

Indiana District Key Club Office  
8060 Knue Road, Suite 127 – Indianapolis, Indiana 46250

To: Indiana Key Club Members and Advisors

From: 2010-11 Indiana District Key Club Board

The Indiana District of Key Club International is pleased to invite you to attend the 59<sup>th</sup> Annual District Key Club Convention the weekend of **March 25-27, 2011**. This conference will be held in Indianapolis, Indiana at the **Sheraton Indianapolis Hotel and Suites-8787 Keystone Crossing-Indianapolis, IN 46240**. This year's program and theme will be **"Wild About Key Club"**. The weekend will be like no other and have many new and unique opportunities for all Key Club members and advisors. The weekend will be facilitated by Bobbi Kahler ([www.bobbikahler.com](http://www.bobbikahler.com)) Key Leader instructor, and will include many group activities geared toward the attendees. Be certain to visit the convention page of the district website ([www.inkeyonline.org](http://www.inkeyonline.org)) for more information.

Enclosed please find the basic registration form(s) necessary to register for convention. Please copy and distribute as necessary within your club(s). This serves as your official notice and invitation.

ALL Registrations for the weekend will be handled by the Key Club District Office. They will assist with your registration and hotel needs. All Registrations MUST be **RECEIVED BY FRIDAY, FEBRUARY 18, 2011.**

Please go to the convention page of the website for more information and to download forms such as the following:

- Medical Release/Code of Conduct Forms
- Distinguished Officer Forms
- Contest Information
- Election Information
- Address Information for Hotel & Convention Location
- Convention Brief Overview

The Convention **EARLY BIRD FEES** for the weekend are per person rates; each rate includes rooming for two nights; Friday dinner, Saturday breakfast, lunch, dinner and Sunday brunch (5 meals total) along with convention facilities, souvenirs and program materials.

ROOM TYPE	EARLY BIRD FEES before Jan. 25, 2011 per person	January 26, 2011 -February 18, 2011 Per person	February 19-March 18, 2011 (includes added \$25.00 late fee per person)
Single (1 person)	\$350.00	\$365.00	\$390.00
Double (2 ppl)	\$295.00	\$310.00	\$335.00
Triple (3 ppl)	\$275.00	\$290.00	\$315.00
Quad (4 ppl)	\$265.00	\$280.00	\$305.00

Once we have received your registration and payment, we will mail out "confirmation" packets to the "contact person" indicated on your registration during the month of February 2011.

Please mark your calendar now and plan to join us in Indianapolis for a weekend of fun and celebration.

a Kiwanis-family member  
[keyclub.org](http://keyclub.org)



# **SAVE THE DATE**

## **Wild About KEY CLUB**

**59th Annual Indiana District  
Key Club Convention**

**Theme: Survivor**

**Date: March 25th-27th, 2011**

**Location: Sheraton Indianapolis  
Hotel & Suites - Indianapolis, IN**

### **EARLY BIRD**

**Registration Fee  
starts at \$265.00 for  
four (4) Key Club Members  
Per overnight hotel room**

**Kiwanis Family One Day  
Registration \$45.00  
includes registration & lunch)**

**All Registrations  
must be received by  
February 18th, 2011**



## Annual Indiana District Key Club Convention

1. Make copies of the Registration Form. This will help you with making changes, adding more than four rooms, keeping a copy for your records, etc.
2. Fill out the required information at the top of the form.
3. Make sure you include the complete mailing address with zip code for the person to whom we should send registration receipt and confirmation (to be sent by mid to late February 2011). If we have questions regarding the club's registration, we will call or email the one listed as the person responsible for completing the registration form.
4. List each person who is attending the conference as a part of your group by room. For each registrant, please write the name of the school; identify the person's gender with either an F (female) or M (male); identify the room type requested by writing **Q** for quad, **T** for triple, **D** for double, or **S** for single; and check whether the registrant is a student or adult.
5. List only four names for a quad room. List only three names for a triple room. List only two names for a double room. List only one name for a single room. If you need more than four rooms, please use additional registration forms. We will not place five people in a room. All students assigned to a room must be of the same gender.
6. Adults **may not** room with students.
7. Matching student roommates is a difficult task and often not possible. Indiana District Key Club Convention Staff will not match students with other students or adults with other adults. All rooming will be assigned as received on the form. If you have questions about rooming, please call in advance of sending in your forms.
8. Hotel services such as movies, room service, telephone usage etc. will be turned off in all rooms. Advisors may leave a credit card for incidentals in the rooms they are responsible for or services can be purchased on a cash basis. In either case, clubs are responsible for all incidental room charges. **NEW THIS YEAR, you will be charged if you use a bellman or use a bellman's cart to move items to and from your room.**
9. Determine the total registration cost.
10. Write in the number of quad, triple, double, and single registrations for which you are paying and multiply by the appropriate registration amount. Enter these figures on your registration form. Total the amounts and enter the amount in the box for "Total Amount Enclosed".
11. Please have students, parents, Kiwanis clubs, etc., write conference registration checks to you or your club so that you can write one check for your club's registration.
12. Please write **ONE** check for the **TOTAL AMOUNT** made payable to **Indiana District of Key Club** and mail it with the Registration Form(s) to

**Indiana District of Key Club**  
**8060 Knue Road, Suite 127 • Indianapolis, IN 46250**  
**Ph: (877) 883-5974**  
**Email: [indkiw@indkiw.org](mailto:indkiw@indkiw.org)**









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 Indiana District Key Club event. Every member will respect the authority of the Key Club administrators 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 hospitality suites 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 Indiana District Key Club 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 respective district administrator and event chaperone.
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. A appropriate law enforcement agencies will be contacted.
3. Notification, in writing, will be made by the Indiana District Key Club 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 convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

**Please bring three copies of this two-sided (2 sided) document with you to the event – one copy to present at event registration, one copy for yourself and one copy for your adult chaperone.**