

DCON Schedule

Officers' Schedule for Getting Members to DCON

Print this list out. Follow the steps and your members will most likely attend District Conference. If you have any questions contact your Lt. Governor or DCON Chair, Amanda Hernandez at dconchair@floridakeyclub.com

- **By September 15th** Talk to your Lt. Governor about attending Kiwanis Club meetings. It's important that your sponsoring Kiwanis club knows you, so that they will be inclined to donate money to send members to DCON for a lower price. Find out what your Kiwanis Club will be providing for you to go to DCON.
- **By September 30th** Meet with the Board of Directors and officers of your clubs. Set a goal for DCON attendance, make sure to have a budgeted price for each member and have a direct plan on how to raise the money. Ask your Faculty Advisor to help you with all of this planning. Be sure to use any promotional materials that you receive from the District with your members.
- **By October 15th** Plan and execute monthly fundraisers so that you can take as many people to DCON. Meet with your Lt. Governor to create an action plan on how to fundraise throughout the year. Check out the DCON Fundraising Guide for more ideas at www.floridakeyclub.org/dcon.
- **By November 1st** Make sure to have attended Key Club Kick-off Conference where the theme and DCON Video will be revealed. Promotions take place on a larger scale here and the district energy and enthusiasm are important for your members to experience. If members still aren't convinced that they should attend DCON ask your Lt. Governor to come to a club meeting to give a presentation about the importance and fun of the conference.
- **By November 15th** Hold an officer meeting to plan out what awards you want to/can apply for, divide it amongst the officers and members to complete, and start working on them as soon as possible!
- **By December 1st** Online DCON Registration opens!
- **By January 15th** Participate in an officer meeting one day after school and fill out awards applications. Make sure all awards and contests are in progress as almost all are due by March 5th!
- **By January 28th** Early Registration is due in one month! The price for a quad will increase from \$250 to \$300 on February 28th so make sure your club is ready to register now.
- **By January 30th** Hold a parents meeting so that your faculty advisor can assuage any fears your parents have about letting their kids go away to a 4 day conference. This is especially helps with underclassmen and first timers.
- **By February 1st** Complete any final DCON fundraisers. Ask your Lt. Governor to attend a service project or fundraiser, so they can fit in one more promotion speech. Make sure all needed forms are being completed especially school district field trip forms which can take time to be approved. Additionally, work on completing Code of Conduct and Medical Release forms.
- **By February 28th** Early Bird Registration due! (\$250 per person for a quad)
- **After March 1st** DCON is in one month! Have an informational meeting and go over the schedule of the weekend, dress attire, and answer any questions that your club members may have. Review everything to ensure that you have a smooth trip.
- **By March 30th** Set a date with your Kiwanis Club to come give a program at their Kiwanis Meeting to discuss what you learned at District Conference after April 7th.
- **April 4th-7th** **ENJOY YOURSELF AT DISTRICT CONFERENCE! YOU'VE MADE IT!!**