2010 Registration form

67th Annual Key Club International Convention

KEY CLUB® CONVENTION 2010
Memphis ♪ July 7-11

You have two options to attend

1. Travel as part of a district tour. Consult your district administrator for your district's registration guidelines and tour information.
2. Travel individually with your own chaperone. Both you and your chaperone must register and stay in the designated hotel. Please read all information carefully.

Instructions and information

- Use one registration form per attendee and per chaperone. Copies are acceptable.
- Payment must accompany this form. Registration must be received by Key Club International by **May 14, 2010**, to receive the advance discount rate.
- A confirmation packet will be sent via e-mail or U.S. postal service after **May 14, 2010**.
- All convention attendees, including those local to Memphis, must stay at one of the convention hotels.
- Do not mail this form after **June 7, 2010**. Call Key Club International to register and to check hotel availability.
- All attendees must bring to the convention a signed code of conduct form and completed medical form. The medical form must be notarized for U.S. residents.

Registration fee and payment

• Registration fee on or before May 14:	US$165	$_____
• Registration fee after May 14:	US$200	$_____

Host committee student volunteer fee

(Louisiana-Mississippi-West Tennessee District only)

• Registration fee on or before May 14:	US$115	$_____
• Registration fee after May 14:	US$200	$_____

NOTE: The registration fee must be paid in U.S. funds and drawn on a U.S. bank. If using a credit card, complete the following section and sign. If paying by check, make payable to Key Club International. Do not send cash. Credit card payment will appear on your statement as a charge from Kiwanis International.

Print name of card holder _____

Signature of card holder _____

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐/☐☐

Card number Expiration mo/yr

Be sure to complete the housing information on the other form.

Complete entire form and mail, fax or e-mail to:

Key Club International • 3636 Woodview Trace, Indianapolis, IN 46268

Phone: USA 800-KIWANIS, ext. 411 or worldwide 317-875-8755, ext. 411 • Fax: 317-217-6532 • E-mail: registration@kiwanis.org

Attendee information (Please write legibly and do not use abbreviations)

Last name:_____ First name:_____

Name to appear on badge: _____

District: _____ Club name:_____

Member number: ☐☐☐☐☐☐☐☐ E-mail address:_____

(By providing your e-mail address, you are opting in to receive e-mail updates about Key Club International.)

Mailing address: _____

City: _____ State/Province: _____ Postal code: _____ Country: _____

Primary phone: _____ Cell phone: _____

Gender: ☐ Male ☐ Female Graduation year: _____

I am a: (Please check only one.) ☐ Key Club member on a tour ☐ Key Club member not on a tour ☐ Host committee student volunteer

☐ Non-Key Club member over 18 (See chaperone requirements)

Check all that apply:

☐ I need a handicap accessible room. ☐ I'm interested in being a convention committee volunteer (awards, elections, contests, etc.).

☐ I'm interested in participating in the charity walk. ☐ I am an advisor or chaperone and attending the Advisor and Chaperone Breakfast.

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Registration cancellation policy

- All registration cancellations must be made in writing to Key Club International by letter, fax or e-mail.
- Registration cancellations received by **June 7, 2010**, will receive a full refund less a processing fee of US$25.
- No refunds will be issued for registration cancellations received after **June 7, 2010**.
- Refunds will be mailed after the end of the Key Club International convention.

Chaperone requirements

- Chaperones may be a Kiwanian, faculty member, parent, legal guardian or person in loco parentis who is 21 or older, approved by the school and registered with and accompanying the Key Club members to the meetings and sessions.
- There must be at least one chaperone for every 10 or part of 10 Key Club members from the same school or district, unless otherwise required by the Key Club International director.
- Chaperones must register for the convention by submitting their own copy of this form, stay in one of the designated hotels and remain on site during the convention.
- No adult(s) other than the parent or legal guardian may share a room with any Key Club member(s), unless written permission is obtained from the parents or legal guardians of all occupants of the same room. This written permission must be provided to Key Club International along with registration.
- Designated chaperones are required for individuals not with a district tour.

Reminder for adults

A background check is required for all adult non-Key Club members over the age of 18. A form will be sent to you with your convention confirmation.

Personal responsibility

I have read and understand the cancellation policy and hotel guarantee/penalty information. I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors and/or organizers without compensation or notice to me. I agree to adhere to the code of conduct.

_____
(Signature)

_____
(Date)

Hotel information

Key Club International will assign you to one of the convention hotels.

Memphis Marriott Downtown,
250 N. Main St. Memphis, Tennessee 38103

Crowne Plaza Memphis Downtown,
300 N. Second St. Memphis, Tennessee 38105

Hotel reservations

Arrival (month/day): _____
Departure (month/day): _____

☐ 1 bed (1–2 persons) ☐ 2 beds (2–4 persons)

☐ I want to room with the following person(s) whose form(s) must accompany my form to guarantee roommate preferences:

NOTE: If any of these persons are adults, see chaperone requirements.

1._____
2._____
3._____

Please identify any special requests or requirements:

Dietary restrictions: _____
Special needs: _____
Handicap accessible room: _____
Other: _____

Required credit card guarantee for hotel:

☐ Same card used for registration fee (do not complete below).

Print name of card holder _____

Signature of card holder _____

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐/☐☐

Card number Expiration mo/yr

Hotel policy

- Reservations must be made through Key Club International by using this form. Neither the Memphis Marriott Downtown nor the Crowne Plaza Memphis Downtown will accept direct reservations at the group rate.
- Hotel rate is US$129 per room plus 15.9 percent tax. Tax rate is subject to change.
- Up to four people of the same gender may share a room at this rate. (If any occupants are adults, see chaperone requirements.) Roommates should arrive and depart on the same day.
- Key Club International will not match roommates.
- Attendees are responsible for paying their own hotel room and tax expenses and incidental charges (phone, Internet).
- To guarantee hotel reservations, a credit card is required for each person staying in the room. You may pay by cash, check or credit card upon checkout.
- Hotel accommodations cannot be guaranteed if this form is received after **June 7, 2010**.
- Cancellation: If hotel cancellation is received, or if you check in later than your indicated arrival date, the hotel will charge one night's room and tax as a penalty.
- Hotel check-in time is 3 p.m. Checkout time is noon.

Kiwanis Service Leadership Programs