**Hyatt Regency - 333 Main St - Green Bay, WI 54301 - (920) 432-4555**

**Registration Checklist**

**Use the following checklist to ensure that your club’s paperwork/registration is complete**

* **Look over the printed copy of every form**

\*Read all instructions and information.

 \*Use the registration form to gather the required information.

 \*Distribute award/contest/scholarship information to all club members.

 \*Distribute information regarding running for District Office to all club members.

 (All dues paid Club Members are eligible to run for a District Position)

 (Those running for a position at DCON must be in attendance)

* **Club Registration Form**

\*Complete the form online – call or email if you have questions (Erin: erinidler@gmail.com 262-909-5560; Sarah: nolans24@gmail.com 262-909-9683)

 \* Advisors/Chaperones/Students must each pay registration fees and must be listed on Registration Form.

\*Registration must be submitted by December 30th

* **Payment for Registration Fee (Invoice will be provided by the District after registration is received)**

 **\*Mail to: Sarah Nolan 1425 Church St., Burlington, WI 53105**

\* Leadership Conference (DCON) registration is $155 per person by deadline date. Late Registration will cost $175 per person.

\* **Please make check payable to WI-UM Key Club District with payment as soon after registration has been acknowledged.**

* **Payment for Hotel Charges**

 \* Hotel charges will be based on the number of individuals in each room.

 \* Room rate is $144/night/room (Weekend total $288 per room).

 \* Wisconsin Schools do not need to pay room tax provided they supply a copy of their exempt status.

 \* Can have up to 6 students in a room (same gender).

 \* Adults cannot share rooms with students (Key Club International policy).

 \* Schools can share rooms with other schools. Advisor must make these arrangements with other school advisors; and then notify the District Administrator.

\* Bring check or credit card to present to hotel at check-in for sleeping rooms.

\* **Checks to be made payable to Hyatt Regency and are due at check-in**

* **Code of Conduct Acknowledgements/Medical Waivers**

\*Distribute and collect a copy of the Code of Conduct Signature Form to all attendees (all signatures required to attend)

\*Distribute Dress Code Policy to all attendees / Distribute Adult Responsibilities Guideline to chaperones

\*Distribute Student and Adult – Medical Waiver Form (completion is required for all)

\*Completion and Submission to online form before convention

\*Originals must be submitted to the Key Club office at DCON. Recommend you make copies for your files

* **Advisors/Chaperones**

\*Please refer to the DCON Judging Preference Form to list your preference for judging

\*Please refer to the DCON Sergeant of Arms duties Form to list your preferences.

\* Advisors are welcome to share sleeping rooms with other Advisors/Chaperones to hold costs down for themselves. The Advisor is responsible for making these arrangements with the other school(s) and will report same on the Registration Form.

* **Award and Scholarship Forms**

\*These are located in a separate folder on the website.

 \*Winners do not need to be present to be eligible.

 \*Refer to individual award and scholarship forms for specific requirements and deadlines.

\*Ensure all club members are made aware of the possible award/scholarship applications.