



2022



PREPARATION
GUIDE

Table of Contents



Welcome to the CNH Key Club 2022 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 2022 in Reno, Nevada. Good luck!

3 CLUB REQUIREMENTS

4 CLUB RESPONSIBILITIES

5 DUTIES AT CONVENTION

6 SCHOOL POLICY

7 BUDGETING 101

9 GENERAL TIPS

10 REGISTRATION TIPS

11 TRANSPORTATION TIPS

12 RESOURCES

IMPORTANT DATES

- Online Registration Opens: January 10th
- On-time Registration **received** by the District Office: February 11th
- Late Registration **received** by the District Office: February 25th

club requirements



These club requirements **MUST** be followed in order for your club to be able to attend DCON 2022! **BEE** proactive!

Be an Official, On-Time Dues Paid Club

This means that the club must have their dues **SUBMITTED** and **RECEIVED** **BY** January 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** and **COVID-19 liability 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:
tinyurl.com/RegisterCNHDCON2022

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).

- Parents and faculty advisors must submit a background check.
- Chaperones do not need to get another background check if they have received one within the last **2 years**.
- Must be at least 1 chaperone to 10 members (gender specific)
- Not many adults will 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 you are using a car, follow “rule of threes,” in which there are at least three people in the car at all times.

Hotels

All attendees, including chaperones and those who live nearby, must stay at the Grand Sierra Resort.

- 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/SAs

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, prioritize on filling the delegate role.

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 Grand Sierra Resort, 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 Grand Sierra Resort during convention hours.
- Ensure all members are attending sessions and other convention events.
- Verify all name tags and wristbands of attendees.

school policy



Be proactive! Working with your school's administration is vital for your club's attendance at District Convention 2022 in April.

Attention

Keep up with your school's policies to ensure than your club can attend District Convention 2022!

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 2022.

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 **February 11th, 2022**
- Late Registration Fee: **Costs \$255.00**
 - Due by **February 25th, 2022**
- The Grand Sierra Resort costs about **\$170.00 per night.**
- 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 proactively 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	\$3,000.00	
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 2022!

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!**
- **ALL** chaperones need a **Kiwanis approved background check**, even faculty advisors who have already done a background check through their school district. Check out the DCON Chaperone/Advisor Guide for more information!
- 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 and in the Grand Sierra Hotel that the club you serve can go to!

registration tips



Below are some tips to aid the club you serve in having a smooth registration process! Registration opens **January 10th, 2022**.

ONLINE REGISTRATION

- Check the **DCON Formstack Registration** 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 the time limit**
 - Thoroughly read through the first few pages of the formstack registration form before starting the DCON registration process.
 - In the past for security measures, the registration website allows you to only submit members within a **30 minute 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:** February 11th, 2022 | **Late:** February 25th, 2022
 - **On Time Fee:** \$215.00 | **Late Registration Fee:** \$255.00

HOTEL REGISTRATION Hotel Cost: About \$170.00 per night

transportation tips



Follow these tips to have a safe, organized, and fun trip to DCON 2022!

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

Car/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 people below, or use the CNH Cyberkey!

Mr. Bruce Hennings | SLP Director
bruce@cnhkiwanis.org

Hilary Wong | DCON Chair
dcon.chair@cnhkeyclub.org

Mrs. Rachel Giguere | DCON Mentor
r17advisor.rgiguere@cnhkeyclub.org

Mr. Victor Chan | DCON SAA Mentor
r03advisor.vchan@cnhkeyclub.org

Your Lieutenant Governor
d##.ltg@cnhkeyclub.org (Email Varies)

CNH Cyberkey | District Website
cnhkeyclub.org



THANK YOU FOR READING!
WE HOPE TO SEE YOU AT
DCON 2022

