



# Registration Checklist

One **chaperon** from each club will visit Sebastian Registration to pick up a registration envelope. Students may visit other tables in the pre-function area and then join the mixer in **Panzacola H** to enjoy snacks, drinks, and other activities.

While waiting for room keys, all luggage must be brought to Panzacola H. Students waiting for room keys may NOT congregate in other areas of the hotel.

- 1. Conference Registration** **(Sebastian Registration)**  
Pick up your school's registration envelope and submit student's Medical Consent and Code of Conduct forms if not previously emailed.
- 2. T-shirts and Souvenir Bags Pick-Up** **(Panzacola Pre-Function)**  
Pick up your club's conference shirts and your souvenir bags.
- 3. House of Delegates Registration** **(Panzacola Pre-Function)**  
Complete your club's delegate certification form to gain access to the House of Delegates and receive your Delegate ribbons if they are not in your registration packet.
- 4. Wristband Pick-Up and Sergeant-at-Arms** **(Panzacola Pre-Function)**
  - Chaperons pick up bands for all students and adults and supervise putting them on.
  - Drop off Permission to Leave Forms for students leaving the conference early.
  - If you've signed up to be an SAA volunteer, remember to attend today's meeting.
- 5. Award Drop-off and Ribbon Pick-Up** **(Panzacola Registration)**
  - Drop off all contests and Annual Achievement Report submissions.
  - Pick up name badge ribbons (i.e., president, governor's citation, etc.)
- 6. Hotel Room Keys** **(Panzacola Registration)**  
Pick up your room keys normally available after 3:00 PM. Text @floridak to 81010 to receive notifications when your school's rooms are ready.

**All registrants are invited to visit the following booths in the Panzacola Pre-Function area:**

**Florida Key Club Endowment Fund:** Support and discover more about your Endowment Fund by purchasing drawing tickets, Key Club merchandise, and much more! If you made the \$15 donation with your registration, remember to attend the ice cream social on Saturday. Tickets are in the registration envelope. The Florida Key Club Endowment Fund provides college scholarships to Key Club members and helps to underwrite some of the costs for DCON.

**YUDA Bands:** Looking for a great project to fight world poverty? Check out this organization's table during registration and all during the conference.

**Oratorical and Talent Contests Registration:** Those entering the Oratorical or Talent Contests should stop by this booth to enter and receive important information.

**UNICEF - The Eliminate Project** (Beginning Friday): Check us out for great ideas on how to support the Kiwanis family project to eliminate maternal and neonatal tetanus during Trick or Treat for UNICEF.

**Remember** to download the "**Florida Key Club DCON 2017**" app for your smart phone.