



# Registration Instructions

## For Key Club Registration

READ CAREFULLY BEFORE REGISTERING!



### 79<sup>th</sup> Annual District Education and Leadership Conference

March 30 – April 2, 2017

Rosen Shingle Creek Resort

9939 Universal Boulevard, Orlando, FL 32819

#### DEADLINES

- February 22, 2017: Registration must be *received*
- February 24, 2017: **Full** payment must be *received* or rooms will not be reserved
- March 10, 2017: Last day to **mail** all forms
- March 17, 2017: Last day to **email** all forms. After this date, bring forms to conference.

#### ADDITIONAL INFORMATION

For forms, conference schedule, and more go to <http://floridakeyclub.org/dcon>

#### CONFERENCE FEES

Fees below are **all inclusive and** are *per person*. Included are three nights' lodging, three meals each on Friday and Saturday, conference souvenirs, training materials, guest speakers, entertainment, a pre-conference mixer, the Governor's Farewell Banquet and Ball, workshops, and general sessions.

**NOTE:** All attendees are responsible for their own meals on Thursday, March 30 and Sunday, April 2. There are several hotel restaurants for your convenience.

Registration Deadline <b>February 22</b>	Per Person Fee			
<b>Payment in Full Received by*</b> <b>February 24</b>	Quad 4 Persons Per Room	Triple 3 Persons Per Room	Double 2 Persons per Room	Single 1 Person per Room
	<b>\$275</b> per person	<b>\$330</b> per person	<b>\$370</b> per person	<b>\$575</b> per person

\*Note: All fees must be **received** by the payment deadline before rooms will be reserved and registration processed.

**Students** may occupy quad, triple, or double rooms. **Adults** may occupy any room arrangement.

#### READ BEFORE YOU REGISTER

- Ⓚ Deadline for registering is 11:59 PM Eastern Time February 22, 2017. Deadlines are firm; there will be absolutely no exceptions for any reason as we **expect to sell out even before the deadline**.
- Ⓚ Only clubs who are in good standing will be allowed to register. "Good standing" means club has paid its dues for this year.
- Ⓚ No one may attend DCON sessions or meals unless they are fully registered and adults have passed the criminal background check.
- Ⓚ You may not purchase individual meals for unregistered individuals.

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- Ⓚ Students and chaperons must register as a school. (There is a separate registration for Kiwanians who are not registering and not paying with a school.) A student may enter the registration information, but must list a responsible adult contact for that registration.
- Ⓚ You are considered registered when **full** payment is **received**. Registrations without full payment after payment deadline will be canceled and any partial payments refunded.
- Ⓚ For the past several years rooms have sold out BEFORE the registration deadline so register early. Rooms are assigned in order of when **full payment** is **received**. If rooms sell out and you have made a payment, you will be fully refunded.
- Ⓚ Note that you must provide an email address for all registrants. Do not give a fake email or the same email address for two or more people (unless they actually share that email) or your registration **will be rejected**. We send important information to registrants to help them prepare for DCON. If a student does not have an email address, provide their parent's/legal guardian's email.
- Ⓚ A registered chaperon must be listed for every student registered.
- Ⓚ All information requested on the registration form for each registrant must be provided.
- Ⓚ All students assigned to a room must be of the same gender. Adults may room with adults of the opposite gender with mutual agreement.
- Ⓚ **Students and adults may not be assigned to the same room** unless the adult(s) is(are) the parent(s) or *legal* guardian(s) of all the students in the room. There are no exceptions.
- Ⓚ Adults may register as a single and bring unregistered family members who will not participate in the conference. However, any unregistered person 18 years or older must complete the background check procedure (see next section).
- Ⓚ **Schools are responsible for finding registrants to complete a room type. Key Club will not match roommates for incomplete rooms.** See *Detailed Registration Instructions* below for more information.
- Ⓚ Note that quad rooms contain two double beds and two students are expected to sleep in one bed. Hotel rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.
- Ⓚ Code of Conduct and Medical Authorization forms must be completed by each student. You can find the forms and information on the DCON webpage.

## BACKGROUND CHECK PROCEDURE

Any non-Key Club member 18 years or older occupying a conference room must have a clear criminal background check approved by the Key Club District within the past two years from the first day of the conference. There are several ways this requirement can be completed. Registered adults will receive instructions once registration is complete. Instructions also can be found on the DCON webpage.

## PAYMENT

- Ⓚ Payment in full must be **received** by 11:59 PM **February 24**, 2017.
- Ⓚ Registration will **not** be processed nor rooms reserved until full payment is received.
- Ⓚ Payment is accepted in the form of a check or online after you complete registration.
- Ⓚ **Do not submit** your registration until all money is in hand and your payment is ready to be processed. **PARTIAL PAYMENT WILL NOT GUARENTEE YOUR REGISTRATION.**
- Ⓚ **Rooms will be assigned in order of when full payment is received until rooms sell out.** Any payment will be refunded fully if rooms sell out.

## REFUNDS

We are unable to refund any registration fee unless rooms sell out and your registration could not be accommodated. **THERE ARE NO EXCEPTIONS!** However, clubs may substitute registrants of the same gender for anyone unable to attend after their registration has been submitted. In this case, there is no deadline on registering a substitute. Make such updates in your registration account.

**DETAILED REGISTRATION INSTRUCTIONS (Read completely before registering)**

- Ⓜ Florida Key Club reserves the right to refuse registration of any individual.
- Ⓜ Go to <http://floridakeyclub.org/dcon> and click the **Register here** link.
- Ⓜ Select the *Key Club* icon option and carefully read and acknowledge the information page.
- Ⓜ Select the club being registered from dropdown list under *Select School*. If your club is not listed, contact Heather Locke at [Kiwani taz0322@comcast.net](mailto:Kiwani taz0322@comcast.net) immediately.
- Ⓜ Provide all information requested for the *Person Completing this Registration* (name, phone, email, relationship to club).
- Ⓜ Provide all information requested for the *Adult who is responsible for this registration* (name, phone, email address, relationship to club).
- Ⓜ Click *Save* and note your registration number.
- Ⓜ Click *Enter Registrants*. From this point forward, the following information will be required for each registrant in order to complete your registration:
  - ✓ First and last name
  - ✓ Adult or student; gender
  - ✓ Tee shirt size (S, M, L, XL, 2XL, 3XL)
  - ✓ Year of graduation
  - ✓ Email (you are required provide individual emails, not the same one for all or a fake email).
  - ✓ Cell phone (optional for students, but highly encouraged)
  - ✓ Dates of arrival and departure (especially if arriving after the first day)
  - ✓ Type of registration (quad, triple, double, single)
  - ✓ Who is rooming with whom (you will group everyone by room and assign a room number)
  - ✓ Any dietary restrictions
  - ✓ For each registrant, a \$15 optional donation for the Florida Key Club Endowment Fund is added to the registration that entitles the person to an ice cream social at DCON. The Endowment Fund provides college scholarships and reduces the cost of DCON. To remove this donation, select “No” from the donation dropdown options.
  - ✓ Name of chaperon for each student registrant

**To complete a room type using registrants from another school, follow this procedure:**

1. Find a school able and willing to share roommates.
2. Both schools must complete the online registration, placing into one room the students or adult needing roommates.
3. One school will request roommates from the other school by following the online instructions to make this request. Once this is complete, the other school will receive an email asking them to log into their registration and accept your roommate request.
4. Once the roommate request is accepted, both schools will see in their registration lists each others' shared roommate assignment.
5. For registrations that include registrants from other schools, each school will pay for their own registrants. **However, full payment from all the schools sharing roommates is required for all of those schools' registrations to be processed and rooms reserved.** For example, if schools A and B have students in one room to make a quad registration for each student, both schools will need to complete their online registration AND we must receive full payment for all their registrants before schools A and B will be considered having registered. In this example, if one school does not complete their registration and payment, both schools will be considered as having not yet been registered and will not have rooms reserved until that school's registration is complete and their payment received. Neither school in such cases is given priority over fully paid schools.

**HAVE QUESTIONS?**

Go to [www.floridakeyclub.org/dcon](http://www.floridakeyclub.org/dcon) or email Registration Coordinator Heather Locke at [Kiwani taz0322@comcast.net](mailto:Kiwani taz0322@comcast.net).