trips **early** in the school year.

- Refer to your school website for additional information.
- Schedule a meeting with director of activities, faculty advisor, principal, **or other school administrator**. Schools may require paperwork (potential list below) in advance or none at all:
 - Leadership forms, overnight forms, transportation forms, or more.

Maintain contact with your faculty advisor throughout the term. Be proactive in seeking chaperones - club **MUST** meet chaperone to student ratio (1:10 gender specific).

Provide school administration with ample time for processing and approval of forms.

Plan in advance in order to resolve any issues that may prevent your club from attending District Convention 2023.

Be proactive! Working with your school's administration is vital for your club's attendance at District Convention 2023 in April.

BUDGETING 101

Follow these tips to ensure that the club you serve properly budgets in-time for District Convention registration!

How to Plan: Budgeting

- Plan fundraisers for the term with a set budget. Be sure to **underestimate** the revenue and overestimate the expenses to fundraise enough money.

Overview of Costs and Deadlines

- On-time registration fee: **Costs \$215.00**
 - Due by **March 3rd, 2023**
- Late registration fee: **Costs \$255.00**
 - Due by **March 17th, 2023**
- The hotels cost **\$210.00 per night.**
 - Split with your 4 roomates
- Transportation costs will vary depending on the mode of transportation
 - Transportation options include car, bus, train, or plane.
 - Plan transportation for District Convention well in advance.

Budgeting early in the term provides insight as to how much money a club should expect to have by certain deadlines.

BUDGETING 101

Here are some additional tips on creating your budget spreadsheet and planning proactivity for the fundraising season!

Budgeting Tips

- A good budget should include revenue and expenses, which predicts the amount of money you will collect and spend!
- Budgets can be made in Google Spreadsheets, Microsoft Excel, or other programs capable of showing revenue or expenses.
- Look at the sample budget below for different examples of sources of revenue and possible expenses!
- The “Total of The Year” for a budget should be positive, which shows that the budget was effective and that your fundraising covered all expenses.
 - The sample budget showed that even though transportation and DCON hypothetically cost \$410 (\$300 + \$100), members only had to pay \$350 (saving \$60 per person) because of the club’s fundraising efforts and proactive planning

DCON Sample Budget							
Revenue				Expenses			
Item/Event	Amount	Revenue Per Item/Event	Revenue	Item/Event	Amount	Expense Per Item/Event	Expenses
DCON Attendees	15	\$350.00	\$5,250.00	Member Registration	15	\$300.00	\$4,500.00
Fundraiser #1	1	\$500.00	\$500.00	Chaperone Registration	7	\$300.00	\$2,100.00
Fundraiser #2	1	\$2,000.00	\$2,000.00	Transportation	15	\$100.00	\$1,500.00
Support from sponsoring Kiwanis Club	1	\$750.00	\$750.00	Hotel	15	\$200.00	\$3,000
Member Contribution	15	\$3,750.00	\$3,750.00	Fundraiser #1 Expenses	1	\$50.00	\$50.00
				Fundraiser #2 Expenses	1	\$40.00	\$40.00
		Total Revenue	\$12,250.00			Total Expenses	\$11,190.00
		Total for the Year	\$1,060.00				



GENERAL TIPS & REMINDERS

Below are some general tips in regards to chaperones, fundraising, and food options provided at DCON 2023!

Chaperones

- The chaperones are using their weekend to help you, so pay for their registration, housing, and Friday night food!
- Be proactive when it comes to looking for chaperones: **FIND THEM EARLY!**
- After DCON ends, make sure to give your chaperones a big Thank You! This will show the members' appreciation for their time!

Fundraising

- **NO MERCHANDISE SELLING IS PERMITTED AT DCON.**
- Fundraise early towards the cost of transportation, registration, and housing. However, make sure to focus on fundraising for PTP, Project ELIMINATE, and our preferred charities—the purpose of Key Club is to help the world; it's not only about attending DCON.
- Fundraising Ideas: pieing officers with whipped cream, restaurant nights, ice skating fundraisers, trivia night, food sales, and lei making

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 options near the Ontario convention center and your hotels that you can go to!

REGISTRATION TIPS

Here are some additional tips on creating your budget spreadsheet and planning proactivity for the fundraising season!

ONLINE REGISTRATION (OPENS JANUARY 9TH)

- 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!
- Usually information needed from members include: Name, Gender, Position, E-mail, T-Shirt Size, Cell Phone Number, and Home Phone Number.
 - **BEE aware of a possible time limit!**
 - In the past for security measures, the registration website allows you to only submit members with a specific time limit stated on the website before it times out.
- **BEE sure** to get all the member 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 the registration deadline.
- Registration deadline costs: On time: **(MARCH 3rd)** | Late: **(MARCH 17th)**
 - On time fee: \$215 | Late registration fee: \$255

HOTEL REGISTRATION

Hotel Cost: About \$170.00 per night

Refer to the directions contained in the official [DCON registration website](#)

TRANSPORTATION TIPS

Follow these tips to have a safe, organized, and fun trip to DCON 2023!

Basic Tips

- All transportation (including flights, buses, vans, and cars) and money should be **arranged and handled by adults**.
- Check your **school's policy** on transportation.
- Start looking **EARLY**, especially if you are renting/paying for vehicle transportation

POSSIBLE MODES OF TRANSPORTATION

Can/Van

- **Small to medium** groups
- Only chaperones may drive; **Key Clubbers cannot drive themselves** or others!
- You may also look into renting vans if there isn't enough room in cars

Train

- **Medium** groups
- Research pricing; varies by distance
- Figure out **transportation to and from stations**

Bus

- **Large** groups (30+ members)
 - Mult. clubs, whole division, etc
- Contact multiple bus companies and compare prices
- Busrates.com can be a helpful resource

Plane

- **Hawaii** and those who live **8+ hours** away
- Consider steep cost of ticket!
 - Only a few members may be able to come if ticket is too pricey
- Easier to run into complications

RESOURCES

Any questions regarding District Convention? Feel free to contact any of the following persons below, or use the CNH Cyberkey!



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Your Lieutenant Governor

email varies

