

**72nd Annual
Michigan District of Key Club
Service Leadership
Conference**

March 17th – March 19th, 2023
DoubleTree by Hilton Bay City


**SLC 2023
Registration Packet**

Includes:

Letter from the Governor
Letter from the Administrator
Registration Checklist
Tentative Agenda
Dress Code
Registration Pricing and Information
Delegate Certification Form
Election Report Form
Program Advertisement Form

Doubletree by Hilton Bay City
One Wenonah Park Place
Bay City, Mi 48708

Letter from the Governor



As my years of Key Club come to a close, I want to share something valuable I have come to cherish. I have learned that everyone leads and learns to lead in a different way. My predecessors have all done this job differently than me and my successors will do the same. However each one of us has learned the same skill set. We have all become speakers who try to share our view to make the world a better place, but this quality doesn't form in my position, but in any position on the board.

Since these are learned qualities, the district board tries to bring them to you in our district events like this conference. By taking the time to attend this conference you have taken a step on the path of leadership, service and gratitude. Each workshop teaches you the importance of team work, community leaders and growth. However, I wouldn't be able to say this without experiencing it myself. After attending SLC, I opened myself to leadership training and an opportunity to transform myself.

This year it has been my pleasure and honor to serve as you District Governor for the 2022-2023 service year and my journey started, like many others, at this conference. It is with my greatest gratitude that I welcome you to attend the Michigan District's 72nd Service Leadership Convention. This weekend is to reflect and celebrate our year and to continue to build our foundation for the next service year.

This convention is an exclusive event that can't be experienced anywhere else. I hope that this event is an unforgettable time. As a Key Clubber you get to meet other members from the district and be recognized for the work that you have done in the past year. From club contests to unveiling the new district project your club can work hard and be awarded. Key Clubbers, I urge you to take advantage of this opportunity and to learn more please go on our website (mikeyclub.org) or your faculty or kiwanis advisor.

Even though your club is being recognized, YOU can receive the most important part of our SLC--the election of your new district board. If you want to obtain any of the opportunities that were described above or if you are eager, organized and a mountain-mover, then you should consider running for district board. Going through my share of elections from club, district, and international, I know that it is an exciting and rewarding experience. Being on the district board is a completely different experience, but one thing that Key Club has taught me and I have learned to embrace is internationalism. Key Club truly lives up to its name of being an international organization. Therefore, if there is any part of you that wants to run for board, I urge you to take the leap.

Sincerely Your in Service,

Marwa Abdel-Hak
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 2023 Service Leadership Conference to be held March 17 – 19, 2023 at the DoubleTree Hotel in Bay City, MI. Registration will be open soon! 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. **ONLY THE FACULTY OR KIWANIS ADVISOR WILL BE ALLOWED TO REGISTER STUDENTS.** 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 can be completed by your local school district. You must submit proof that a clear background check has been completed in order to attend SLC. This must be on school district letterhead. Please email these to Jordan De La Cruz at midadvisor@mikeyclub.org.

The 2022-2023 Michigan District of Key Club Board of Trustees are excited about this years' Service Leadership Conference. We hope you will join us in Bay City as we celebrate another year of service to Key Club International, the 72nd Annual Service Leadership Conference for the Michigan District of Key Club International!

In Kiwanis Family Service and Spirit,

Audrey E Salesberry
District Administrator

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.
6. Complete all registration online.
7. Any special needs of anyone attending the convention must be in writing and sent to Zone Advisor Jordan De La Cruz by February 24, 2023. Notification of our ability to facilitate the need will be sent to the Faculty Advisor at least one week prior to convention.
8. There is no guarantee that late registration requests can be handled. Registrations received after the February 24th deadline will be accepted depending upon availability. Email any registration questions to midadvisor@mikeyclub.org or if interested in registering after the February 25th 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.

**ADVISOR REGISTRATION CHECKLIST 72nd ANNUAL MICHIGAN DISTRICT
KEY CLUB SERVICE LEADERSHIP CONFERENCE**



Registration Deadlines:

- Registration Deadline February 24th, 2023
- Any attendee special needs must be sent to Zone Advisor Jordan De La Cruz by February 24th, 2023 for consideration.

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 24th, 2023.

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
- 2023 - 2024 Election Report Form

CONVENTION REGISTRATION RATES



Registration: The cost for attending SLC is \$150 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 and goody bag.

Rooming: 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.

www.my-event.hilton.com/dttbdbt-mik-178a110e-ab87-446a-a125-2d608939e7f4

L


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 2023 conference.

REGISTRATION QUESTIONS:

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

PAYMENT OPTIONS:

This year payments will be done through the online registration system.

Tentative Agenda (please note this is subject to change)



Friday March 17th

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 March 18th

9:00 – 9:50 AM Service Project and Workshops I

10:00 – 10:50 AM Service Project and Workshops II

11:00 – 11:50 AM Service Project and Workshops III

12:00 – 1:00 PM Lunch

1:00 – 3:00 PM Free Time

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

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 March 19th

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 2021-2022 & 2022-2023 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 and Awards Banquet/Governors Ball:

Business Professional/Formal

Sunday Morning House of Delegates: Business Professional

Sunday Brunch: Casual (Key Club t-shirt for your trip home)

72nd Annual Michigan Key Club Service Leadership Conference Delegate Certification



March 17 -19, 2023
Bay City Doubletree

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 to the meeting at the appointed time.

Michigan District of Key Club International Annual Election Report Form

2023-2024



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.

72nd Annual Michigan Key Club Service Leadership Conference

Advertisements

March 17 - 19, 2023

Bay City Doubletree



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

midadvisor@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: midadvisor@mikeyclub.org

Please make check payable to the Michigan District of Key Club.

Must be received by: February 27th, 2023

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