

**To: Faculty Advisors**  
**From: Alabama District Key Club**  
**Re: 65<sup>th</sup> Annual District Convention**  
**Embassy Suites - Montgomery**  
**Friday - Sunday, March 10 - 12, 2017**



The 65th Annual Convention of the Alabama District is rapidly approaching and the excitement is building. This convention is the most important event in which your Key Club will participate this year. The positive reinforcement, excitement, training, leadership skills, and friendships gained will endure long after the convention closes.

This letter explains all of the information you will need to register your club for the convention and all its activities. Begin making financial arrangements and don't forget to ask for support from your sponsoring Kiwanis club. Please read through this information carefully and thoroughly.

The Alabama District Key Club recognizes your commitment and dedication to your school and community service throughout the year. At this year's convention, these are the things we will provide for you:

- workshops exclusively for faculty advisors
- a hospitality room with refreshments
- a free faculty advisor breakfast on Saturday morning
- sergeant-at-arms service each night to ensure student safety and curfews

For each four (4) paid attendees, the **Alabama District Key Club** will pay for **one** Faculty Advisor registration fee valued at \$135.00. (Maximum of two (2) advisors per school!)

We look forward to hearing from you soon. If you have any questions or need assistance please feel free to call. We hope to see you on March 10, 2017 at the Embassy Suites Hotel in Montgomery, AL.

**George L. Price, District Administrator**  
**Alabama District Key Club International**  
**1205 Mixon Avenue**  
**Bay Minette, AL 36507**  
**[gprice@alabamakeyclub.org](mailto:gprice@alabamakeyclub.org)**

## Convention Registration Procedure

1. Read through this information carefully, noting the deadline information for hotel reservations.
2. Share this information with all Key Club officers, other Advisors and sponsoring Kiwanians.
3. **Complete ONLINE registration at the District Website: [www.alabamakeyclub.org](http://www.alabamakeyclub.org). After completing the online registration, the District will email you an invoice for registration payment. You may use this invoice to secure payment from your school bookkeeper. Then send the payment to Mr. George Price at the mailing address on the invoice.**

**NOTE: the online registration deadline is Feb 24, 2017. Please register online before this deadline so we can finalize plans with the hotel. You may register at convention, if it is unavoidable.**

4. Make hotel reservations directly with The Embassy Suites Hotel. **The convention registration fee does not include hotel accommodations.** Payment for hotel accommodations will be paid directly to Embassy Suites. Make reservations for your group by calling 1-800-EMBASSY (362-2779) or online at [www.embassysuites.com](http://www.embassysuites.com). Our group code is **DKC**; this code will give you access to our group rate until February 7, 2017. Our group rate is \$152.76(includes 14% hotel tax) per night for a room (quad) includes breakfast each day for up to 4 room occupants. You may room up to 6 in the room (suite) but there will be an additional \$10 per person over 4 persons per night charge to cover the included breakfast. The total cost of the reserved rooms will be displayed as you complete your reservations. You may use this amount to secure payment for the hotel upon check in (the hotel will gladly accept credit cards, cash and checks). If paying via a school check and need the W-9 for Embassy Suites, you will find a link to that form on our Alabama Key Club website.

**NOTE: the hotel deadline to receive our discounted group rate is February 7, 2017. Any cancellations must be cleared with the hotel 72 hours prior to your reservation check in date.**

5. Download all necessary forms for contest, awards and scholarships at the Alabama District Key Club website, [www.alabamakeyclub.org](http://www.alabamakeyclub.org). Be sure to pay attention to deadlines for entries.
6. Get to the convention for a great time!!!!

**The convention registration fee is \$135 per convention attendee.**

For each four (4) paid attendees, the **Alabama District Key Club** will pay the registration fee valued at \$135.00 for one faculty Advisor. (Maximum of two (2) advisor fees paid per school) **This does not cover the hotel reservation for faculty advisors.**

This registration fee provides all of the following:

***Educational and Training Seminars - Guest Speakers - Caucuses - Election of District Officers  
Recognition Banquet Saturday Night - Sunday Brunch - 2 Dances with DJ - Faculty Advisors Breakfast  
Convention Tee Shirt & Other Goodies - Trophies and Awards - Convention Program  
Club Skit Contest - Oratorical Contest - Talent Contest - Table Decorating Contest  
Club Scrapbook Contest - Poster Contest - Club DVD Contest  
Be sure to read and follow the KCI guidelines for all contests***

**CANCELLATION POLICY:** It is necessary that we guarantee and pay for all meals and meeting space that we have reserved during the weekend. **No refunds will be made after March 1, 2017.** If you have a cancellation after that date, substitutions are allowed.

## **Accommodations**

To get the special Key Club Convention rate, you must make your own room reservations online at [www.embassysuites.com](http://www.embassysuites.com) or by calling 1-800-362-2779.

Our discounted group rate is \$134 per night plus 14% state and local taxes. Your total cost per room will be \$152.76 per night. The deadline to reserve rooms is, **February 7, 2017**. Room rate or availability is not guaranteed after this date. **Payment for hotel accommodations will be paid directly to The Embassy Suites Hotel.**

### **Assistance with Room Reservations**

If you have a number of students so that you don't fill rooms completely, please contact Paula Owen at [powen@alabamakeyclub.org](mailto:powen@alabamakeyclub.org) and she will attempt to match your group with another group so that the two groups can share the cost of a room. For example, you have 6 girls in your group and so you will use 1.5 rooms for those girls – another advisor has a similar situation using half a room for girls as well, so we could match the two advisors together and fill a room with the two groups sharing the cost.

## **Check Night Presentation**

On Saturday evening at DCON there will be a time for clubs to present their donations for the Alabama District Project: Children's Hospital of Alabama and for the Matt Palys Scholarship Fund. Clubs will be asked to submit their actual donations checks during the registration process before the opening session. For submitted checks, the club will be presented a certificate of donation to present during the Check Night Presentation. There will be awards given to the clubs that have made the largest donations to the District Project (Children's Hospital) during the 2016-2017 Key Club administrative year.

## **Contest Information**

### **Table Decoration Competition**

Decorate your club's table for the Saturday Recognition Banquet and win VIP seating for Sunday's Governor's Farewell Brunch

Decorate the center of the table and around the edge of the table. The area where plates, glasses, etc will be placed by the hotel staff must remain clear.

The decorations MUST coincide with the convention theme.

Important Info: tables are round; you will have a diameter of 18 inches in the center of the table to decorate; each table seats 10 people; each club is responsible for the removal of table decorations during the House of Delegates

### **Club Skit Competition**

- No more than 10 club members may participate in the skit
- Skit theme should reflect the convention theme in some manner
- Maximum time length of 3 minutes
- Club is responsible for providing all your own props

## Oratorical Contest

- The subject for all 2017 orations is **“The three domains of the Key Club experience are Heart to Serve, Call to Lead and Courage to Engage. How do these domains shape the membership experience for a Key Clubber? “**
- The first place orator from each of the organized Key Club Districts will be eligible to compete in the International Oratorical Contest.
- The subject matter of the oration and the presentation must be original and completely developed by each orator. Content and presentation will be considered equally in judging.
- Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.
- Each orator must be an official member in good standing with Key Club International.
- Judging and awarding points will be based on the following criteria: Speech - 50 points and Delivery—50 Points

**Talent Contest** The Key Club International Convention Talent contest will be conducted according to the following rules.

- District talent acts certified by the District Administrator and in attendance at International Convention shall be eligible to compete in the international Talent Contest.
- Each Key Club may participate in no more than one act entered in the International Talent Contest.
- A Talent Contest entry may take any form as long as it is entertaining and in good taste.
- All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same club.
- All acts entered in the district talent contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining six to eight acts will be selected to appear in the International Talent Show as finalists.
- Selection of acts by the judges at the preliminary auditions, in so far as they are consistent with high quality performance, will be final.
- The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.
- Any materials (props, instruments [other than a piano], costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.

**Club Poster Contest** Each Key Club may enter **one** of the two following contests.

### 1. Non-Digital Poster

The Key Club International Non-Digital Poster Contest will be conducted according to the following rules.

- The first place Non-Digital Poster Contest winner from each of the organized Key Club Districts will be eligible to compete in the contest.
- The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- Entries in this category may not include material produced through electronic means, such as cameras and computer software.
- The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- The following information must be submitted with each entry: 1. Name of the Key Club and District. 2.

Contact name and information for the artist producing the poster. The artist(s) must be a Key Club member(s).

## 2. Digital Poster

The Key Club International Digital Poster Contest will be conducted according to the following rules.

- The first place Key Club Poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest.
- The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- Entries in this category may include materials produced with electronic means, such as cameras and computer software.
- The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- The following information must be submitted with each entry: 1. Name of the Key Club and district. 2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.

**Club Video Contest** The Key Club International Club video contest will be conducted according to the following rules.

- The first place Club video contest winners from each of the organized Key Club districts will be eligible to compete in the International contest.
- The video must be produced by club members only at a cost not to exceed US\$300.
- The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
- The length of the completed video/DVD segment should be **no more than 60 seconds**.
- The video must be submitted on a DVD in QuickTime format **containing no copyrighted music**.
- The following information must be submitted with each entry: 1. Name of the Key Club and District. 2. Contact name and information for a Key Club member responsible for the submission. 3. Itemized listing of all costs associated with the video/DVD production, including cost of the DVD.

**Major Emphasis Award** The Major Emphasis Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Project.

- Only one winner in the district contest will be eligible for entry in the International competition.
- Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.
- The activity described can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- G. The section to be described and the points for each are indicated below:
  1. The Need (10 points) —A statement must establish in what way the project deals with

the ME.

2. The Plan (10 points) —Describe how the project was organized.
3. Implementation (20 points) —Describe the steps taken to implement the plan.
4. Final Results (25 points) —Describe the benefits of the service rendered.
5. Partnerships with the Kiwanis Family and Other Organizations (10 points)— Describe actions and partnerships formed. Describe how the project was publicized.
6. Percentage of Club Members Participating (10 points)— 01-09% = 1 point 50-59% = 6 points 10-19% = 2 points 60-69% = 7 points 20-29% = 3 points 70-79% = 8 points 30-39% = 4 points 80-89% = 9 points 40-49% = 5 points 90-100% = 10 points
7. Club's Overall Program Dealing with MEP (25 points)—Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year.

**Year in Review Contest** Each Key Club may enter one of the two following contests.

### 1. Traditional Scrapbook

- A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc., of its activities during the club administrative year (defined as being from District Convention to District Convention).
- Each scrapbook must be divided into these categories: service to school, service to community, fundraising projects, assistance to Kiwanis projects, Major Emphasis involvement and miscellaneous.
- Each category must be separated accordingly by tabs. Pages must be numbered with a table of contents included at the beginning of the scrapbook. Judges will deduct five points for missing tabs and five points for a missing table of contents.
- Only the first- and second-place district winners in each category will be eligible to compete in the International contest.
- A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations associated with the creation of the scrapbook. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and Faculty Advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.
- Each scrapbook being judged at the international convention **MUST be the exact same scrapbook judged at the district convention**. Any alterations in the scrapbook will result in disqualification.

### 2. Non-Traditional Scrapbook

- A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club

administrative year (defined as being from District Convention to District Convention).

- Each entry should adequately portray the following categories: service to school, service to community, fundraising projects, Kiwanis Family functioning, Major Emphasis involvement and miscellaneous.
- A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.
- Each scrapbook being judged at the international convention **MUST be the exact same scrapbook** judged at the district convention. Any alterations in the scrapbook will result in disqualification.

**Single Service Award** The Single Service Award program shall provide recognition to individual Key Clubs for their single best service project.

- A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day, consecutive days or recurring on different days.
- Projects acceptable for this award may include both hands-on service projects and fundraising efforts.
- In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.
- Entries shall use the official Single Service Report form and shall be submitted to the District for competition according to the guidelines as set by the district.
- Only activities which occurred during the district administrative year shall be included on the report.

**Distinguished Club Award** The Distinguished Club Award shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence.

- Entries shall use the official **Annual Achievement Report form**. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.
- Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a Distinguished Club.
- Only activities which occurred during the District administrative year shall be included on the report.

### **Additional Contest Information**

Advisors, please go to the Key Club International Website, [www.keyclub.org](http://www.keyclub.org), to read more and download necessary forms for contests and awards that will be available during the convention.

## **Scholarship Information**

**Matt Palys Memorial Scholarship:** The Alabama District of Key Club will recognize one/two individual(s) who has made outstanding contributions to their Key Club and community. Scholarships(s) is/are in the amount of \$500. This scholarship chiefly focuses on financial need.

**H. Pettus Randall Memorial Scholarship:** The Alabama District of Key will recognize one individual who has made outstanding contributions to their Key Club and community. Students applying for this scholarship must attend The University of Alabama. Scholarship is in the amount of \$1000. This scholarship is awarded mainly on academic achievement.

**Kiwanis-Family Scholarship:** The Alabama District of Key Club will award at least two \$1000 scholarships to deserving individuals that have demonstrated a commitment to service through the Kiwanis Family. These scholarships are awarded mainly on the criteria of service.

***Scholarship applications can be found on the Alabama Key Club website, [www.alabamakeyclub.org](http://www.alabamakeyclub.org). Applications must be postmarked no later than February 15, 2017.***

If you have any questions please contact Mr. George L. Price, District Administrator at [gprice@alabamakeyclub.org](mailto:gprice@alabamakeyclub.org).