

76th ANNUAL

New Jersey Key Club

DECON

2022

REGISTRATION PACKET



Walking the Red Carpet of Service

DISTRICT EDUCATION CONFERENCE 2022

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GREETINGS FROM YOUR District Governor

Hello New Jersey Key Club Members,

I am thrilled to invite you to the 76th Annual District Education Conference hosted by the New Jersey District. Mark your calendars for April 8 - 10th and prepare to indulge in an action-filled weekend in Somerset, New Jersey. The theme for the District Education Conference this year is "Walking the Red Carpet of Service."

The District Board has been hard at work to honor and celebrate all of the service you have provided throughout this year. Despite all of the challenges presented with COVID-19, you persevered and found new and creative ways to serve your communities.

Our District Education Conference is more than a celebration of service, it is an opportunity to meet new people, make lasting connections, and experience an exhilarating event with people who share a common passion with you.

I cannot wait to see you all at DECON 2022! Please feel free to contact me if you have any questions!

Yours in Caring and Service,

Noor Elhamouly

District Governor

New Jersey District

Key Club International

nelhamouly@njkeyclub.org

INFORMATION SUBJECT TO CHANGE

Conference Schedule

Friday, April 8, 2022

| | |
|---------------------|--|
| 3:00 PM - 5:00 PM | Attendee Registration and Hotel Check-In |
| 3:00 PM - 5:00 PM | Contests and Awards Entry Drop-Offs and Sign-Ups |
| 4:30 PM - 5:00 PM | District Officer & International Endorsement Candidate's Meeting |
| 5:00 PM - 6:00 PM | Lieutenant Governor-Elects Orientation |
| 6:00 PM - 6:15 PM | Sergeant-At-Arms Orientation |
| 6:30 PM - 9:30 PM | Opening Session and Dinner |
| 10:00 PM - 11:30 PM | Meet and Greet |
| 10:30 PM - 11:30 PM | Advisor and Chaperone Reception |
| 12:00 AM | Curfew |

Saturday, April 9, 2022

| | |
|---------------------|---|
| 8:00 AM - 9:00 AM | Breakfast |
| 9:00 AM - 12:10 PM | Service Fair and Conference Workshops |
| 12:15 PM - 2:30 PM | Kiwanis Family Luncheon & Mega Caucus Session |
| 2:30 PM | Talent Show |
| 2:30 PM | Oratorical Contest |
| 2:30 PM | Contest and Awards Judging |
| 4:00 PM - 4:15 PM | Certification of Delegates |
| 4:15 PM | House of Delegates |
| 7:00 PM - 10:00 PM | Recognition Session & Dinner |
| 10:00 PM - 11:30 PM | Dance |
| 12:00 PM | Curfew |

Sunday, April 10, 2022

| | |
|--------------------|------------------------------------|
| 9:00 AM - 11:30 AM | Farewell Session & Breakfast |
| 11:45 AM | 2022 - 2023 District Board Meeting |

March 14, 2022 - Registration Submission Deadline

INFORMATION

Hotel and Conference Venue

The official conference hotel is the **DoubleTree by Hilton Somerset Hotel and Conference Center**. All reservations will be made through the registration process.

The hotel is located at:

DoubleTree by Hilton Somerset Hotel and Conference Center
200 Atrium Drive
Somerset, NJ 08873

INFORMATION

Meal Overview

A buffet meal will be provided:

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

ADVISORS

What to Expect at DECON 2022!

All registration materials must be submitted in the online system no later than **Monday, March 14, 2022**. Please follow the instructions below to register your club through the online system. In addition, if paying by check or purchase order, the payment must be postmarked 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 Executive Parlors, for registration. There may be several boxes of registration materials to pick up, so we suggest advisors bring one or two Key Club Members to assist in carrying the items. In response to conference feedback, only candidates will need to change into business attire for caucusing on Friday night. All other Key Clubbers are encouraged to wear spirit gear on Friday night. There will be a reception on Friday evening at 10:30 PM for all advisors and chaperones. This mandatory meeting will be led by the Key Club District Administrator.

Friday dinner, Saturday breakfast, Saturday lunch, Saturday dinner, and Sunday breakfast are provided. 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.

CONFERENCE OVERVIEW FOR KEY CLUBBERS

Packing Checklist

For All Key Clubbers:

- (1) Club/Divisional/High School spirit attire** (Wear on your way to DECON, Opening Session, and Meet and Greet) *Dress up to celebrate your club spirit! This may include wearing your school's colors, dressing up as your school's mascot, or even making your own spirit gear (the sky's the limit)! Please note, glitter is not allowed. Noisemakers may only be used at appropriate times during General Sessions.*
- (1) Business Casual attire** (Saturday Breakfast, Workshops, Lunch, & House of Delegates)
Males: Slacks, Collared Shirt, and appropriate shoes
Females: Slacks, Skirt, or skort, blouse or collared shirt, and appropriate shoes
- (1) Casual attire** (Saturday Afternoon) *Bring one comfortable outfit to wear on Saturday Afternoon*
- (1) Semi-formal or Professional attire** (Recognition Celebration & Dance)
Males: Dress shirt, slacks, necktie, sport or suit coat, and appropriate shoes
Females: Dress or suit, skirt or slacks, blouse, and appropriate shoes
- (1) Casual pants** (Sunday morning) *Please bring one pair without holes or tears to wear with your provided DECON T-Shirt. The DECON T-Shirt will be picked up by your club's advisors and/or chaperones during Registration.*
- Masks (NEW)** (Facial coverings will be required at all times during DECON 2022 with the exception of when an attendee is ACTIVELY eating or drinking).
- Casual Shoes** (Friday, Saturday Afternoon, and Sunday Morning)
- Dress Shoes** (Saturday Morning and Evening)
- Pajamas** (Friday and Saturday night)
- Money** *The amount you bring is up to your discretion.*

OVERVIEW

Registration Instructions

Key Points:

- Registration is due Monday, March 14, 2022.
- Pricing is as follows
 - **Registration (per person): \$228 per person**
 - **Housing (per person): Quad- \$68; Triple- \$90; Double- \$136; Single- \$272**
- Registration materials postmarked after Monday, March 14, 2022 will be considered late and will be subject to a late fee of \$25 per attendee.
- Full payment must accompany your club's registration. Please contact Andrew DeFelice (adefelice@njkeyclub.org) with any questions.
- On-Site Registration begins Friday at 3PM and will continue until 5PM.
- There are no refunds for DECON 2022.

Instructions:

- Complete the online registration process at <https://fs6.formsite.com/NJKeyClub/2022DECON/index.html>
- Complete medical, code of conduct, and COVID-19 liability waiver forms
 - Each Key Clubber must submit completed medical, code of conduct, and COVID-19 liability waiver (new) forms and they should be brought to the District Education Conference.
 - 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 when they arrive at the conference. Advisors/chaperones should submit their completed Statement of Assurance at the on-site registration table at DECON.
- Include payment
 - The payment amount is shown on the invoice generated by the online system.
 - Payment Options: Credit Card, Check or Purchase Order
 - Credit Card: Credit cards will be processed through the online system via Paypal.
 - 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 for payment. Copies of the purchase order and Registration Summary Form should be mailed to the address

included on the invoice. Purchase Orders may also be emailed to Andrew DeFelice (adefelice@njkeyclub.org) for signature.

- 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.

MUST BE SUBMITTED BY MARCH 14, 2022

Registration Summary

Key Club of _____

Town: _____, NJ

| TYPE | COST | QUANTITY | TOTAL (\$) |
|---|--------------------|----------|------------|
| Quad Registration (\$228) and Housing (\$68) | \$296 per person | | |
| Triple Registration (\$228) and Housing (\$90) | \$318 per person | | |
| Double Registration (\$228) and Housing (\$136) | \$364 per person | | |
| Single Registration (\$228) and Housing (\$272) | \$500 per person | | |
| Late Fee (after March 14, 2022) | \$25.00 per person | | |
| Payment by: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Purchase Order | | | |

Please note: Registration and Housing Fees include accommodations for Friday and Saturday nights and meals for Friday Dinner, Saturday Breakfast, Lunch, and Dinner, and Sunday Breakfast.

Disclaimer: Clubs are responsible for filling their own rooms and complying with any school district policies regarding overnight field trips. For example, some school districts may permit quad occupancy and others may not. We encourage clubs to coordinate with nearby schools in their respective divisions to fill each room to quad occupancy if desired. Advisors can visit: <https://docs.google.com/spreadsheets/d/1nmnGDJLn6uQ6Z8S3Im-WQaXRoY175Via32ui7qSn12U/edit?usp=sharing> to determine which schools still have space available in their rooms.

**This summary form and full payment must be postmarked by
Monday, March 14, 2022**

Please make checks payable to "New Jersey Key Club"

ADVISORS

Registration Checklist

Please make sure you complete the following:

1. Online Registration at <https://fs6.formsite.com/NJKeyClub/2022DECON/index.html>.
 - This will include:
 - Hotel/T-Shirt/Special Menu Spreadsheet- Download the template here: https://docs.google.com/spreadsheets/d/1nJnVJ85_vbZjO5DO1_VNRVgiic9ezVTI/edit?usp=sharing&ouid=107675729636083699528&rtpof=true&sd=true
 - Uploading of all Code of Conducts, Medical Forms, COVID Waivers, and COVID-19 Proof of Vaccination
2. If paying by **Credit Card**:
 - Upon completing your registration, pay online using your credit card or purchase 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 POSTMARKED BY MONDAY, MARCH 14, 2022

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 14.

Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DECON 2022:

1. Having a signed copy of the required medical, code of conduct, and COVID-19 liability forms.
2. Having a current emergency contact number for each student.
3. Having a current cellphone number for all students traveling with a cellphone.

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.

ADVISORS

Reference Sheet

Advisor Responsibilities

Faculty advisors and chaperones are ultimately responsible for the safety and welfare of the students they bring to DECON 2022. 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 DoubleTree by Hilton Somerset Hotel and Conference Center to confirm they understand their responsibilities during DECON 2022.

Arriving at DECON

If you are arriving before registration opens (3:00 PM) - Leave your luggage at the DoubleTree and explore while your hotel room is being prepared.

At 3:00 PM head over to the Executive Salons at the DoubleTree for Registration.

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 both nights 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 outside the hotel unaccompanied. 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 2022, during meal times, and at each DECON 2022 general session.

FAQs

Frequently Asked Questions

Is a discounted registration fee available to students, faculty advisors, and chaperones who live in the Somerset 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.

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 Kiwanis International; (3) stay in their designated hotel; and (4) remain on-site during the conference which means being at the DoubleTree Somerset Hotel and/or accompanying students to free-time activities on Saturday in the general vicinity of the official convention 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 2022.

Do chaperones need to have a completed background check on file with Kiwanis International?

All chaperones including faculty advisors must have a completed background check on file with Kiwanis International 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 Kiwanis International after they register for the convention and must pay a **\$25 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.

What is the required chaperone-to-student ratio during DECON 2022?

There must be at least one chaperone for every ten students.

DISTRICT EDUCATION CONFERENCE 2022

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 room.
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 shirt and appropriate shoes for boys; and slacks, skirt or skort, blouse or collared shirt 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, skirt, skort 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 destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in 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 Kiwanis International; 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 Form

Authorization to attend NJ Key Club DECON 2022 and Emergency Medical Treatment

Please type or print all information. This form is required for all Key Club members attending designated Key Club International events or activities. The parent, legal guardian, or person in loco parentis for the member must complete this form.

| | | | | | | | | | | | | | |
|--|--|---|---|--|--|--|--|---|---|---|---|---|--|
| <p>Member _____</p> <p style="text-align: center;">First Middle initial Last</p> <p>Mailing address _____</p> <p>_____</p> <p>City State/province Zip/postal code Nation</p> <p>Key Club _____ Key Club District _____</p> <p>Gender _____ Student Cell Phone _____</p> <p>Birth date Month _____ Day _____ Year _____</p> | <p>Chaperone name and cell phone #</p> <p>_____</p> <p><i>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.</i></p> <p><i>All non-Key Club members over the age of 18 attending the Key Club International Convention must have a background check that is conducted by Kiwanis International.</i></p> <p>The complete Kiwanis International Youth Protection Guidelines can be found online at Kiwanis.org</p> | | | | | | | | | | | | |
| <p>Emergency information</p> <p>In case of emergency, please contact _____ Relationship to member _____</p> <p>Phone (_____) _____ Cell phone (_____) _____</p> <p>Alternate contact _____ Relationship to member _____</p> <p>Phone (_____) _____ Cell phone (_____) _____</p> | | | | | | | | | | | | | |
| <p>Medical information</p> <p>Health insurance company _____ Policy number _____</p> <p>Group name on insurance coverage _____</p> <p>Telephone number or other contact information shown on insurance card _____</p> <p>Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? _____</p> <p>If yes, please explain _____</p> <p>Has he/she ever been or currently being treated for (circle Yes or No)?</p> <table style="width:100%; border: none;"> <tr> <td>Nervousness? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Rheumatic fever? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Asthma? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> </tr> <tr> <td>Convulsion or epilepsy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Cancer or tumors? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Diabetes? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> </tr> <tr> <td>Heart condition? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Headaches? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Allergies to medication? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> </tr> <tr> <td>High blood pressure? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td>Fainting spells? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/></td> <td></td> </tr> </table> <p>List any allergies or other medical conditions of which we need to be aware _____</p> | | Nervousness? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Rheumatic fever? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Asthma? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Convulsion or epilepsy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Cancer or tumors? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Diabetes? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Heart condition? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Headaches? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Allergies to medication? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | High blood pressure? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Fainting spells? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | |
| Nervousness? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Rheumatic fever? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Asthma? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | | | | | | | | | | | |
| Convulsion or epilepsy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Cancer or tumors? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Diabetes? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | | | | | | | | | | | |
| Heart condition? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Headaches? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Allergies to medication? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | | | | | | | | | | | |
| High blood pressure? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | Fainting spells? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> | | | | | | | | | | | | |
| <p>I am the parent or legal guardian for the above-named Key Club member and give my permission for them to attend the convention, conference and/or other event(s) sponsored by Key Club International identified above ("Event"). I have read and understand the Code of Conduct shown on the reverse side of this form, and I understand that a violation any of those rules may result in the dismissal of the above-named Key Club member from the Event. I hereby certify that the information provided above is correct.</p> <p>In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above to obtain permission for proper treatment of the above-named Key Club member. In the event those persons cannot be reached, or time does not permit, I hereby give permission to a licensed physician or other licensed 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 the above-named Key Club member, I/we hereby RELEASE, WAIVE AND FOREVER DISCHARGE Key Club International and Kiwanis International and their officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, 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 that I/we have or may have (i) against medical providers of emergency services under this authorization, or (ii) against Key Club International or Kiwanis International for obtaining medical emergency services for the above-named Key Club member pursuant to this authorization.</p> <p>Parent or guardian _____ Signature _____ Date _____</p> | | | | | | | | | | | | | |

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

I, _____, the individual named below (referred to as "I" or "me") desires to enter the premises of **DoubleTree by Hilton Somerset Hotel and Conference Center**, (the "Company"), located at 200 Atrium Drive, Somerset, NJ 08873 (the "Premises") to engage in the New Jersey District of Key Club International's ("NJ Key Club") District Education Conference 2022 (the "Activity"). As lawful consideration for being permitted by the Company to be on the Premises and by NJ Key Club to engage in the Activity, I agree to all the terms and conditions set forth in this agreement (this "Agreement").

1. I am aware of the highly contagious nature of bacterial, viral, fungal, and parasitic infections, diseases, and/or illnesses, including but not limited to the 2019 novel coronavirus ("COVID-19") (collectively referred to herein as the "**Disease**"), and the risk that I may be exposed to or contract the Disease by being on the Premises and engaging in the Activity. I understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. I acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Company employees and NJ Key Club members and staff. I understand that while the Company and NJ Key Club have implemented preventative measures to reduce the spread of the Disease, neither the Company nor NJ Key Club can guarantee that I will not become infected with the Disease while on the Premises and participating in the Activity. I also understand that being on the Premises and participating in the Activity may increase my risk of contracting the Disease. NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, I ACKNOWLEDGE THAT I AM VOLUNTARILY ENTERING THE PREMISES TO ENGAGE IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM MY BEING ON THE PREMISES OR ENGAGING IN THE ACTIVITY, OR TRAVELING TO PARTICIPATE IN THE ACTIVITY WHETHER CAUSED BY THE NEGLIGENCE OF THE COMPANY, NJ KEY CLUB, OR OTHERWISE.
2. I hereby expressly waive and release any and all claims, now known or hereafter known, against the Company and against NJ Key Club, and their respective officers, directors, employees, agents, affiliates, members, successors, and assigns (collectively, "**Releasees**"), on account of any injury, illness, disability, death, or property damage arising out of or attributable to my being on the Premises or engaging in the Activity and being exposed to or contracting the Disease, whether arising out of the negligence of the Company, NJ Key Club, and/or any Releasees or otherwise. I covenant not to make or bring any such claim against the Company, NJ Key Club, and/or any other Releasee, and forever release and discharge the Company, NJ Key Club, and all other Releasees from liability for any such claims.
3. I am familiar with federal, state, and local laws, orders, directives, and guidelines related to the Disease, including but not limited to the Centers for Disease Control and Prevention ("CDC") guidance specific to COVID-19. I will comply with all such orders, directives, and guidelines while on the Premises, including, without limitation, requirements related to hand sanitation, social distancing, and use of face coverings. I will also follow all instructions of the Company and NJ Key Club staff while on the Premises. I agree not to enter the Premises if I am experiencing symptoms of the Disease (such as cough, shortness of breath, gastrointestinal distress, or fever), or if I have a confirmed or suspected case of the Disease, or if, within the last 14 days, I have come in contact with a person who has been confirmed or is suspected of having the Disease.
4. I shall defend, indemnify, and hold harmless the Company, NJ Key Club, and all other

Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, incurred by or awarded against the Company, NJ Key Club, or any other Releasees in a final judgment arising out of or resulting from any claim of a third party in any way related to the Disease due to my engaging in the Activity or being on the Premises, including reasonable attorney fees, the fees and costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers.

5. This Agreement constitutes the sole and entire agreement of the Company, NJ Key Club, and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the Company, NJ Key Club, and me and our respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of Oregon without giving effect to any choice or conflict of law provision or rule (whether of the State of Washington or any other jurisdiction).

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY.

Signed: _____

Printed Name: _____

Address: _____

Date: _____

IF MINOR ABOVE - MUST COMPLETE BELOW

I am the parent or legal guardian of the minor named above. I have the legal right to consent and, by signing below, I hereby do consent to the terms and conditions of this Release of Liability.

Signed: _____

Printed Name of Parent or Legal Guardian: _____

Address: _____

Date: _____

REQUIRED FOR EACH ADVISOR/CHAPERONE

Statement of Assurance

District Education Conference Rules

- District and International dues for the current year (2021-2022) must be paid for each Key Clubber attending District Education Conference by March 10, 2022.
- Please be sure that an Annual Achievement Report Form has been submitted electronically for your club by March 10, 2022.
- 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 DoubleTree Somerset Hotel 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 at the convention.
 - Advisors/chaperones shall discuss with their Key Clubbers that no intoxicants or drugs of any kind will be in possession of anyone attending convention; nor will smoking be permitted.
 - Advisors/chaperones shall report behavior or conduct violations to the District Administrator.
- Advisors/chaperones shall receive permission and proper authorization from the school administrator to travel to District Education Conference.
 - Advisors/chaperones shall review and comply with all school/district policies regarding travel and supervision of students at District Education Conference.
- 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 each night and remain in their rooms until 7:00 AM.
 - Advisors/chaperones will patrol hallways at curfew until hallways are quiet and 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 use the pool and exercise areas during District Convention without supervision.
- 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 COVID liability waiver 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.
- Concerns about convention management shall be communicated to the District Administrator or their designee.

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 _____

ABOUT Service Fair

If your club was involved in a unique project this year, we invite you to share your success with other clubs at the DECON 2022 Service Fair! The Service Fair is an excellent opportunity for clubs and organizations to gather together at DECON and showcase their service projects or related resources to hundreds of Key Clubbers from across New Jersey.

Date: Saturday, April 9, 2022 (DECON Day 2)

Time: 9:00 AM - 12:10 PM (during workshops)

Location: DoubleTree by Hilton Somerset Hotel and Conference Center

Registration Instructions

1. Complete the Service Fair registration form here: <https://forms.gle/zzskZ3DVh7P42bWr5>. If your club would like to submit more than one project, fill out additional forms as needed.
2. Your registration form must be submitted no later than Monday, March 14, 2022 at 11:59 PM.
3. Prepare any materials that may be used for presentation during the Service Fair (PowerPoint, photos, etc.)
4. Assign representatives to be in charge of presenting for the duration of the Service Fair. You may split up these responsibilities among several people or assign shifts, but please ensure that everyone is fully aware of their roles and will arrive in a timely manner.

Presentation Requirements

- Club information: Club name, location, and division
- Title/name of project
- List of materials used (if applicable)
- Overview of project: When and where the project occurred, how many members attended, what your club did, impact of the project on the community, etc.
- Tips and tricks for members who want to plan this project in their own clubs
- Pictures are recommended but not necessary

If you have any questions about the Exhibit Hall, please contact:

Olivia Heng

Service Fair Chair
New Jersey District
Key Club International
oheng@njkeyclub.org

ABOUT

House of Delegates

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 2022 in-person by March 14, 2022 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 4:10 PM in the House of Delegates.

House of Delegates is on **Saturday, April 9, 2022, at 4:15 PM.**

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.