



# 64<sup>TH</sup> ANNUAL NEW YORK DISTRICT KEY CLUB

## LEADERSHIP TRAINING CONFERENCE

March 30 - April 1, 2012



### ADVISOR REQUIREMENTS

**The following are a list of important requirements for advisors during the New York District Key Club Leadership Training Conference:**

- Be responsible for your student attendees at all times.
- Advisors and Key Club members must remain on the hotel premises at all times.
- Check student rooms at curfew and ensure they remain in their rooms during the night. (Tape on the door works well!)
- Students are not allowed to enter the pool or pool area. If this occurs, student will be sent home at their expense.
- Food from outside vendors must be paid for by advisors in the lobby. Students may not pay for food themselves.
- Ensure students are paying attention during all sessions. This includes all general sessions, meals, workshops, etc. Students should not be on their cellphones, iPods or distracting other attendees.
- Ensure that students are abiding by the dress code, as outlined in the Conference Program.
- Ensure students are attending workshop sessions and encourage them to share what they learn with fellow club members.
- Encourage students to have a positive attitude and take part in all that the conference has to offer.
- Make sure that all students follow the policies of the Code of Conduct. *(Can be found in Conference Program)*

### **IMPORTANT RULES TO EXPLAIN TO STUDENTS:**

*(Please refer to the Code of Conduct for Additional Rules)*

- ▶ No Key Clubber will be permitted to leave the hotel building for any purpose until the close of the Conference on Sunday.
- ▶ Follow the instructions of advisors/ chaperones at all times.
- ▶ A 12:00 AM curfew will be observed and strictly enforced.
- ▶ All persons attending the Conference will be expected to cooperate and follow instructions of the Sergeant-at-Arms Committee at all times.
- ▶ No Key Club Members will be permitted in any hotel room with a member of the opposite sex.
- ▶ Name badges must be worn at all times during the conference.
- ▶ Attendance of all Key Clubbers is required at caucus sessions, general sessions, mandatory meal sessions, workshops, and any other activities as directed in the Conference Program.
- ▶ All Key Club members must dress appropriately at all events.
- ▶ Treat all attendees, Key Club staff, and hotel staff with respect.