Montana District Key Club
District Convention 2019
March 22-24th, 2020

Section B
Club Registration

This section Includes:

- Club Registration Packet & Room List
- Montana District Convention Checklist

Please mail all forms and nominations to:

Montana District of Key Club International
Val Pachl
20 N Center St
Miles City, Mt 59301
Fax: 406-234-4930
Email: vpachl@milescity.k12.mt.usFax:

CLUB REGISTRATION FORM

Name of Club:

Please complete the following information for the *advisor or adult responsible* for receiving receipts, conformations, and answering questions concerning your registration.

Name: **Position**:

Address: **City:** **Zip:**

Phone: **Fax:** **E-mail**:

Indicate on the rooming list form the rooming assignments of those attending convention.
PLEASE COMPLETE THE SECTION BELOW (after first reading the notes)

(A)	___Number of registrants to be placed four (4) to a room x $165 =	$
(B)	___Number of registrants to be placed three (3) to a room x $175 =	$
(C)	__Number of registrants to be placed two (2) to a room x $200 =	$
(D)	_Number of registrants to be placed one (1) to a room x $270 =	$
(E)	___Number of District Board members (don't include above) x $100 =	$
(F)	___Advertisements Sold	$
(G)	__Less Credit for Advertisements Sold (from worksheet)	$
(H)	__Other (Bus Driver - $250 with meals, $200 without meals)	$

Total amount being sent = A + B + C + D + E + F – G = H **=$**

PLEASE MAKE CHECKS PAYABLE TO MONTANA DISTRICT KEY CLUB (NO CASH PLEASE).
NOTES:

- Chaperones and advisors please be sure you have added a room for yourself in the above table. Please specify whether you wish to be placed either 1 or 2 to a room.
- If you have less than 4 Key Clubbers to a room, but wish to pay the lower rate, register those 4 to a room and we will fill the room for you. Please advise these Key Clubbers that they may have to be moved to another club's room in order to accomplish this. *If you have 3 to a room, in this circumstance, please designate the Key Clubber who would be most willing to move. We do not guarantee that all will be in the same room.*
- Any questions, please Contact Val Pachl vpachl@milescity.k12.mt.us

I am aware that there must be a chaperone with our club upon arrival AND throughout the entire convention. I have read and agree to comply with the refund policy and all other terms regarding registration.

Dated this day of , 2020 by _____
(Faculty Advisor)

Montana District Key Club
2020 District Convention Registration Rooming List

Please type or print all information to ensure accurate registration of individuals.
Please make additional copies of this for if needed to complete your registration.

Rm.	First Name (To be printed on Badge)	Last Name (To be printed on Badge)	Delegate Status	Office Held		Gender	Room Type	Check One	
				Old	New		Q/T/D/S	Student	Adult
1.									
2									
3									
4									
5.									

- **Office held: please use "old" for outgoing officers and "new" for incoming.**
- **Room type: Q for quad; T for triple; D for double; S for single**
- **Please place a "D" by the name of the 2 voting delegates from your club. You should use an "A" for up to 4 alternates.**

2020 Montana District Convention Checklist

A step-by-step list of everything you need to register for convention

_____Look over everything and make sure you understand what we have sent you.

_____Make copies of packet A and pass them out to members interested in attending DCON

_____Collect Individual Registration and Medical Release forms from members attending (including district board members)

_____Look over all the forms and make sure all information and signatures are present.

_____Check to make sure everyone who wants to attend convention has paid their dues. (If they have not, contact Val Pachl or Michelle Preston)

_____Make your rooming assignments, with four people per room, on the rooming assignment sheet.

_____Select two delegates from your club and four alternates for the House of Delegates (indicate on the rooming list)

_____Complete club registration form and any award forms that apply to your club.

_____Inform everyone about the contest or awards they may be interested in.

_____Send Individual Registration forms, Medical Release forms, Paid-Member checklist, and Club

*****Registration to Val Pachl by February 28th, 2020**

____ Collect ads and money for the convention booklets.

*****Send payments and ads to Val Pachl by February 21st, 2020:**

Val Pachl
20 N Center St
Miles City, Mt 59301

_____Bus Drivers may stay at a different hotel if they wish, i.e. Motel 6 (248-7551), Ramada (252-2584). Or, you may include them with the club registration forms.

*****We CANNOT Guarantee ANYONE Rooms on Registrations Received AFTER March 9*****
****Remember, rooms will be assigned on a first come, first serve basis.**

IMPORTANT DEADLINES

FEB 7- Awards Packet due to Michelle Preston 3325 2nd Ave North Great Falls MT 59401
FEB 21 – Ad copy and payment due to Val Pachl, 20 N Center St Miles City, Mt 59301*
FEB 21 - Candidate Information Due to Michelle Preston
FEB 28- Registrations, payment are due to Val Pachl
MAR 1-Scholarship Applications Due
MAR 22 - Achievement Report to Michelle Preston, or bring to convention.
MAR 22- New Officers forms postmarked or faxed to Michelle Preston
MAR 22-Due at check-in: All other awards found in Awards Packet with stated deadlines (Awards Overview)

***These deadlines are final. Applications received after the deadlines will not be considered when choosing winners.**

We cannot guarantee room availability for registrations received after Mar 9, 2020.

****If candidate information received after this date, candidate will be deemed a "Write-in" candidate, and have restricted campaign rights during convention**

Quick Facts Sheet

Candidates:

Send all letters of inquiry to:

Ayden Bash
mtkeyclubgov@gmail.com

Please send a copy of the request to: Michelle Preston (michelle_preston@gfps.k12.mt.us)
She will send you Google Form to complete which must be returned by February 21st, 2020

Awards:

All awards applications and letters of recommendation must be sent to and received by February 7, unless otherwise noted.

Montana District of Key Club International
Michelle Preston
3325 2nd Ave North
Great Falls, MT 59401
Fax: 406-268-6575
Email: michelle_preston@gfps.k12.mt.us

Registration:

Montana District of key Club International
Val Pachl
20 N Center St
Miles City, Mt 59301
Fax: 406-234-4930
Email: vpachl@milescity.k12.mt.us

CLUB ADVERTISING CREDIT CALCULATION WORKSHEET

KEY CLUB OF _____

Member Name	Amount of Advertising Sold	Credit to apply to DCON Reg.

- **The credit amount is 1/2 of the amount of advertising sold, EXCEPT, if the student has sold at least $200 in advertising, then enter the full amount of convention registration fees ($165).**
- **Business cards are acceptable for advertisements, but it suggested that they have a high contrast between light and dark areas. If contrast is low, legibility may suffer.**