

**74th Annual  
Michigan District of Key Club  
Service Leadership  
Conference**

February 21<sup>st</sup> – February 23<sup>rd</sup>, 2025  
Crowne Plaza Lansing West

**SLC 2025  
Information Packet**

**Includes:**

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

# Letter from the Governor



Dear Michigan District Key Clubbers,

Wow, it has been an amazing service year for our Mighty Michigan District! This year, being able to watch your passion and dedication for service and leadership on the club and district level has been truly inspiring. On behalf of the entire District Board, we are so honored to have you and your club attending SLC 2025. We are so excited to recognize you for your incredible work as servant leaders.

SLC is truly an experience that you cannot replicate anywhere else. From engaging workshops, inspiring guest speakers, and hearing candidates from across the state of Michigan, you will not regret attending. I am confident that by attending SLC and diving deeper into Key Club, you will learn to become a better servant leader while sharing memories surrounded by those who share your value of service.

As a Key Clubber who can say that SLC truly changed their life, I have learned that it takes jumping out of your comfort zone to make the most out of SLC. Like many others, SLC is where my service journey began. It was where I opened myself up to new opportunities and ideas, and where I learned to become the best version of myself that I can be. I encourage you to take SLC as a chance to expand your perspective. SLC will provide you with the perfect opportunity to meet Key Clubbers from all over the state who will change your perspectives for the better.

Reflecting on my past year as Governor, and my 4 years as a Key Clubber, I look back on SLC and all of the experiences that led me to my most cherished friendships and immense personal growth. From the family to the spirit, to the dedication, anyone can see that Key Club is truly special. I hope that my time serving as District Governor has shown you that Key Club is the perfect place to grow. Whether it be growing as a leader, a speaker, or as a friend, my wish is that you are able to find that in the Key Club community.

I will forever be grateful to have been given the opportunity to serve as Governor. Your dedication to service and leadership is what pushed me to be the best I can be. I look forward to celebrating and acknowledging all we have accomplished this service year at SLC 2025. I can't wait to see you soon Mighty Michigan Key Clubbers!

Sincerely Yours in Service,

Jenna Morrison  
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 2025 Service Leadership Conference to be held February 21 – 23, 2025 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](https://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, and adult registration. 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. This must be on file with Kiwanis International. Please email Jordan De La Cruz at [administrator@mikeyclub.org](mailto:administrator@mikeyclub.org) for verification of background check on file.**

The 2024-2025 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, the 74th Annual Service Leadership Conference for the Michigan District of Key Club International and the 100th Birthday of Key Club International!

In Kiwanis Family Service and Spirit,

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

# Registration Procedures

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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. Some 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 January 24, 2025. 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 3rd deadline will be accepted depending upon availability. Email any registration questions to [administrator@mikeyclub.org](mailto:administrator@mikeyclub.org) or if interested in registering after the February 3rd 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 17th for assistance.

**ADVISOR REGISTRATION CHECKLIST 74th ANNUAL MICHIGAN DISTRICT KEY  
CLUB SERVICE LEADERSHIP CONFERENCE**



**Registration Deadlines:**

- Registration Deadline February 3<sup>rd</sup>, 2025
- Any attendee special needs must be sent to District Administrator Jordan De La Cruz by January 24<sup>th</sup>, 2025 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 3<sup>rd</sup>, 2025.

Service Leadership Conference Registration Forms:

- Medical Form and Code of Conduct Agreement **for each student**
- Adult Registration Form **for each adult registered.**
- Certificate of delegates and alternates.

Miscellaneous:

- Program Advertisements
- 2025 - 2026 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 \$149 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&regionCode=1&hotelCode=LANCP&\\_PMID=99801505&GPC=KCS&cn=no&viewfullsite=true](https://www.crowneplaza.com/redirect?path=hd&brandCode=CP&localeCode=en&regionCode=1&hotelCode=LANCP&_PMID=99801505&GPC=KCS&cn=no&viewfullsite=true)


## 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 2025 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](mailto: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 21st

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

\*\*12:00 - 1:00 AM **SENIORS ONLY** - CKI + KCI Night\*\*

## Saturday February 22nd

7:30 - 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 23rd

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 2024-2025 & 2025-2026 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:** Business Casual

**Friday Night Dance:** Casual

**Saturday Morning:** Casual

**Saturday Evening Caucusing:** Business Professional/Formal

**Awards Banquet/Governors Ball:** Formal

**Sunday Morning House of Delegates:** Business Professional

**Sunday Brunch:** Business Casual



# 74th Annual Michigan Key Club Service Leadership Conference Delegate Certification



February 21-23, 2025  
Crowne Plaza Lansing West

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

2025-2026



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](mailto:secretary@mikeyclub.org). A copy should also be sent to your respective Lt. Governor. Elections should be held in early February.

# 74th Annual Michigan Key Club Service Leadership Conference

## Advertisements

February 21-23, 2025  
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  
3063 Signature Blvd Apt J  
Ann Arbor, Mi 48103  
(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 checks payable to the Michigan District of Key Club.  
Must be received by: February 14th, 2025

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*