



## District Convention 2016 Registration Calendar

### REGISTRATION CALENDAR

Hello CNH Bees,

Welcome to the DCON 2016 Registration Calendar. We hope you utilize this helpful tool for you and the club you serve to effectively register for convention in a timely manner. There is a lot of planning that goes into DCON so make sure you are proactive and start early. This calendar may be customized to your liking. We look forward to seeing all of the CNH Guardians of Service at DCON 2016.

Brought to you by: the CNH District Convention Committee



Lauren Salinas D1218



# CALI-NEV-HA KEY CLUB DCON 2016

## July 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1	2	3	4	5 Create a budget
6	7	8	9	10	11	12
13	14	15	16	17	18 Plan Fund-raiser	19
20	21	22	23	24	25	26
27	28	29 Plan Fund-raiser	30	31	1	2
3	4	5	6	7	8	9

notes

- Utilize summer time
- Begin advertising District Convention (DCON)
- Begin fundraiser for DCON
- Keep in mind the rule of thirds guideline if your club uses it (1/3 paid by Kiwanis, 1/3 paid by club, 1/3 paid by member)



# CALI-NEV-HA KEY CLUB DCON 2016

## August 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12 First day of School	13	14	15	16
17	18	19	20	21	22 Schedule appt w/ school prin- cipal.	23 Gather all neces- sary information on DCON for your meeting
24	25	26	27 Meet & under- stand proce- dure.	28	29	30
31	1	2	3	4	5	6

notes

- Be sure you speak to faculty adviser and school administration about attending DCON if you have not already.
- Overnight event = long process for school getting school permission can be a long process. Note how long forms will take.

TIP: You may want to leave some buffer time before speaking to your school principal because the first two weeks of school are often very hectic.



# CALI-NEV-HA KEY CLUB DCON 2016

## September 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 Send emails to all possible chaperones	2	3	4	5	6
7	8	9	10	11	12 Plan Fund- raiser	13
14 Follow up on emails if there are no respons- es	15	16	17	18	19	20
21 Place phone calls if emails do not work	22	23	24	25	26	27
28	29 Kiwanis meeting to ask for DCON donations and chaperones	30	1	2	3	4
5	6	7	8	9	10	11

notes

- Begin asking parents, Kiwanis advisers, and perhaps teachers for interest in chaperoning.
  - 1:10 ratio per gender is required for DCON.
  - Continue fundraising and advertising convention.
  - Do not forget to keep up with school paperwork.
- TIP: Stay proactive searching for chaperones. Offer to pay for their convention experience because of the time they're giving up.



# CALI-NEV-HA KEY CLUB DCON 2016

## October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	1 Begin collecting dues. Early bird is November 1st	2	3	4
5	6	7	8	9	10 Being researching transportation with chaperone.	11
12	13	14	15	16	17 Update Member Update Center for dues.	18
19	20	21 Drop invoice and check for dues in the mail. This buffer is for mail time.	22	23	24	25
26	27	28	29	30 Host interest meeting for interested members.	31	1
2	3	4	5	6	7	8
<div>notes</div> <ul style="list-style-type: none"> <li>• If you haven't found a chaperone by now, reach out to your Lt. Governor and Kiwanis adviser for references</li> <li>• Many steps outline above such as arranging transportation and booking hotel rooms cannot be done without an adult.</li> <li>• Make sure you are staying on budget.</li> <li>• Continue fundraising and filling out school paperwork.</li> </ul>						



# CALI-NEV-HA KEY CLUB DCON 2016

## November 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1 Continue collecting dues
2 Create and advertise checklist for members.	3	4	5	6	7	8
9 Follow up with interested members.	10	11	12	13	14 Plan Fund-raiser	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

notes

- November will be a busy time so make sure to keep members motivated & interested in DCON by utilizing promotional materials.
- TIP: Keep in constant contact with your chaperones regarding transportation and keep them updated on the members who will be attending.



# CALI-NEV-HA KEY CLUB DCON 2016

## December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	1 Collect information on all attendees.	2	3	4	5	6
7	8	9	10 DCON registration opens.	11	12	13
14	15	16	17	18	19 Have chaperone collect necessary money before break.	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

# WINTER BREAK

notes

- Finalize list of interested members
- Collect member information & money ASAP so any problems which may arise can be solved.
- Continue fundraising if you are still not on budget.
- Transportation should be almost solidified and school approval should be completed.
- Turn in dues for all DCON attendees.



# CALI-NEV-HA KEY CLUB DCON 2016

## January 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Winter Break

notes

- Keep in contact with interested members.
- Continue collecting money
- Continue fundraising if you are still not on budget.





# CALI-NEV-HA KEY CLUB DCON 2016

## February 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Online registration	2 Book hotel with chaperone	3 Drop registration off in the mail	4	5	6	7
8	9	10 Early bird registration deadline	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
<div>notes</div> <ul style="list-style-type: none"> <li>• Continue fundraising, collecting dues, or collecting money if necessary.</li> <li>• Urge members to write personal letters asking for donations and sending them out to family and friends.</li> <li>• Check the CNH website and communicate with your Lt. Governor for released DCON information.</li> </ul>						



# CALI-NEV-HA KEY CLUB DCON 2016

## March 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1 Late registra- tion ends	2	3	4	5
6 Reconfirm hotel & transportation.	7	8	9	10	11	12
13	14	15	16	17	18 Create Re- mind 101	19
20 Plan workshops between members to maximize num- ber of workshops being attended. Look over delegate booklet as well.	21	22	23	24	25 Spirit gear making with attending members	26
27 Collect code of conduct and medical forms	28	29	30	31	1	2
3	4	5	6	7	8	9

notes

- Finalize and reconfirm all logistics and details.
- TIP: Make sure everyone, including your chaperone and parents, are aware of the details for the weekend.



# CALI-NEV-HA KEY CLUB DCON 2016

## April 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3 Send reminder emails to attending members	4	5	6	7	DCON	
10 Write thank you notes to chaperones	11	12	13 Share DCON experience at a club meeting	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

notes

It was a long process but it is finally time to enjoy District Convention. We hope you have an amazing time reflecting on your year as a Guardian of Service! Do not forget to show your gratitude towards all the adults who helped you along the way. Handwritten notes and small gifts can go a long way.