

CONFERENCE
REGISTRATION
PACKET

**71st Annual
Michigan District of Key Club
Service Leadership
Conference**

March 18th – March 20th, 2022
Dearborn DoubleTree

SLC 2022
Registration Packet

Includes:

Letter from Governor
Letter from the Administrator
Registration Check List
Tentative Agenda
Dress Code
Registration Form (with pricing and other information)
Delegate Certification Form
Election Report Form
Program Advertisement Form

Doubletree by Hilton Detroit-Dearborn
5801 Southfield Fwy
Dearborn, MI 48228

Letter from the Governor



As my 4 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 to 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 going to 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 2021-2022 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 71st 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 being recognized, YOU, can receive the most important part of our SLC is 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 brand. Therefore if you have any part of you that wants to run for board then I urge you to take a leap.

Sincerely Your in Service,

Prabhleen Pawar
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 2022 Service Leadership Conference to be held March 18 – 20, 2022 at the DoubleTree Hotel in Dearborn, MI. Registration is open now! Registration paperwork may be emailed to <mailto:asstadministrator@mikeyclub.org> and all registrations must be completed online using the registration portal. All registration forms 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.

The 2021-2022 Michigan District of Key Club Board of Trustees are excited about this years' Service Leadership Conference. We hope you will join us in Dearborn as we celebrate another year of service to Key Club International the 71st 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 forms.
7. Any special needs of anyone attending the convention must be in writing and sent to the Assistant District Administrator by February 25, 2022. Notification of our ability to facilitate the need will be sent to the Faculty Advisor at least one week prior to convention.
8. Please be sure that registrants are listed accurately and that you are paying the proper fee per person according to the number of people in each room.
9. Registration materials must be sent by emailing asstadministrator@mikeyclub.org using the subject line CONVENTION REGISTRATION - SCHOOL NAME. Registrations must be emailed by February 25, 2022.
10. There is no guarantee that late registration requests can be handled. Registrations received after the February 25 deadline will be accepted depending upon availability. Email registrations to asstadministrator@mikeyclub.org if interested in registering after the February 25th deadline to check for availability.
11. 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 69th ANNUAL MICHIGAN DISTRICT KEY
CLUB SERVICE LEADERSHIP CONFERENCE**

Registration Deadlines:

- Registration Deadline February 25th, 2022 · Any attendee special needs must be sent to the Assistant Administrator by February 25th, 2022 for consideration.

Other Important and Deadlines:

- All registration related forms can be scanned and sent to Megan Cadle. The **full payment and forms** are due by February 25th, 2022.

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
- 2022 - 2023 Election Report Form

All Service Leadership Conference Registration Forms, payments, and program ads are to be sent to:

Megan Cadle
Assistant Administrator
4040 Rivertown Lane SW
Wyoming, MI 49418

CONVENTION REGISTRATION RATES

Registration Rates: (Emailed by February 25th)

Registrations: The base cost for attending SLC is \$30 per person. This includes access to workshops, dances, meetings and other events throughout the entire weekend as well as a Key Club t-shirt and goody bag. Meals are NOT included in the base cost and are a la carte. Meal tickets will be provided when you check-in so please make sure to register each individual correctly as extra meal tickets will not be available after registration closes.

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/

STUDENTS ARE NOT ALLOWED TO ROOM WITH ADULTS

REGISTRATION RATES:

Base Cost (required for all attendees): \$30

Friday Night Dinner: \$30

Saturday Lunch: \$20

Saturday Dinner: \$30

Sunday Brunch: \$25

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

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 2022 conference.

REGISTRATION QUESTIONS:

All questions regarding Michigan District Key Club Service Leadership Conference should be directed to: Megan Cadle at asstadministrator@mikeyclub.org.

PAYMENT OPTIONS: CHECK OR CREDIT CARD

This year we are offering the option to pay by check or Credit Card. Once registration materials have been completed and emailed to the Assistant Administrator please send in payment. If paying my check please mail it to Megan Cadle at 4040 Rivertown Lane SW, Wyoming, MI 49418. If you would like to pay by credit card please contact the District Administrator Audrey Salesberry at administrator@mikeyclub.org.

Tentative Agenda (please note this is subject to change)



Friday March 18th

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

5:30 – 6:00 PM Divisional Orientation

6:00 – 6:30 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 19th

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 20th

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)

Registration Form

Key Club of _____ Date of Arrival _____ Approx. time of Arrival _____ **Please note that the hotel has a guaranteed room availability of 4PM. You may not be able to get into your room if you arrive before 4PM.**

Date of Departure _____ Approx. time of Departure _____ Adult chaperone: Key Club policy requires one adult chaperone for every ten Key Clubbers of the same gender. We will not register Key Clubbers without a chaperone. Any adult approved by the sponsoring Kiwanis club can be a chaperone.

Name _____ Address _____ City _____ Zip _____ Phone # _____

Cost of Service Leadership Conference includes: **registration, a t-shirt, Service Leadership Conference pin, Participation in Service Project event and service charges.**

Please make all **checks out to the "Michigan District of Key Club"**. **IF AT ALL POSSIBLE, PLEASE SEND ONE CHECK FOR THE ENTIRE REGISTRATION FOR YOUR CLUB INSTEAD OF MULTIPLE CHECKS.**

of people attending _____

_____ Base Cost @ \$30 per person
_____ Friday Night Dinner @ \$30 per person
_____ Saturday Lunch @ \$20 per person
_____ Saturday Night Dinner @ \$30 per person
_____ Sunday Brunch @ \$25 per person

Total \$ _____

All registrations must be received by February 25th, 2022 to guarantee availability. After this date, a late fee of \$25.00 per person will be charged if there is availability. There will be no refunds granted. For more information, call Megan Cadle at (586) 212-2741.

At the Service Leadership Conference site, the adult chaperone must register all Key Clubbers. We will not register any Key Clubbers without an accompanying adult.



71st Annual Michigan Key Club Service Leadership Conference Adult Registration

Name _____ Phone _____ E-mail _____

Address: _____

City: _____ State: _____ Zip: _____

Check if: Faculty Advisor Kiwanis Advisor Parent
 Kiwanian Circle K Other

From the Key Club of _____

From the Kiwanis Club of _____

- There must be at least one adult chaperone for every ten Key Clubbers in attendance. **Each club must have adult supervision.**
- Only advisors or chaperones may pick up their club's registration materials upon arrival.
- A curfew of 12:00 midnight will be observed and enforced. All chaperones shall make sure those Key Clubbers for whom they have assumed responsibility are in their assigned room at curfew. Unnecessary noise at any hour is prohibited.
- Every Service Leadership Conference attendee will respect the authority of the Sergeant-at-Arms, members of the Service Leadership Conference Committee, and District Administrative Team.
- If this adult is a member of the sponsoring Kiwanis Club, they will need to complete a Criminal History Background Check to attend the Service Leadership Conference. This will have to be reviewed and certified by the Kiwanis Club Secretary.

I HAVE READ AND UNDERSTAND THE DISTRICT SERVICE LEADERSHIP CONFERENCE RULES
AND CODE OF CONDUCT

Signature of Adult Attendee

Date



71st Annual Michigan Key Club Service Leadership Conference

Kiwanis Club

SLC Advisor Certification

This form must be completed by the **President or Secretary of the sponsoring Kiwanis club and returned with the Service Leadership Conference registration.** No club registration will be accepted without this form!

To: Kiwanis Administrator of the Michigan District of Key Club International.

Date:

Dear Sir/Madem:

This is to advise you that the Kiwanis Club of _____ which sponsors the Key Club of _____, hereby certifies that it has authorized and appointed _____, who (circle one) is / is not a member of this Kiwanis Club, to attend the 71st annual district Service Leadership Conference in Dearborn, MI at the DoubleTree Hotel, March 18th – March 20th, 2022 as the designated Kiwanis advisor/chaperone to the above named Key Club. We further certify that he/she is fully authorized to act in the name and place of the above stated Kiwanis Club in all matters affecting the forenamed Key Club's members' conduct, discipline, and obedience to the Service Leadership Conference code of conduct. It is understood that Kiwanis advisors/chaperones are expected to do all in their power to see to it that Key Clubbers obey all Service Leadership Conference rules and are expected to conform to those rules themselves.

Sincerely,

Sponsoring Kiwanis Club's President or Secretary

If this is a Kiwanis Advisor, this individual has a completed background check on file with the above-mentioned Kiwanis Club pursuant to the requirements of the Youth Protection Guidelines.

71st Annual Michigan Key Club Service Leadership Conference Delegate Certification

March 18 - 20, 2022
Dearborn 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 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**

2022-2023

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.

71st Annual Michigan Key Club Service Leadership Conference Advertisements

March 18 - 20, 2022
Dearborn 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:

Megan Cadle
4040 Rivertown Lane SW
Wyoming, MI 49418
(586) 212-2741
asstadministrator@mikeyclub.org

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

Please make check payable to Michigan District of Key Club.
Must be received by: February 25th, 2022
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 _____

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 Michigan District of Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrator and adult administrative team, 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 substance, with the exception of medication prescribed for the attendee.
5. Members may not possess or use tobacco products.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not 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 rooms when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5:00 am unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.
5. Items within this section may be modified by the Michigan District of Key Club International Board with approval of the District Administrator.

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 males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
3. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
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 convention events.

Enforcement

1. Violations of this Code will result in notification to the district administrator.
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 Michigan District of Key Club District Administrator or his representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
4. These rules are effective as of 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); approved by the school; and registered with and accompanying the Key Club members at the event. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, the Key Club district administrator shall have authority for all persons in attendance.

Student _____ Signature _____ Date _____

Parent _____ Signature _____ Date _____

Medical form

Key Club Name _____

Member Email Address _____

Authorization to attend event 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.

Member information

 First M.I. Last

 Street address

 City State/Province

 ZIP/postal code Nation

Sex (circle one) F M Height _____ Weight _____

Birth date Month _____ Day _____ Year _____

Chaperone

 Who is the designated chaperone responsible for this Key Club member?

Relationship to member

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.

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.

Emergency information

In case of emergency, please contact _____ Relationship to member _____

Phone (____) _____ Cell phone (____) _____

Alternate contact _____ Relationship to member _____

Phone (____) _____ Cell phone (____) _____

Medical information

Health insurance company _____ Policy number _____

Group name on insurance coverage _____

Telephone number or other contact information shown on insurance card (____) _____

Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? Yes No

If yes, please explain _____

Has he/she ever been or currently being treated for (circle yes or no)?

Nervousness? Yes No Rheumatic fever? Yes No Asthma? Yes No

Convulsion or epilepsy? Yes No Cancer or tumors? Yes No Diabetes? Yes No

Heart condition? Yes No Headaches? Yes No Allergies to medication? Yes No

High blood pressure? Yes No Fainting spells? Yes No

List any allergies or other medical conditions of which we need to be aware _____

I am the parent or legal guardian for the above-named Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by the Michigan District of Key Club International, Inc.. I hereby certify that the information provided above is correct.

In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. 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 my ward/minor, I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE** Key Club International and its 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 resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.

Parent or guardian _____ Signature _____ Date _____

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 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