



CNH | KEY CLUB

GUARDIANS OF SERVICE

THE DCON 2016 PREPARATION GUIDE

created by the 2015-2016 DCON Committee

TABLE OF CONTENTS

This table of contents is organized in a month-by-month format, so that you can quickly access the information you need as you progressively plan out DCON for the club you serve.

JUNE

- + Budgeting 101 ----- 5, 6

JULY

- + Club Prerequisites ----- 3
- + Budgeting 101 ----- 5, 6

AUGUST

- + Club Prerequisites ----- 3
- + Budgeting 101 ----- 5, 6
- + General Tips ----- 7

SEPTEMBER

- + Club Prerequisites ----- 3
- + Budgeting 101 ----- 5, 6
- + General Tips ----- 7

OCTOBER

- + Club Prerequisites ----- 1
- + Budgeting 101 ----- 5, 6
- + General Tips ----- 7

NOVEMBER

- + Club Prerequisites ----- 4
- + Budgeting 101 ----- 5, 6
- + General Tips ----- 7

DECEMBER

- + Club Responsibilities ----- 4
- + Transportation Tips ----- 9

JANUARY

- + Club Responsibilities ----- 4
- + Registration Tips ----- 8
- + Transportation Tips ----- 9

FEBRUARY

- + Registration Tips ----- 8
- + Transportation Tips ----- 9

MARCH

- + Registration Tips ----- 8

APRIL

- + Resources ----- 10

Prepare for your DCON experience and enjoy your time!

CLUB REQUIREMENTS



Follow these requirements to ensure that the club you serve will be able to attend DCON 2016!

BEE AN OFFICIAL, ON-TIME DUES PAID CLUB

- To elaborate, this means that the club has to submit their dues BEFORE December 1st, 2015 to Key Club International.

SCHOOL PAPERWORK

- Some schools require no paperwork, while others need approval/signatures from ASB, faculty adviser(s), parent(s), and the school district.
- Check with your school ASAP to make sure you fill out the appropriate paperwork and get the appropriate approval.
- Schools will need an exact amount of attendees
 - Ex: Forms sometimes take 3+ months by some school districts, and some school districts need to know the price of the hotel and the hotel that attendees are staying at.
 - Schools also require paperwork if any attendees are missing school for any reason. Forms can include leadership forms, overnight forms, transportation forms, or more. Be sure to check and be proactive!

KEY CLUB PAPERWORK

- Before arriving at DCON, all members attending must have read, understood, and sign the code of conduct with the respective medical release forms.
- The CNH Medical Release Form can be found at this link: http://cnhkeyclub.org/TheHive/downloads/PIE/Form_Medical.pdf



CLUB RESPONSIBILITIES & REQUIREMENTS



To have an enjoyable DCON experience, make sure the club you serve are aware of these club responsibilities and requirements!

CHAPERONES

A *chaperone* is defined as a Kiwanis member, faculty member, parent, legal guardian, 21 years of age or older, that has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

- + Adhere to the chaperone ratio: 1 chaperone for every 10 Key Clubs (gender specific)
- + All chaperones must be at least 21 years old and background checked.
- + Chaperones must be found before the registration deadline.

HOTELS

- + All attendees, including adults, must stay at DCON approved hotels.
- + The rule above applies to ALL attendees, regardless of how close they live.
- + No adult chaperone should share a hotel or dormitory with a youth.

TRANSPORTATION

- + No Key Club members can drive themselves or other members to District Convention. Only a background checked chaperone can take members to DCON.
- + Adult chaperones transporting youth in a vehicle should do so with a second adult in the vehicle. If a second adult is not available the "**rule of threes**" is recommended: at least three people in the car at all times. Parents may transport their own son/daughter without the rule of threes.
- + Work with advisors in booking transportation early to reduce costs [*see Transportation Tips, page 9*]

DELEGATES & SAA'S

- + Each club must provide 2 delegates and 2 seargent at arms). If less than 4 people are attending DCON, do your best to make it work out.
- + Ex: 2 attendees = 1 delegate, 1 SAA.

BUDGETING 101

Follow these tips to ensure that the club you serve will be correctly budgeted by DCON registration time!

BUDGETING TIPS

- + A good budget should include revenue and expenses, predicting the amount of money you will make for the year.
- + Budgets can be made in Google Spreadsheets or Microsoft Excel.
- + Look at the sample budget below for different examples of sources of revenue and possible expenses:

DCON Sample Budget							
Revenue				Expenses			
Item / Event	Amount	Revenue per Item / Event	Revenue	Item / Event	Amount	Expense per Item / Event	Expense
DCON Attendees	15	\$350.00	\$5,250.00	DCON Registration	15	\$300.00	\$4,500.00
Bowling Fundraiser	1	\$200.00	\$200.00	Train	15	\$110.00	\$1,650.00
Chick-fil-A Fundraiser	1	\$50.00	\$50.00	Buttons	400	\$0.15	\$60.00
Lei-Making Fundraiser	1	\$75.00	\$75.00	Boba	400	\$1.00	\$400.00
Button Donation	400	\$2.00	\$800.00	Pieing Officers	1	\$30.00	\$30.00
Boba Fundraiser	400	\$3.00	\$1,200.00	Miscellaneous	1	\$100.00	\$100.00
Pieing Officers	1	\$60.00	\$60.00	Helping Chaperones	2	\$375.00	\$750.00
Ice Skating Fundraiser	1	\$80.00	\$80.00				
		Total Revenue	\$7,715.00			Total Expenses	\$7,490.00
		Total for the Year:	\$225.00				

Here are some additional tips on how to create your budgeting spreadsheet and on planning proactively for the fundraising season!

BUDGETING: TECHNICAL TIPS

- Utilize color coding and formulas to make your experience easier!
- "Fill color," "merge cells," and the different formats for numbers and currency are useful!
- =SUM(A1, A2), =MINUS(A1, A2), and =PRODUCT(A1, A2) are useful in Google Spreadsheets
 - For example, in the sample budget:
 - To get the revenue the DCON attendees, I used =PRODUCT(B4, C4) in the cell D4
 - Then, if you copy and paste "D4" and paste it into all the cells you need (I needed the formula in D4 - D11), it will work!
 - You can do the same for individual expenses!
 - To get the total revenue, I used =SUM(D4:D11) in the cell D13
 - You can do the same for total expenses!
 - To get the total for the year, I used =MINUS(D13, H13) in the cell D15
- A1 and A2 are sample cells. Use the cells that you want to add! Google if you want to find out more formulas.

BUDGETING: PLANNING PROACTIVELY!

+ Plan your fundraisers for the year with a set budget! Always underestimate the revenue and overestimate the expenses, so you will end up making enough money.

+ The "total for the year" for a budget should be positive. This shows that the budget was effective and that the fundraising covered all expenses.

- The sample budget showed that even though transportation and DCON hypothetically cost \$410 (\$300 + \$110), members only had to pay \$350 (saving \$60 a person) because of the club's fundraising efforts and proactive planning.

GENERAL TIPS & REMINDERS

Below are some general tips in regards to chaperones, fundraising, and food options provided at DCON 2016!

CHAPERONES

- The chaperones are using their weekend to help you so pay for their registration, housing, and Friday night food!
- Be pro-active when it comes to looking for chaperones, find them early!
- After DCON ends, be sure to give your chaperones a big thank you that will show the members' appreciation for their time!

FUNDRAISING

- NO MERCHANDISE SELLING IS PERMITTED AT DCON.
- Fundraise early to lower the cost of transportation, registration or housing. However, be sure to focus fundraising on PTP, Project ELIMINATE, and major charities - the purpose of Key Club is to help the world, not to attend DCON.
- Fundraising Ideas: pieing officers with whipped cream, restaurant nights, ice skating fundraisers, lei making, food sales

FOOD OPTIONS

- Bring water bottles, food, and snacks for a more enjoyable DCON! Be proactive and plan ahead. This way you don't have to buy all your food there and you can save yourself some money.
- There will be food trucks and nearby restaurants for eating enjoyment.

REGISTRATION TIPS

Below are some tips to aid the club you serve in having a smooth registration process!

ONLINE REGISTRATION

+ Check the DCON registration website for all specific information you will need to input before officially registering members. Then, request members for all their information through Google forms or through e-mail to make registering a more efficient process!

- Historically, information needed from members: Name, Gender, Position, E-mail, T-shirt Size, Cell Phone, Home Phone

+ BEE aware of a possible time limit!

- In the past for security measures, the registration website allows you to only submit members within a specified time limit stated on the website before it times out.

+ Be sure to get all the information ahead of time, double check if it is correct, and submit it in a timely manner.

+ If paying for registration by check, one check for each club needs to be made out to Cali-Nev-Ha Key Club and delivered to the District Office BY the registration deadline.

- All payments should be proactively planned out to arrive BEFORE or BY registration deadline.

+ Registration deadlines and costs:

- On time: February 10, 2016 | Late: March 1, 2016

- On time fee: \$209 | Late registration fee: \$249

HOTEL REGISTRATION

+ Refer to the directions contained in the official DCON registration website.

TRANSPORTATION TIPS



Follow these tips to ensure that YOU will have a safe and fun trip to DCON 2016!

BASIC TRANSPORTATION INFORMATION

- + All transportation should be arranged by an adult. Thus, adults will arrange flights, order buses, or rent vans. No money should be handled by Key Club members.
- + Depending on the distance and your division, transportation will vary! If you live close to the Sacramento Convention Center, then carpooling in a school van or car, truck, or van would be ideal. If this is the case, ask chaperones if they would be willing to help carpool students from school to DCON.

QUESTIONS?

- + Ask your Lt. Governor about transportation for DCON this year! Remember, transportation can vary from club to club as well.

POSSIBLE METHODS OF TRANSPORTATION

CAR OR VAN

- + Recommended for small to medium groups, especially if attendees live near Sacramento.
- + Remember, only chaperones or parents can drive. No Key Club members can drive themselves or other attendees to DCON.
- + If cars are too small and not enough vehicles are available, renting vans for a weekend would be a great option! Google and find cheap options near or in your club or division.



TRAIN

Amtrak

- + Make sure to research early in December and double check costs if you are booking tickets later!
- + Cost varies, depending on distance and location.
 - ex: From Modesto, CA to Anaheim, CA for DCON 2015, the cost was approximately \$110 per person
 - Cost: ≈ \$65 - \$150 per person from California to Sacramento, CA
 - Cost: ≈ \$150 - \$300 per person from Nevada to Sacramento, CA.



BUS

- + Recommended for large groups of people (one division, multiple divisions, or region transportation)
- + Contact several organizations near your division and ask for quotes!
 - <http://www.busrates.com/>
 - Cost: ≈ \$1000 - \$4000 per bus
- + Estimation of rates
 - ex: From Ontario, CA to Sacramento, CA for DCON 2014, the cost was \$2800/bus (each bus seating a max of 50 people)
 - For two buses (\$5600) plus gratuity (\$110) and hotel fees (\$230) for the bus drivers, the cost was \$5940 for 100 attendees (approximately \$60 per person)

PLANE

- + Suitable if you live in Hawaii or if only a few members from your club are going to DCON and you can afford the plane rates.
- + Remember to book plane tickets early to get the best price!
 - Plane tickets will be more expensive if booked later, and flights might be filled up, so plan proactively!
- + Make sure to research early in December and double check costs if you are booking later.
 - Adults should always manage the payment of tickets or any transactions.
 - Plane ticket costs ≈ \$100 - \$500 per person



RESOURCES

If you have any questions or concerns regarding any aspect of District Convention, feel free to contact any of the following persons or resources below!

Service Leadership Program Director

Mr. Bruce Hennings

Email: bruce@cnhkiwanis.org

District Convention Chair

Emily Nguyen

Email: cnhkc.dcon@gmail.com

CNH Cyberkey

<http://www.cnhkeyclub.org>

Your Lt. Governor

Talk to your Lt. Governor about any questions you may have about DCON!