



DISTRICT CONVENTION & LEADERSHIP CONFERENCE

2024



APRIL 5-7, 2024

**NATCHEZ, MS
NATCHEZ CONVENTION CENTER**

**WHY ATTEND?
MAKE NEW FRIENDS
LEARN NEW WAYS TO SERVE
DISCOVER NEW FUNDRAISERS
HEAR FROM LEADERS
RUN FOR OFFICE
COMPETE IN CONTESTS**

 lmtkeyclub.org/districtconvention



**81st ANNUAL
LAMISSTENN KEY CLUB DISTRICT
CONVENTION**

FEATURING
LEADERSHIP DEVELOPMENT & ADVISOR TRAINING

APRIL 5-7, 2024
NATCHEZ CONVENTION CENTER | NATCHEZ, MS

The 81st Annual District Convention and Leadership Conference of the LaMisTenn District, featuring Leadership Development and Advisor Training, is fast approaching and the excitement is building. Without question, this DCON is the most important event your Key Club will participate in this year. The excitement, training, leadership skills and the friendships gained will endure long after the convention.

The District Convention and Leadership Conference serves many 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 Officers and Members.
- To train and educate all Key Club Members in attendance.
- To elect new District Officers and conduct the business of the District.
- To share ideas, projects, and experiences with hundreds of Key Club members.

TABLE OF CONTENTS

Registration Instructions & Checklist.....	2
What's Included.....	3
New & Improved for 2024.....	3
Convention Registration & Hotel.....	4
Convention Schedule.....	5
Convention Policies.....	6
Frequently Asked Questions.....	8
Required Forms.....	10

ADVISOR REGISTRATION CHECKLIST

REGISTRATION TIMELINE

<input type="checkbox"/> Key Club DCON Webinar	Jan 23, 2024
<input type="checkbox"/> Registration (online; must complete & have individual forms ready to upload to submit registration)	March 1, 2024
<input type="checkbox"/> Required Form Submission & Adult Background Checks & required Praesidium Academy courses	March 1, 2024
<input type="checkbox"/> Payment Due by Check	March 1, 2024

1

GETTING STARTED

- Read [this packet](#) in it's entirety.
- Review the [Convention Policies](#) and [Frequently Asked Questions](#).

2

REGISTRATION SUBMISSION

- Visit lmtkeyclub.org and complete the **(1) Registration Form, (2) Contests & Awards to be completed by Individuals Form, (3) Contests & Awards to be completed by Club Officers, Members, or Advisors Form, and (4) Running for District Office Form** by **March 1, 2024**.

3

PAYMENT & CONFIRMATION

- Pay **online** through the registration form, **OR**
- Mail a **check** for total registration to the District Office at 10000 Celtic Dr, Ste 706, Baton Rouge, LA 70809. Must be received by **March 1, 2024**.

4

FINAL PREPARATION

- Ensure all ALL adults (Advisors/Chaperones) that will have completed a **Kiwanis Background Check** & completed the six **Praesidium Academy courses by March 1, 2024**. Find more information in the FAQs. To request a Background Check, email the District Office at districtoffice@lamisstenn.org.

WHAT'S INCLUDED

Each **Convention Registration** includes the following for each registered student or advisor:

- Educational and training seminars
- Guest Speakers and Entertainment
- Friday snacks, Saturday dinner & snacks, & Sunday breakfast
- Saturday Dance
- Convention t-shirt
- Awards and certificates for winning clubs

Each **Faculty Advisor and Kiwanis Advisor Registration** will also receive the following:

- Advisor Hospitality Suite on Friday and Saturday nights

NEW & IMPROVED FOR 2024

In an effort to improve both the registration process and the District Convention experience, the LaMissTenn District is excited to announce the following changes:

MEAL FUNCTION FLEXIBILITY

Due to ever increasing hotel food costs, and in an effort to minimize the impact on convention rates, certain meal functions have been removed from the registration package to allow clubs to make meal choices that fit with their members' needs.

The following meals will be included:

Friday Night Snacks, Saturday Dinner & Snacks, and Sunday Breakfast

For Saturday meals, the convention schedule has been adjusted to allow additional time for clubs accommodate meals. A listing of local restaurants will be available on the website closer to convention.

All included food functions are first-come, first-serve! The LaMissTenn District will not be able to accommodate all dietary restrictions. Feel free to also bring prepared food to **store in your hotel room refrigerator** if you have particular needs! Outside food will not be permitted inside the Natchez Convention Center.

CONVENTION REGISTRATION RATES

STUDENT REGISTRATION

\$130

ADVISOR REGISTRATION

\$130

+ background check,
if needed

Anyone attending MUST be registered - including all Key Clubbers, Advisors, Chaperones, parents, and other family members - with a clear background check & required Praesidium Academy Courses.

CONVENTION HOUSING

All attendees (adult and student) are required stay at one of the DCON hotels:

Natchez Grand Hotel (111 Broadway St; across the street)
Hampton Inn & Suites (627 S Canal St; 0.6 mile)
Holiday Inn Express (639 S Canal St; 0.7 mile)
Magnolia Bluffs Hotel (645 Canal St; 0.9 mile)

All room reservations should be made directly with the hotel.

A **maximum of four (4) students per room** will be enforced. There is no minimum number of persons per room, meaning that if someone would like their own room, they will be allowed to do so as long as they are willing to pay the room occupancy rate.

Hotel space will be booked on first received, first booked basis.
Hotel room blocks will be held until March 5, 2024 - REGISTER EARLY!

TENTATIVE SCHEDULE AT A GLANCE

*Preliminary and subject to change
Please refer to the event program you receive at convention for final details/times*

FRIDAY, APRIL 5

2:00 – 4:30 PM	Registration
4:30 – 6:30 PM	Dinner on your own
6:30 PM	Conference for Candidates for District-Wide Office, Lt. Governors, Governors, Secretaries, Intl Candidates, and their Advisors <i>Required for anyone (and their Advisors) interested in running for District Office</i>
7:00 – 8:30 PM	Opening Session
8:30 – 9:30 PM	Caucusing
8:30 – 10:30 PM	DCON Service Project
9:00 – 10:30 PM	Movie
9:00 – 10:30 PM	Board Games
9:00 – 10:30 PM	Advisors' Hospitality Room
11:00 PM	Curfew

SATURDAY, APRIL 6

8:30 – 9:30 AM	Contest Judging (judges only)
9:00 – 10:00 AM	General Session
10:15 – 10:45 AM	Education Workshops Round 1
11:00 – 11:30 AM	Education Workshops Round 2
11:30 – 3:00 PM	Lunch own your own & FREE TIME
3:00 – 4:00 PM	House of Delegates & Elections
7:00 PM	Saturday Night Banquet including dinner, awards, talent show, & key facts finals
8:30 – 11:30 PM	Governor's Ball
8:30 – 11:30 PM	Advisors' Hospitality Room
11:00 PM	Curfew

SUNDAY, APRIL 7

9:30 – 11:30 AM	Governor's Farewell Brunch
15 mins following	Meeting of the 2024-2025 District Board

Please note that all meetings and sessions are required attendance for attendees.

Free time Saturday afternoon offers all attendees time to rest, relax, and unwind.

Please help to ensure that everyone attends the convention in its entirety.

CONVENTION POLICIES

ACCOMODATIONS All students, Advisors, and Chaperones must stay overnight at one of the official convention hotels in Natchez, MS.

CHAPERONE REQUIREMENTS There must be at least one (1) registered adult (advisor, teacher, Kiwanian, or parent, etc.) per ten (10) gender specific Key Club members. Any official Advisor/Chaperone attending the convention must remain in attendance for its duration; Chaperone responsibilities may not be transferred between individuals over the course of the three-day event. Each Advisor/Chaperone must be at least 21 years of age and **must also have a background check on file with Kiwanis International & have completed the Kiwanis International required Praesidium Academy Courses.**

CHAPERONE RESPONSIBILITIES The following rules and responsibilities are minimum standards of conduct for Advisors/Chaperones attending the LaMissTenn Key Club District Convention. Violations will be addressed with the safety and welfare of Key Clubbers in mind. Advisors/Chaperones are ultimately responsible for the safety and welfare of the students whom they are supervising.

- 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 at districtadmlmtkcjudi@gmail.com.
- Advisors/Chaperones shall receive permission and proper authorization from the school administrator to travel to District Convention.
- Advisors/Chaperones shall review and comply with all school/district policies regarding travel and supervision of students at District Convention.
- 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 cell phone number at which they can be contacted.
- Advisors/Chaperones shall ensure that all Key Clubbers adhere to the convention curfew of 11:00 PM each night and remain in their rooms until 6:00 AM.
- Advisors/Chaperones shall ensure Key Clubbers are mindful of noise levels so other hotel guests are not disturbed.
- Advisors/Chaperones are responsible for knowing the whereabouts of all of their students at all times.
- Advisors/Chaperones shall ensure 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 change room assignments without the consent of the District Administrator.
- 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 District Convention, even if the adult is not “on duty” or responsible for Key Clubbers during a specific period of time.
- The dance is an official convention activity for Key Clubbers. Advisors/Chaperones must assist with supervising Key Clubbers at this event.
- Concerns about convention management shall be communicated to the District Administrator, Judi Zimmermann, or District Secretary, Jen Robertson.

CHECK-IN Only Advisors or Chaperones may pick up their club's registration materials upon arrival.

CODE OF CONDUCT 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 Convention's close, or other disciplinary actions as deemed appropriate. Anyone dismissed from Convention must arrange transportation within six (6) hours at their own expense. Parents and appropriate school and Kiwanis officials will also be notified of the incident that led to the convention dismissal.

CONVENTION HOUSING All Key Club Members attending the convention must be registered and housed in the convention hotels. Allowances cannot be made to stay at home or at another facility.

DRESS CODE There is a dress code for the convention, and it will be enforced. No jeans with holes or rips, leggings, sweatpants, shorts, skirts that do not reach the length of your fingertips when standing up straight with hands by your side, flip flops, sandals, or slippers. No mid-drifts showing, low cut pants, or bare backs exposed.

- **Friday, Opening Session:** If running for office, business professional. If not running, business casual.
- **Friday, Caucusing:** If running for Lieutenant Governor office, business professional. If not running, business casual.
- **Saturday morning:** convention shirt, jeans, tennis shoes
- **Saturday, Afternoon/House of Delegates:** If running for office, business professional. If not running, business casual.
- **Saturday, Governor's Ball:** business professional/party dress
- **Sunday, Governor's Farewell Brunch:** business professional

ALL CONVENTION ATTENDEES (Key Clubbers, Advisors, Chaperones, Parents, and Guests) **MUST ADHERE TO THE DCON DRESS CODE. VIOLATORS WILL BE ASKED TO CHANGE**, which could impact Chaperone requirements. **Advisors are responsible for adherence of dress code of attendees.**

Male Business Professional: dress shirt, jacket, and tie with dress slacks, suits

Female Business Professional: dresses, skirts, blouses, dress slacks/suits

FOOD FUNCTIONS Each registration includes a number of food functions throughout the weekend. These food functions may not accommodate all dietary needs/desires/restrictions. The Chaperone is responsible for ensuring that all dietary needs are met for each student under their care.

HOTEL SERVICES Anything charged to a room is the responsibility of the individual, not the LaMissTenn Key Club District. Individuals/clubs are responsible for all incidental room charges. **Please advise your students to pay attention!**

NAME BADGES Convention name badges must be worn in a visible position at all times. However, name badges should be removed when traveling offsite during free time or offsite meals for security reasons.

PAYMENT OF DUES District and International Dues for the current year (2023-2024) must be paid for each Key Clubber attending District Convention by **March 1, 2024.**

FREQUENTLY ASKED QUESTIONS

REGISTRATION

When is payment due? Payment in full is due by **March 1, 2024**. **No school will be admitted to DCON without proof of payment.**

What are the payment options? Convention fees must be paid online through the registration form or via check mailed to the District Office at 10000 Celtic Dr, Ste 706, Baton Rouge, LA 70809.

Are refunds available? No. Get firm commitments from all attendees; refunds are **NOT** possible under any circumstances. Same sex substitutions will be allowed.

Can late registrations be accommodated? There is no guarantee that late registration requests can be accommodated. Registrations received after **March 1, 2024** will be accepted depending upon availability. If interested in registering after the **March 1, 2024** deadline, email districtadmlmtkcjudi@gmail.com to check for availability. **Registrations submitted after March 1, 2024 may not be accepted.**

What if my club has questions about the registration process or convention? All questions regarding LaMissTenn Key Club Convention and Registration should be directed to districtoffice@lamisstenn.org and districtadmlmtkcjudi@gmail.com.

After online registration is complete, is there anything that we need to bring with us to check in on site? Yes. Please see page 13 of this packet for a complete list of documents you will need to bring with you to DCON.

POLICIES & PROCEDURES

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 DCON meetings and sessions. Chaperones must: **(1)** be registered for the convention with; **(2)** have a background check on file with Kiwanis International; **(3)** complete the Kiwanis International required Praesidium Academy courses; **(4)** stay a DCON hotel; and **(5)** remain on-site during the convention which means being at the the official convention hotel, and/or accompanying students to meals or free-time activities on Saturday in the general vicinity of the Natchez Convention Center. Chaperones must be available to assist their students 24 hours a day and must provide students with a cell phone number that will be answered by the Chaperone at all times during DCON 2024.

What is the required Chaperone-to-student ratio during DCON 2024? There must be at least one male Chaperone for each ten or part of ten male students. Likewise, there must be at least one female Chaperone for each ten or part of ten female students from the same school or school district. If you have difficulties meeting these requirements, reach out to districtadmlmtkcjudi@gmail.com.

REQUIRED DCON REGISTRATION FORMS

Detailed Registration Form: This form provides the names of those attending the convention and sizes for their Convention t-shirts. Advisors are asked to check for accuracy (i.e., the spelling of the names) before mailing. The Faculty Advisor must attest to the accuracy of the information reported.

School Authorization Form: This form provides verification that the Principal or Headmaster of the school is aware that the Key Club will be attending the convention with his/her full approval, and agrees that the Key Clubbers representing his/her school are aware of the rules of the convention as outlined in the Code of Conduct.

Kiwanis Authorization Form: This form provides verification that the sponsoring Kiwanis Club is aware that the Key Club will be attending with their full approval.

Consent of Conduct/Parental Consent Form: All Key Clubbers and all adults are expected to abide by the rules of the District Convention, as outlined in the LaMissTenn District's Code of Conduct. Any infractions should be reported to the District Administrator and appropriate action will be taken, including possible dismissal from the convention, if necessary. No person will be entitled to any refund of registration fees if dismissed from the convention for disciplinary reasons.

Certificate of Election of Delegates Form: Each Key Club in good standing and submitting a properly completed and signed Annual Achievement Report is permitted two (2) official voting Delegates and two (2) Alternates to represent the Club at the House of Delegates and at the Divisional Caucus.

The LaMissTenn District Bylaws specify that a club's Delegates may not be seated in the House of Delegates if (1) the club fails to submit an Annual Achievement Report, or (2) the club has not paid its International and/or District Dues. If it becomes necessary to change delegates, the Faculty Advisor and the Club President must certify to the Credentials Committee during Registration.

Club Officer Information Form: Elections for Club Officers should be conducted before attending DCON. The elected officers should be shadowing the current Officers and attend the required forums for training at DCON.

Authorized to Attend DCON & Medical Authorization Form: The PARENTAL CONSENT & MEDICAL AUTHORIZATION FORM must be signed by a parent and by the individual Key Club Member. The form provides vital medical information in case of an emergency. **It also provides the District proof that the Key Club Member has read the District "CODE OF CONDUCT," and agrees to abide by all rules as stated.** The Faculty Advisor, or his/her representative, should present a copy of all forms at Packet Pick-Up on Friday.

Photo Release Form: Form must be completed by every registered Attendee.

Annual Achievement Report: A mandatory report for every Key Club participating in the convention per Key Club International policies. The report must be typed. The report should contain club activities occurring between the DCON or March to February each year. If you have any questions regarding the annual achievement report, reach out to your Lieutenant Governor or the Key Club District Administrator, Judi Zimmermann, for assistance.

DISTRICT OFFICER ELECTIONS

The elections of the Governor and Secretary-Treasurer, the endorsement of potential candidates for International Offices, and the election of a Lt Governor to represent the Division on the District Board of Trustees are conducted at DCON. Information on the election process is contained in the Elections Manual. Key Clubbers are encouraged to consider running for District Office – and experiencing Key Club Leadership on a higher level.

All potential candidates for office should familiarize themselves with the rules and understand their responsibilities. Candidates should complete all forms required to qualify for office, have them signed, submit to the District Office via the online form by **March 1, 2024** and turn in forms with original signatures at DCON registration.

- Statement of Candidacy/District Officer Candidate Bio Info
- Governor, Secretary/Treasurer, or Lt Governor Service Agreements
- Campaign Expense Report **4/5/2023**..... Candidates Meeting

REGISTRATION AT DCON

Convention Packet Pick-Up for all attendees will take place on Friday, April 5th, from 2:00 to 4:30 PM, in the Natchez Convention Center. Only the Advisors and one (1) Key Clubber may enter.

AWARDS & CONTESTS

All Key Clubs are encouraged to participate in contests. Information on all of the Awards and Contests are located on the website, lmtkeyclub.org. Many award forms must be submitted during the Club's online registration to DCON. Note, the Annual Achievement Report (required), Major Emphasis, Single Service, and Year in Review entries should be submitted at the Convention Center during Registration on **April 5, 2024**.

Awards & Contest Entries to be filed with Club Registration due to the District Office by **March 1, 2024**.

"Key Facts" Contest Entry Form
 Oratorical Contest Entry Form
 Impromptu Essay Contest Entry Form
 Talent Show Entry Form
 Sandy Nininger Outstanding Key Clubber Award Nomination
 Phil Gugliuzza Outstanding Club President Nomination
 Outstanding Club Vice President Nomination
 James C. Casserly Award Nomination
 Lawrence C. Catha Outstanding Faculty Advisor Nomination
 James A. Smith, II Outstanding Kiwanian Nomination
 2024-2025 Key Club Officer Election Information

Outstanding Freshman Nomination
 Outstanding Sophomore Nomination
 Outstanding Junior Nomination
 Outstanding Senior Nomination

Outstanding Club Secretary Nomination
 Outstanding Club Treasurer Nomination
 Club Video with Entry Form

Unsigned of the following document should be uploaded to the registration forms available on the Key Club website (www.lmtkc.org).

Signed hard copies must be turned in registration on **April 5th 2:00 PM - 4:30 PM:**

School Authorization Form
Kiwanis Authorization Form
Code of Conduct & Parent Consent Form
Certification of Delegates Form
Authorization to Attend DCON & Medical Authorization Form
Photo Release Form
Key Facts Entry
Impromptu Essay Contest Entry
Club Video Entry
Poster Contest Entry (attached to poster)
Year-In-Review Contest Cost Sheet (attached to scrapbook)
Oratorical Contest Entry
Outstanding Freshman, Sophomore, Junior, & Senior Nominations
Annual Achievement Report Entry
Single Service Award Entry
Major Emphasis Award Entry
Outstanding President, Vice President, Secretary, & Treasurer Nominations
Faculty Advisor Nomination
Outstanding Kiwanian Nomination Entry
Lt. Governor, Bulletin Editor, Webmaster, Secretary-Treasurer, & Governor Application (when applicable, remember to bring the Campaign Expense Report to the Candidates Meeting on April 5, 2024)

ADDITIONAL INFORMATION

JUDI ZIMMERMANN

District Administrator

10000 Celtic Dr, Ste 706 Baton Rouge, LA 70809

(504) 400-0077

districtadmlmtkcjudi@gmail.com

JEN ROBERTSON

Executive Director

10000 Celtic Dr, Ste 706, Baton Rouge, LA 70809

(225) 769-9233

jen@lamisstenn.org