

**73rd Annual
Michigan District of Key Club
Service Leadership
Conference**

February 16th – February 18th, 2024
Crowne Plaza Lansing West

**SLC 2024
Information Packet**

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Crowne Plaza Lansing West
925 S. Creyts Rd.
Lansing, Mi 48917

Letter from the Governor



Dear Michigan District Key Clubbers,

I would first like to congratulate you on a wonderful service year! Over the course of this year, I have watched as all of you have excelled in your service and leadership in your homes, schools, and communities. I'm so honored to have you and your club attending SLC 2024 so that the District Board and I can truly recognize all of the incredible work that you do.

I first attended an in-person SLC in 2021 and I fell in love with it: the workshops, the speakers, the candidates, and of course, the District Board. There's something about the levels and complexity of Key Club that makes my heart beat a little faster. I hope to create a friendly, supportive, and exciting conference community to help further foster your love for servant leadership.

I know first hand the impact that SLC can have on a person's life. Running for higher office at SLC has grown my confidence and ability to public speak-- it's an experience that I wouldn't trade for the world. This event definitely gets you out of your comfort zone. You will meet new people of all different backgrounds, expanding your mind and horizon. I encourage each and every one of you to take a chance and get to know Key Clubbers from outside of your club. Who knows, they may just become your best friends.

As I say farewell to my years in Key Club, I look back on all of the friendships and experiences I have been blessed with. This club is more than a club, it's a family. The legacy I hope to leave as a leader in this organization is to inspire young leaders to continue the kind spirit, friendships, and life-long connections made in this incredible organization.

I'm endlessly grateful to have been given the opportunity to serve as your Governor this service year, and I look forward to celebrating all that we have accomplished together at SLC 2024. See you soon, Mighty Michigan Key Clubbers!

Sincerely Yours in Service,

Clara Berry
District Governor
Michigan District of Key Club International

Letter from the District Administrator



Dear Members and Advisors of the MIGHTY Michigan District of Key Club International,

First, thank you for your membership in Key Club International. Without our members, our organization would not exist to perform the countless number of hours of service to our homes, schools and communities.

The annual Service Leadership Conference serves several purposes: To recognize Key Clubs and individuals for outstanding service during the year; To build enthusiasm and motivate membership; To educate and inspire key club members; To train new Key Club officers; To elect new District officers and conduct the business of the District; to share ideas, projects, and experiences with hundreds of Key Club members. But most of all...to Have Fun!!!

I am super excited for our 2024 Service Leadership Conference to be held February 16 – 18, 2024 at the Crowne Plaza in Lansing, MI. Registration is now open! All registrations must be completed online using the registration portal. All registration information will be available on the website (mikeyclub.org). You can register as an individual or your entire group attending SLC. **ALL FACULTY ADVISORS WILL BE RECEIVE A COPY OF EACH STUDENTS REGISTRATION.** We will need the following forms: medical, code of conduct, adult registration and Kiwanis Club advisor certification. We must have a medical and code of conduct form for every student registered.

All adults attending SLC must have a background check completed in order to attend. This background check is good for two(2) years. You must submit proof that a clear background check has been completed in order to attend SLC. This must be on file with Kiwanis International. Please email Jordan De La Cruz at administrator@mikeyclub.org for verification of background check on file.

The 2023-2024 Michigan District of Key Club Board is excited about this years' Service Leadership Conference. We hope you will join us in Lansing as we celebrate another year of service to Key Club International, and the 73rd Annual Service Leadership Conference for the Michigan District of Key Club International!

In Kiwanis Family Service and Spirit,

Jordan De La Cruz
District Administrator
Michigan District of Key Club International

Registration Procedures



1. Read the contents of this convention packet very carefully.
2. Share this information with all Key Club officers, members, advisors and sponsoring Kiwanians.
3. Begin making financial arrangements. Encourage support from your sponsoring Kiwanis Club and/ or Key Club. Get firm commitments from all attendees; refunds are NOT possible under any circumstances. Same sex substitutions will be allowed.
4. Encourage Key Club members to run for District offices and to participate in District contests.
5. Elect new club officers in early February so they can plan to attend the convention. Report your election results by the convention date.
Exceptions will be made due to timing of SLC
6. Complete all registration online.
7. Any special needs of anyone attending the convention must be in writing and sent to District Administrator Jordan De La Cruz by February 2, 2024. Notification of our ability to facilitate the need will be sent to the Faculty Advisor at least one week prior to the conference.
8. There is no guarantee that late registration requests can be handled. Registrations received after the February 2nd deadline will be accepted depending upon availability. Email any registration questions to administrator@mikeyclub.org or if interested in registering after the February 2nd deadline to check for availability.
9. Your registration will be acknowledged by the district and you should receive a confirmation about two (2) weeks prior to the convention; all rooming will be done directly with the hotel. The Michigan District of Key Club will not be responsible for handling any sleeping room reservations.
10. For schools only able to pay via check for hotel accommodations please contact District Administrator Jordan De La Cruz before January 15th for assistance.

**ADVISOR REGISTRATION CHECKLIST 73rd ANNUAL MICHIGAN DISTRICT KEY
CLUB SERVICE LEADERSHIP CONFERENCE**



Registration Deadlines:

- Registration Deadline February 2nd, 2024
- Any attendee special needs must be sent to District Administrator Jordan De La Cruz by February 2nd, 2024 for assistance.

Other Important and Deadlines:

- All registration related forms must be submitted to Jordan De La Cruz. The **full payment and forms** are due by February 2nd, 2024.

District Service Leadership Conference Registration Forms:

- Medical Form and Code of Conduct Agreement **for each student**
- Adult Registration Form **for each adult registered.**
- Kiwanis Club SLC Advisor/Chaperone Certification Form
- Certificate of delegates and alternates.

Miscellaneous:

- Program Advertisements
- 2024 - 2025 Election Report Form

* Exceptions will be made for schools who have not yet held elections due to the timing of SLC

CONVENTION REGISTRATION RATES



Registration: The cost for attending SLC is \$175 per person. This includes meals, access to workshops, dances, meetings and other events throughout the entire weekend as well as a Key Club t-shirt, pin and goody bag.

Rooming: The cost for hotel rooms is \$145 a night. The Michigan District of Key Club will not be handling any rooming assignments this year. It is up to the individual club to make rooming reservations with the hotel using the link below. Failure to make rooming reservations is not the responsibility of the Michigan District of Key Club.

<https://www.crowneplaza.com/redirect?path=hd&brandCode=CP&localeCode=en®ionCode=1&hotelCode=LANCP&PMID=99801505&GPC=MDK&cn=no&viewfullsite=true>

[e](#)


STUDENTS ARE NOT ALLOWED TO ROOM WITH ADULTS

Hotel space will be booked on a first received, first booked basis. Hotel space is based on availability - REGISTER ASAP!

Parking

Complimentary parking is available at the hotel at no cost.

CONFERENCE REGISTRATION GUIDELINES



CHAPERONE REQUIREMENTS: There must be at least one (1) registered adult (advisor, teacher, Kiwanian, or parent) per ten (10) Key Club members. Any official advisor/chaperone attending the conference must remain in attendance for its duration; chaperone responsibilities may not be transferred between individuals over the course of the three-day event. All chaperones must have a valid background check on file per Kiwanis International guidelines.

PAYMENT OF DUES: To be eligible to register for conference, each Key Club must have paid both District and International dues during the current school year.

REGISTRATION RATES: Please note: It is necessary for us to guarantee and pay for all conference space and meals. Therefore, refunds will not be possible for those who are unable to attend the conference.

CONFERENCE HOUSING: All Key Club members staying overnight for the conference must be registered and housed in the conference hotel. Sleeping room registrations must be made directly with the hotel using the link provided. The Michigan District of Key Club will not process any rooming assignments for the 2024 conference.

REGISTRATION QUESTIONS:

All questions regarding Michigan District Key Club Service Leadership Conference should be directed to:
Jordan De La Cruz at administrator@mikeyclub.org

PAYMENT OPTIONS:

This year payments will be done through the online registration system. If any issues arise please contact Jordan ASAP!

Tentative Agenda (please note this is subject to change)



Friday February 16th

3:00 – 5:00 PM Check-in/Registration (**please note the hotel does not guarantee room availability until 4PM**)

3:00 – 5:00 PM Contest Registration/Informal Social Time

5:00 – 5:30 PM Divisional Orientation

5:30 – 6:00 PM Candidates Meeting (for all candidates who have filed or are considering running for a district board position)

6:00 – 6:30 PM Advisors/Chaperone Meeting

7:00 – 10:00 PM Dinner and Opening Session

10:00 -11:30 PM Dance

12:00 – 6:00 AM Curfew

Saturday February 17th

6:00 - 9:00 AM Breakfast

9:00 – 9:30 AM Service Project and Workshops I

9:40 – 10:10 AM Service Project and Workshops II

10:20 – 10:50 AM Service Project and Workshops III

11:00 -11:30 AM Service Project and Workshops IIII

12:00 – 1:00 PM Lunch

1:00 – 3:00 PM Free Time & Service Projects

1:00 – 3:00 PM Contest Judging (Oratorical, Talent, and other contests)

2:00–3:00 PM Candidate Meet and Greet

4:00 – 6:00 PM Caucusing

6:30 – 10:00 PM Awards Banquet

10:00 – 11:30 PM Governor's Ball (dance)

12:00 – 6:00 AM Curfew

Sunday February 18th

8:30 – 10:00 AM House of Delegates

10:30 – 1:00 PM Governor's Farewell Brunch

12:00 Noon Check out

1:30 – 2:30PM 2023-2024 & 2024-2025 Joint Board Meeting

Dress Code



All Service Leadership Conference attire must be modest. If an outfit is deemed Immodest by any Sergeant-at-Arms member throughout the weekend, the participant will be asked to change. No clothing with bad language or graphics will be permitted.

We will hold all participants to this dress code throughout the weekend. We thank you for your cooperation.

Friday Evening Opening Session: Casual

Friday Night Dance: Casual

Saturday Morning: Casual

Saturday Evening Caucusing and Awards Banquet/Governors Ball: Formal

Sunday Morning House of Delegates: Business Professional

Sunday Brunch: Business Professional

73rd Annual Michigan Key Club Service Leadership Conference Delegate Certification



February 16 -18, 2024
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This is to certify that the following members of the Key Club of _____, from _____, Michigan, Division _____ are the duly elected delegates and alternates of this Key Club to the Michigan District Service Leadership Conference.

DELEGATE (1)

DELEGATE (2)

ALTERNATE (1)

ALTERNATE (2)

Name:

SIGNED:

Club President / Faculty Advisor Date

Note: Each club in good standing shall be entitled to two (2)-voting delegates, and two (2) alternate delegates at each Service Leadership Conference. Each certified delegate shall be entitled to vote on each question submitted at the Service Leadership Conference. There shall be no voting by proxy. Delegates must attend the Sunday morning House of Delegates meeting and arrive at the meeting at the appointed time.

Michigan District of Key Club International Annual Election Report Form

2024-2025



Information on this form will be published in the District Directory compiled by the District Secretary.

Club _____ **Division** _____

School Address _____

City, Zip code _____ Telephone _____

Meeting Time (Day, hour) _____ Meeting Place _____

Principal _____ Phone Number _____

Sponsoring Kiwanis Club _____

President _____

Telephone _____ Email _____

Vice-President _____

Telephone _____ Email _____

Secretary _____

Telephone _____ Email _____

Treasurer _____

Telephone _____ Email _____

Bulletin Editor _____

Telephone _____ Email _____

Faculty Advisor _____

Telephone _____ Email _____

Kiwanis Advisor _____

Telephone _____ Email _____

Please fill out and return this form to the District Secretary via e-mail: secretary@mikeyclub.org. A copy should also be sent to your respective Lt. Governor. Elections should be held in early February.

73rd Annual Michigan Key Club Service Leadership Conference

Advertisements

February 16 - 18, 2024

Crowne Plaza Lansing West



The Michigan District of Key Club welcomes you to help sponsor our Service Leadership Conference. We are selling advertisement space to be played throughout the weekend of the Service Leadership Conference. This will also be put on our social media platforms and our website. We would greatly appreciate your support in this effort and will reduce your registration cost by the amount of advertisements sold by your club.

The rates for Service Leadership Conference ads are listed below:

Patron Ad (two-line message, 100 characters) - \$10.00

Digital Ad (16:9 PowerPoint screen) – \$50.00

If you wish to assist us by purchasing an ad, please complete the form below. Mail the form below with check to the following address:

Jordan De La Cruz

113 N Maiden Lane

Tecumseh, Mi 49286

(517) 442-5735

administrator@mikeyclub.org

Please send your art in electronic form only. No paper submissions will be accepted. Acceptable electronic formats are .jpg, .png, or .eps
Email artwork to: administrator@mikeyclub.org

Please make check payable to the Michigan District of Key Club.
Must be received by: February 5th, 2024

Michigan District of Key Club Advertisement Sales Form

Name: _____

Address, City, Zip _____

Code: _____

Phone Number & _____

E-mail: _____

Type of ad desired:

() Patron () Digital Ad

Patron ad

message: _____

Artwork provided? () Yes () No

Total amount enclosed: \$

Ad sold by _____

ADULT/CHAPERONE CODE OF CONDUCT

1. All advisors and chaperones shall read and abide by the *Adult/Chaperone Code of Conduct* and the [Kiwanis Youth Protection Guidelines for Adults](#).
2. All adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.
3. Each advisor or chaperone shall be 21 years or older and a Kiwanis member or Faculty Advisor in good standing or a parent (chaperones to events sponsored by Key Club International or Circle-K International may be required to undergo a background check as administered by the International office).
4. A male advisor or chaperone will not travel alone with a female student, and a female advisor or chaperone will not travel alone with a male student. At all times, adults will try to follow the “rule of three” when transporting students.
5. A male advisor or chaperone shall not be in the room of a female student alone, and a female advisor or chaperone shall not be in the room of a male student alone unless another adult or student is present.
6. Students shall sleep in their assigned rooms for the entire conference. At no time shall a student sleep in the room with another adult unless that student is the child of the adult present.
7. All advisors or chaperones agree to abide by the instructions and direction of the Michigan District Administrator or other designated “Lead Adult” for each specific event. Advisors or chaperones will publicly support the policies, curfews, and rules set forth by the Michigan District Administrator or Lead Adult and will not undermine the authority of those individuals.
8. All sponsored youth members are under the supervision and protection of the advisor or chaperone. Any student photographed must have a photo release signed by the student and parent/guardian that will be kept on file with the Michigan District Administrator. These photographs, videos, and audio recordings will be made available for use in the Wolverine Key and on the Michigan District of Key Club website for the purpose of **positive promotion**.
9. Advisors or chaperones are responsible to enforce the *Code of Conduct* at every event and uphold the rules of behavior for all sponsored youth. Infractions of the *Code of Conduct* will be immediately reported to the Michigan District Administrator and/or Adult Sgt. At Arms for review and possible consequences.

Failure to comply with the above guidelines will result in review by the Adult Administrative Team and possible consequences including but not limited to a letter of reprimand to the school principal, the sponsoring Kiwanis Club, Michigan District of Kiwanis Governor & Michigan District of Kiwanis Executive Director. The adult may also be barred from future District Key Club events. I have read and agree to abide by the aforementioned guidelines my signature below indicates agreement and compliance.

Advisor/Chaperone/Parent Name Printed

Advisor/Chaperone/Parent Name Signature

Date

Key Club Name