

35th Cal-Nev-Ha KIWIN'S District Convention

How to Register (Step by Step)

Please follow the instructions on each form carefully

- Before proceeding any further *file and complete any necessary school district paperwork!*
- Step 1: Print out the "How to Register for District Convention" page to use as a check list.
- Step 2: Complete "Convention Registration Form"—Adobe fillable form.
(Send to Kiwanis District Office with proper registration fees: **One Check Per Club**)
Registration deadlines are February 25, 2011 (early) and March 11, 2011 (late)
- Step 3: Read and complete the "Code of Conduct Form"—Adobe fillable form.
(Send in one form per attendee **including adults** to Kiwanis District Office)
- Step 4: Complete the "Club Delegates Form"—Elect club delegates for convention
(Send in one form per club to Kiwanis District Office)
- Step 5: Complete the "Sergeant at Arms Form"—Select which members will serve
(Send form(s) to Kiwanis District Office)
- Step 6: Complete the "Background Check Authorization Form"—All attending advisors must send in a form
(Have each attending advisor fax (to the secure fax number) or mail this form with the registration forms)
- Step 7: Complete the "Authorization to attend and Medical Form"—Need one form per Key Club member attending convention. (Bring one form per Key Club member to convention! **Do not mail to the Kiwanis District Office**)
- Step 8: Complete the "Housing Form"—Register your members and advisors at the San Ramon Marriott.
(Deadline March 11, 2011 by mail or fax)
- Step 9: Review the tentative condensed convention agenda to become familiar with the convention activities.

35th Cali-Nev-Ha District Convention Convention Information

- **Fees: Received** on or before February 25, 2011—\$150.00 After February 25th and before March 11, 2011 \$190.00
These fees are per person (adults included).
- Payment for convention must be made by check or money order. ***We do not accept credit cards or purchase orders.***
- At least one registered adult **MUST** accompany every twelve (12) students. It is mandatory all Key Clubbers be accompanied by an adult advisor(s). Registration will not be processed if this ratio is not met. All persons registered for convention must stay in the convention hotels (including advisors). Advisors must be over 21 years of age. Attending advisors must also register and pay convention fees.
- Included in this packet is a “Code of Conduct” form. *This form must be completed by everyone attending convention (students and adults).* These forms must be submitted with your convention registration to the Kiwanis District Office. Your convention registration fee includes souvenirs, 3 meals (Saturday lunch & dinner AND Sunday breakfast), workshop materials, entertainment, Governor’s Ball, etc.
- Dress code will be enforced **THROUGHOUT THE CONVENTION**. Please refer to the Code of Conduct for specific information.
- Please note early registration and contests have a deadline of February 25, 2011.
- Hotel registration is due by March 11th to the San Ramon Marriott. Please use one (1) form per room.
- No registrations will be accepted after March 11th.
- Cancellations must be made in writing and received by **March 18, 2011** for a refund, no exceptions. A \$10.00 per person service charge will be deducted from any refund. Refunds to be issued upon conclusion of the convention.
- Convention advisors **MUST** bring to convention a completed and signed medical consent form for every Key Clubber attending convention. ***Do not send the medical forms to the Kiwanis District Office!***
- In order to insure the safety of our convention attendees, everyone, including advisors, **MUST** be housed at our convention approved hotel. You must show “Proof of Hotel Registration” when you pick up your convention materials.
- If you have any questions, please contact Bruce Hennings at (877) 597-1770 ext 105 or by email: bruce@cnhkiwanis.org