

# 2026

## KEY CLUB<sup>®</sup>

Kentucky–Tennessee  
District

**80th Annual  
District Convention**

**"SERVICE IN THE SMOKIES"**

The Park Vista  
Gatlinburg, TN  
**March 20th–22nd, 2026**

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# IMPORTANT DATES & DEADLINES

- Jan 22** @ 8pm ET / 7pm CT    Running for Higher Office Webinar **(Students)**
- Feb 23** @ 9am ET / 8am CT    DCON Registration Online Deadline **(Advisors)**
- Mar 12** @ 11:59pm ET        Adult Attendee Background Check, Youth Protection Training, and Adult Agreement Completion Deadline
- Mar 20** @ 7pm ET              District Convention at the Park Vista in Gatlinburg, TN Opening Session

# CALL TO CONVENTION

Key Clubbers of the Kentucky–Tennessee District,

It is our honor and pleasure to invite all of you to attend the 2026 K–T District Convention on March 20–22, 2026 at the Park Vista in Gatlinburg, Tennessee. Our Keynote speaker is former Key Club International President and rising country music star, W.B. Sims, and the theme is “Service in the Smokies.”

The weekend will be jam-packed with activities for everyone to enjoy. We will elect new district officers to lead our district board, complete 2 group service projects, enjoy a live concert by W.B. Sims and his band, attend several social and mixer activities, discuss events throughout our district, and award clubs for their hard work throughout this past year. There will also be many educational and motivational workshops, where you can gather knowledge and enthusiasm to take back to your home club and school. The annual talent show will provide a chance for you to showcase your talent, and the District Dance is always a great event full of fun and lots of memories.

At the convention, you will have the opportunity to display your club's service activities at the sixth annual Service Fair. Creating a display for this allows your club's hard work to be seen throughout our convention by many other clubs and Key Clubbers! On Saturday afternoon, you can explore the many sights and attractions in the Gatlinburg area.

Last, but certainly not least, you will make friends and create memories that will last a lifetime. This exciting weekend will be the highlight of your Key Club year. We invite and encourage you to come and make the most of all this convention has to offer. It will be an enjoyable, exciting, and memorable weekend.

We hope to see you in Gatlinburg!

Yours in Service,

*The 2025-2026 Kentucky-Tennessee District Board*

# CONVENTION SCHEDULE

## Friday, March 20, 2026

**General attendees wear business casual attire (Candidates wear Professional attire)**

12 noon	Welcome Fair Activities Begin
7 pm	Keynote Session featuring W.B. Sims
8:30–9:30 pm	Workshop Session I
9:30–10:30 pm	Caucus Session I
10:30 pm	Live Concert & District Mixer
12 midnight	Curfew

## Saturday, March 21, 2026

**General attendees wear casual bottoms and convention t-shirt for morning, Professional attire for Recognition Session, casual attire for dance and optional activities.**

7–8:45 am	Student Breakfast
7:30 am	Advisor Appreciation Breakfast
7:30 am	Talent Contest Tryouts
8 am	Oratorical Contest
	Impromptu Essay Contest
9–10 am	Workshop Session II
10:15 am	Service Session
12 noon	Free Time in Gatlinburg
7–9 pm	K–T Recognition Session
9–10 pm	Caucus Session II
10 pm	District Dance
	Optional Service Project
12 midnight	Curfew

## Sunday, March 22, 2026

**General attendees wear professional attire for House of Delegates and Luncheon**

8 am	Non-Denominational Devotional
9 am	House of Delegates Session
10:30 am	Governor's Farewell Brunch
12 noon	Checkout Deadline
12 noon	K–T District Board Meeting

*Schedule subject to change*



<b>Prices*</b>	<b>Quad Occupancy</b>	(4 people per room)	<b>\$225</b> per person
	<b>Triple Occupancy</b>	(3 people per room)	<b>\$279</b> per person
	<b>Double Occupancy</b>	(2 people per room)	<b>\$329</b> per person
	<b>Single Occupancy</b>	(1 person per room)	<b>\$429</b> per person

**\*Students, this is ONLY the base registration rate and does not include any additional fees that YOUR club might need to add to transport students to convention. Ask your advisor what your club is charging for DCON!**

**The prices listed above will cover:**

Three (3) meals (Fri. Late Dinner, Sat. Breakfast, Sun. Brunch), Snacks, Convention Speakers, Entertainment, Concert, District Dance, Convention Registration Fee, Materials, Activities, Souvenirs, and Two (2) Nights lodging at the Park Vista

# SUGGESTED PACKING LIST

## For All Key Clubbers:

- 1–2 **casual** outfits (Saturday free time/dance & Sunday travel home)
- 1 pair casual pants/bottoms (for convention t-shirt Saturday morning service project)
- 1 **business casual** outfit (Friday opening session)
- 1–2 **professional** outfits (Saturday recognition session & Sunday House of Delegates/Breakfast)
- Casual shoes
- Dress Shoes
- Pajamas (Friday and Saturday night)
- Undergarments
- Toiletries
- Medications
- Electronic devices with chargers (for personal use only, not required)
- Costume, music or props for the talent show (if applicable)
- Contest submissions and entry forms (if applicable)
- Donation items for optional service project (if applicable)
- Signed Authorization Form, Code of Conduct, and Publicity Waiver (**GIVE TO ADVISOR**)
- Money (see details below)

## Money:

The amount you bring is at your discretion. Please note that **you will be responsible for at least two meals** (lunch and dinner on Saturday), possibly more meals depending on your club's travel plans, and **any additional activities your club may participate in**. You may also want to bring extra money to buy items from our Key Club store (all items under \$5), extra food, or donate to the DCON service project.

## Meal Overview:

Friday night food (included)  
Saturday breakfast (included)  
Saturday light snacks (included)  
Saturday lunch **NOT INCLUDED**  
Saturday dinner **NOT INCLUDED**  
Sunday brunch (included)

## For Candidates Running for District Office:

- 1 additional **professional** outfit for Friday night caucusing (or you may re-wear one of your other professional outfits)
- Campaign materials
- Completed forms to run for office

## Simplified Dress Code (See Code of Conduct for Full Dress Code)

Clothing must be in good condition, cover undergarments, genitals, and buttocks. Any shirts, shorts, or skirts deemed to be of inappropriate length will NOT be allowed. Any clothing with inappropriate language or graphics will NOT be allowed. If your attire is seen as distasteful or inappropriate, you must change.

**“CASUAL” DRESS:** Athletic, casual, or dress shoes; shorts, capris, pants (jeans, slacks, khakis, opaque leggings), or skirts (to mid-thigh or longer); t-shirts, sweatshirts, button down dress shirts, blouses, or collared shirts.

**“BUSINESS CASUAL” DRESS:** Casual or dress shoes that cover the heel (have a back strap or enclosed heel); ankle length pants (slacks, khakis, dressy leggings), dressy capris, or skirts/dresses (to mid-thigh or longer); polos, button down dress shirts, blouses, or collared shirts.

**“PROFESSIONAL” DRESS:** Dress shoes that cover the heel (have a back strap or enclosed heel); ankle length pants (suit pants, slacks, dressy leggings) or skirts and dresses (to mid-thigh or longer); ties, button down dress shirts, blouses, or collared shirts with a blazer, suit jacket, cardigan, or sweater.

# CONTEST INFORMATION & ENTRY FORMS

Encourage and help your club download, complete, and submit these forms,  
Entries must be turned in by **9:30 pm the Friday of Convention** at the registration desk.

All forms and Information below may be found at [tinyurl.com/ktDCONawards](http://tinyurl.com/ktDCONawards) or at [ktkey.org](http://ktkey.org)

## Service Fair:

- Service Fair Registration Form (This form is due by **11:59pm ET Thursday, March 12, 2026**)

## Running for District Office:

- Information on Running for Lt. Governor
- Information on Running for District Governor, Secretary, and Treasurer
- Rules for District Campaigning (No campaigning before convention & no use of social media)
- Caucus Procedures
- Sample Caucus Procedures

## District Contests

- Life's A Highway Award
- Kiwanis Family Award
- Rising Star Award
- Outstanding Key Clubber
- Best All Around Key Clubber
- Outstanding Faculty Advisor
- Outstanding Kiwanis Advisor
- Outstanding Club Secretary
- Outstanding Club President

## Individual Contests that will be Held at Convention:

- Oratorical Contest (No pre-registration required, show up at time of contest)
- Impromptu Contest (No pre-registration required, show up at time of contest)
- Talent Contest (No pre-registration required, show up at time of tryouts)

## International Contests (Also available at [www.keyclub.org](http://www.keyclub.org))

- Achievement Report (1st, 2nd, & 3rd Places will be awarded for District winners)
- Major Emphasis Award
- Promotional Video Contest – Entry Form must be submitted with video
- Recruitment Poster Contest (Digital & Non-Digital) – Entry Form must be submitted with poster
- Single Service Award
- Year in Review Contest (Traditional & Digital Scrapbook) – Cost Sheet must be submitted with entry

## Ronald McDonald House Awards

- Most Money Raised by a Club Award
- Club Service Award
- Individual Service Award
- Pop Tab Contest

## Scholarship Applications

- K–T District Key Club Scholarship Application Form:  
This application is Matching Scholarship & the Ira R. Gladson Scholarship of Excellence
- Visit [www.keyclub.org](http://www.keyclub.org) for other scholarship opportunities

**If you need more information contact us at [registration@ktkey.org](mailto:registration@ktkey.org).**

# Code of Conduct

## For the Kentucky–Tennessee District of Key Club International

While it seems unnecessary to mention the Code of Conduct expected of each person in Key Club, it is wise to cite specific rules and regulations adopted by the district board, so there is no room for misunderstanding. Infractions will be reported to the district administrator and appropriate action will be taken, up to and including dismissal from the convention, if necessary. In such cases the individual's parents or guardians, the school principal, and the sponsoring Kiwanis Club will be notified. Furthermore, the parents/guardians will make arrangements, at their own expense, for the student to leave the convention and return home immediately.

### Expectations

1. All attendees are expected to abide by all government laws and regulations.
2. Care should be taken not to deface or destroy any property. Such things as pillow fights, throwing objects from windows or balconies, and materials affixed to hotel walls is prohibited. In such cases, the school and sponsoring Kiwanis Club will be notified.
3. The individual member or club, will be responsible for the cost of any theft or damage of hotel property.
4. Tobacco products, vaping and vaped products are strictly prohibited at any time.
5. Any intoxicant of any nature will not be permitted in the possession of anyone attending the convention. This includes, but is not limited to, alcoholic beverages and controlled substances.
6. No prescription medication shall be permitted unless prescribed to the attendee.
7. Members are expected to abstain from any activity of a sexual nature, including distasteful dancing and public displays of affection.
8. Members are expected not to participate in hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others.
9. All participants are expected to attend all convention activities including general sessions, workshops, and caucuses.
10. Gambling, use of fireworks, or anything of a dangerous nature is prohibited. In short, any act unbecoming of a Key Clubber will not be tolerated, and may result in your dismissal from the convention.

### Lodging

1. Members must sleep in their assigned rooms.
2. No members of the opposite sex will be allowed in any hotel room occupied by a Key Clubber unless an adult chaperone is present.
3. At 12 midnight (curfew), each registrant is to be in his or her room, with any adjoining doors and/or balcony doors closed and locked. Unnecessary noises are prohibited at any time. Curfew is in effect until 5 am.
4. For every ten (10) Key Clubbers registered (or a portion thereof) of a given gender, there shall be at least one (1) adult chaperone of the same gender. A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school and registered with the club to accompany the students.

### Enforcement

1. Individual sponsors, advisors, and chaperones are responsible for their club's adherence to the code of conduct
2. The Sergeant-at-Arms Committee shall be responsible for the enforcement of the convention code of conduct. **All attendees shall respect this authority vested in the Sergeant-at-Arms Committee.**
3. Infractions of this code will be reported to the district administrator and appropriate action will be taken, including dismissal from the convention, if necessary. In such cases, letters will be sent to the individual's parents, principal, and sponsoring Kiwanis club.
4. Violations including, but not limited to, destruction of property, possession and/or consumption of alcoholic beverages and controlled substances, or any illegal activity, such as theft, will result in the immediate dismissal from the event.
5. If any Key Clubber is dismissed from the event, the parent or guardian is required to make arrangements to get the student home immediately and will be responsible for any costs associated. No exceptions.
6. This code is in effect from the time you depart for the event, until the time you arrive home from the event.

**I have read and understand this page of the Code of Conduct.**

**Student Initials:** \_\_\_\_\_

**Parent Initials:** \_\_\_\_\_

# Code of Conduct

## For the Kentucky–Tennessee District of Key Club International

### Dress Code

- Attendees (both students and adults) must abide by the designated dress code for the entire event.
- Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will NOT be allowed. If your attire is seen as distasteful or inappropriate, you must change.
- Any clothing with inappropriate language or graphics will NOT be allowed.
- Any shirts, shorts, or skirts deemed to be of inappropriate length will NOT be allowed.
- Sleepwear of any kind (sleep pants or shorts, pajamas, etc.) will NOT be allowed in any public area or outside of the individual's sleeping room.
- Name tags must be worn at all convention activities but must be removed when exiting the convention site.
- The **only** exceptions to this dress code are as follows: religious garments; injuries/medical impairments; any additional accommodations at the approval of the District Administrator, Kira Wilburn.

**“CASUAL” DRESS** refers to the following:

- **Shoes:** Athletic, casual, or dress shoes
- **Bottoms:** Shorts, capris, pants (jeans, slacks, khakis, opaque leggings, etc.), or skirts (to mid-thigh or longer). Bottoms must be in good condition, be worn at the waist, and cover undergarments, genitals, and buttocks.  
**AVOID:** excessively ripped garments, transparent styles, etc.
- **Tops:** T-shirts, sweatshirts, button down dress shirts, blouses, or collared shirts. Tops and dresses must be in good condition and have straps.  
**AVOID:** excessively ripped garments, strapless tops, excessively short / low cut shirts, transparent styles, etc.

**“BUSINESS CASUAL” DRESS** refers to the following:

- **Shoes:** Casual or dress shoes that cover the heel (have a back strap or enclosed heel)  
**AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Ankle length pants (slacks, khakis, dressy leggings, etc.), dressy capris, or skirts / dresses (to mid-thigh or longer). Bottoms must be in good condition, be worn at the waist, and cover undergarments, genitals, and buttocks.  
**AVOID:** jeans, shorts, casual leggings, casual capris, bottoms with rips / holes, casual skirts / dresses, transparent styles, etc.
- **Tops:** Polos, button down dress shirts, blouses, or collared shirts. Tops and dresses must be in good condition and come to the top of the shoulder or have sleeves.  
**AVOID:** t-shirts, tops that show stomach or have spaghetti straps, tops with rips / holes, transparent styles, etc.

**“PROFESSIONAL” DRESS** refers to the following:

- **Shoes:** Dress shoes that cover the heel (have a back strap or enclosed heel)  
**AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Ankle length pants (suit pants, slacks, dressy leggings, etc.) or skirts and dresses (to mid-thigh or longer). Bottoms must be in good condition, be worn at the waist, and cover undergarments, genitals, and buttocks.  
**AVOID:** jeans, shorts, casual leggings, capris, bottoms with rips / holes, casual skirts / dresses, transparent styles, etc.
- **Tops:** Ties, button down dress shirts, blouses, or collared shirts with a blazer, suit jacket, cardigan, or sweater. Tops and dresses must be in good condition and come to the top of the shoulder or have sleeves.  
**AVOID:** t-shirts, hoodies / sweatshirts, tops that show stomach or have spaghetti straps, tops with rips / holes, transparent styles, etc.

I have read and understand the Kentucky–Tennessee District Code of Conduct in its entirety, and I understand that a violation of these rules may result in dismissal from the event. If I am dismissed, I understand my parent/guardian is required to make arrangements to get me home immediately and will be responsible for any costs associated.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Publicity Waiver

## 2026 Kentucky–Tennessee District Convention Publicity Waiver and Release

For the right to enter the event, and for other consideration, I hereby irrevocably permit, authorize and license Kiwanis International (the "Company") and its affiliates, successors and assigns, and their respective licensees, advertising agencies, promotion agencies and fulfillment agencies, and the employees, officers, directors and agents of each and all of them ("Authorized Persons"), to display, publicly perform, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, modify, alter, edit, adapt, create derivative works, exploit, sell, rent, license, otherwise use and permit others to use my name, image, likeness and appearance, voice, biographical information, signature and other personal characteristics and private information and all materials created by or on behalf of the Authorized Persons that incorporate any of the foregoing ("Materials") on a perpetual basis throughout the world and in any medium or format whatsoever now existing or hereafter created, including but not limited to, in and on print publications, electronic, magnetic and optical media, Audio and Audiovisual works, display, point-of-sale and other advertising and promotional materials, press releases, the internet, and in any other mediums for promotional purposes and any purpose, including but not limited to advertising, public relations, publicity, packaging and promotion of the Company and its affiliates and their businesses, products and services, without further consent or royalty, payment or other compensation to me.

I hereby irrevocably transfer and assign to the Company my entire right, title and interest, if any, in and to the Materials and all copyrights in the Materials arising in any jurisdiction throughout the world, including the right to register and sue to enforce such copyrights against infringers. I acknowledge and agree that I have no right to review or approve Materials before they are used by the Company, and that the Company has no liability to me for any editing or alteration of the Materials or for any distortion or other effects resulting from the Company's editing, alteration or use of the Materials. The Company has no obligation to use the Materials or to exercise any rights given by this Agreement.

To the fullest extent permitted by applicable law, I hereby irrevocably waive all legal and equitable rights relating to all liabilities, claims, demands, actions, suits, damages and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, defamation, invasion of rights of privacy, rights of publicity, intrusion, false light, public disclosure of private facts, physical or emotional injury or distress or any similar claim or cause of action in tort, contract or any other legal theory, now known or hereafter known in any jurisdiction throughout the world (collectively, "Claims") arising directly or indirectly from the Authorized Persons' exercise of their rights under this Waiver and Release and the use and exploitation of the Materials, and whether resulting in whole or in part by the negligence of the Company or any other person, covenants not to make or bring any such Claim against any Authorized Person and forever releases and discharges the Authorized Persons from liability under such Claims.

I represent and warrant to Company that the Authorized Persons' use of the Materials and the rights and license granted hereunder do not, and will not, violate any right of, or conflict with or violate any contract with or commitment made to, any person or entity, and that no consent or authorization from any third party is required in connection herewith. This Agreement constitutes the sole and entire agreement of the parties with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of Indiana without giving effect to any choice or conflict of law provision or rule (whether of the State of Indiana or any other jurisdiction). Any claim or cause of action arising under this Agreement shall be brought only in the federal and state courts located in Marion County Indiana, and the parties hereby consent to the exclusive jurisdiction of such courts.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Publicity Waiver and Release.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# END OF STUDENT MATERIALS

# Adult Agreement

Below is a subset of the Kiwanis Youth Protection Policies & Procedures (Kiwanis International Procedure 432). A complete copy of these policies can be found at [www.kiwanis.org/youthprotection](http://www.kiwanis.org/youthprotection).

**CHAPERONE:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event. **All chaperones participating in any single-day or overnight Key Club event must have a clear criminal history background check and must have completed Kiwanis International youth protection training.** Additionally, chaperones must follow all applicable policies and procedures.

**CHAPERONES FOR OVERNIGHT EVENTS:** A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event.

**OVERNIGHT EVENTS:** All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/ guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

**OVERNIGHT STAYS:** While attending a Kiwanis event that requires an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**TRANSPORTATION:** When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

**MEDICATIONS:** **The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of a parent/guardian.**

**USE OF ALCOHOLIC BEVERAGES, TOBACCO, MARIJUANA AND OTHER SUBSTANCES:** While attending any Kiwanis event that is produced primarily by or for the benefit of youth, **adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, vaping, and marijuana products, even if prescribed for medicinal use.** In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

**REPORTING:** If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, they must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, they must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-866-607- SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

**PERSONAL INFORMATION:** All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

**BEHAVIORAL OR HEALTH ISSUES:** Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

**CONFLICTS WITH OTHER RULES:** Whenever these policies conflict with local school policies or rules, or local, state/ provincial or national laws or regulations, the highest applicable standards for conduct shall prevail.

<p><b>Contact Information</b></p> <p>_____</p> <p>First Middle initial Last</p> <p>Email _____</p> <p>Cell (_____) _____ Gender _____</p> <p>Birth date: Month _____ Day _____ Year _____</p>	<p><b>Role at 2025 District Convention</b></p> <p><input type="checkbox"/> I am a designated chaperone for the students of the Key Club of _____ HS in _____ City _____ State</p> <p><input type="checkbox"/> I am an adult attendee who is NOT a designated chaperone for any Key Club students.</p>
<p><b>As required by Kiwanis International, I acknowledge that I have read, understood, and agreed to abide by these policies at all Key Club and Kiwanis affiliated events whether I am a chaperone or an attendee.</b></p> <p>Signature: _____ Date: _____</p>	

**Adult Attendees: Email this completed form to [registration@ktkey.org](mailto:registration@ktkey.org) no later than 11:59pm ET on March 12, 2026.**

# Club Registration Information (for Advisors)

All information and forms are available to download at [ktkey.org](http://ktkey.org) and at [tinyurl.com/ktadvisors](http://tinyurl.com/ktadvisors)

Questions? Email [registration@ktkey.org](mailto:registration@ktkey.org)

**Registrations must be submitted ONLINE BY MONDAY, FEBRUARY 23rd, 2026.** (No refunds available after Feb 23, 2026)

**Registration fee includes:** Three (3) meals (Friday night food, Saturday breakfast, and Sunday brunch), snacks, all convention materials and activities, and TWO NIGHTS LODGING. The registration fees are:

<b>Quad Occupancy</b>	<b>(4 people per room)</b>	<b>\$225 per person</b>
<b>Triple Occupancy</b>	<b>(3 people per room)</b>	<b>\$279 per person</b>
<b>Double Occupancy</b>	<b>(2 people per room)</b>	<b>\$329 per person</b>
<b>Single Occupancy</b>	<b>(1 person per room)</b>	<b>\$429 per person</b>

Everyone attending the convention is required to stay at the convention hotel (The Park Vista in Gatlinburg, TN)).

## To attend the 2026 K-T District Convention:

### 1. ROOMING LIST

a. Download and complete the **Club Rooming List** spreadsheet.

**The K-T District can no longer arrange for placement of students from different schools in the same sleeping room. However, advisors may contact other advisors to arrange for students to share rooms.**

To do this:

- Email to [advisors@ktkey.org](mailto:advisors@ktkey.org) informing the group that you are looking for a school to share room(s).
- **NOTE: Both schools sharing rooms with each other must send rooming lists that match.**
- I encourage you to be sure parents know and approve of the rooming list you submit.

b. **You must pay for the room types based on the number of people in each room as listed on your club's rooming list.** (For example each individual in a room of 2 people pays the double rate).

### 2. REGISTER

a. Complete the ONLINE registration form at [ktkey.org/dcon2026](http://ktkey.org/dcon2026)

- You will be asked to upload the completed **Club Rooming List**
- You will receive a confirmation email that includes an invoice.
- If your club qualifies for the Advisor Registration Discount, you will be emailed an adjusted invoice reflecting the discount. Please wait for the new invoice before issuing payment.

b. **Online registration will close at 9am ET / 8am CT on Monday, February 23, 2026.**

c. **Payment must be POSTMARKED by Wednesday, February 25, 2026.**

(After this date, the hotel can release hotel rooms, and the hotel no longer has to honor our room rate.)

### 3. ADVISORS/DESIGNATED CHAPERONES

a. Key Club International requires that for every ten (10) students attending (or a portion thereof) of a given gender, at least one (1) adult chaperone of the same gender should also attend. (For example, if a club brings 13 female & 7 male students, there should be at least 2 female & 1 male chaperones.)

b. Each Key Club attending the District Convention is expected to bring adult chaperones. A chaperone is defined as a Kiwanian, faculty, parent, legal guardian, or person who is in loco parentis, twenty-one (21) years of age or older, has been approved by the school, and registered with the club & will accompany the students.

c. All registered chaperones will be background checked and trained through Kiwanis International (no charge).

- Upon registration, adults will be sent links to the background check and Kiwanis Youth Protection Training.

**Background checks and KYP Training must be completed no later than 11:59pm ET on Thursday, March 12, 2026.**

d. All registered chaperones must complete & email a fillable **Adult Agreement** to [registration@ktkey.org](mailto:registration@ktkey.org) no later than **11:59pm ET on Thursday, March 12, 2026.** (Agreement is also available online.)

e. Key Clubs unable to comply with the above- noted adult advisor policy must contact us at [registration@ktkey.org](mailto:registration@ktkey.org) for permission to be supervised by other acceptable persons.

### 4. STUDENTS

a. For each student attending the convention, a parent or guardian must complete & sign the **Authorization Form**, the **Code of Conduct**, & the **Publicity Waiver**. (All of these forms are also available online.)

- Bring three (3) completed copies of the **Authorization Form** for EACH student.
  - One copy to turn in at the convention registration desk, one copy for the club advisor to keep, and one copy for the student to KEEP IN THEIR POSSESSION at all times at the convention.
- Bring one (1) completed copy of BOTH PAGES of the **Code of Conduct** for EACH student.
- Bring one (1) completed copy of the **Publicity Waiver** for EACH STUDENT.
- **Advisors must turn in one (1) copy of the Authorization Form, Code of Conduct, and Publicity Waiver (stapled together) at the convention registration desk for EACH student.**

# Club Registration Form (for Advisors)

This registration form is for your **REFERENCE ONLY**.

**All registrations must be completed ONLINE at [ktkey.org/dcon2026](http://ktkey.org/dcon2026) or at [tinyurl.com/ktadvisors](http://tinyurl.com/ktadvisors)**

**Checks must be POSTMARKED by Wednesday, February 25, 2026.**

## Club Information

Key Club of \_\_\_\_\_ HS at \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Advisor \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
First Last

## Delegates

Bring as many students as you can to convention, but EACH CLUB IS ENTITLED TO TWO (2) VOTING DELEGATES.

Delegate 1 \_\_\_\_\_ Delegate 2 \_\_\_\_\_

## Shirts

All persons registered for the convention will receive a t-shirt to wear on Saturday morning. **Please be sure all attendees choose the size of shirt they will actually wear. You will only receive the exact shirts you list below.**

**Number of each shirt size needed for people registered for the convention** (available in adult sizes only)

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X-Large \_\_\_\_\_  
2X-Large \_\_\_\_\_ 3X-Large \_\_\_\_\_ 4X-Large \_\_\_\_\_ 5X-Large \_\_\_\_\_

## Programs

This year we will have an online program for DCON attendees to use during the convention. You also have the option to request printed copies of the program.

**How many PRINTED copies of the program would you like for your group?** \_\_\_\_\_

## Arrival Information

We will arrive on \_\_\_\_\_ at \_\_\_\_\_ ET.  
Date Time

**All Check-outs will be Sunday, March 22, 2026 unless special arrangements are made.**

**The hotel will make every effort to have rooms ready. However, normal check in time is 4 pm.**

## Advisor Registration Discount

For every Ten (10) STUDENTS you register for convention, you will receive One (1) ADVISOR registration DISCOUNT for \$329. This may be used to cover a Double Occupancy (2 people per room) registration for an advisor/chaperone or may be deducted from the cost of a Single Occupancy registration for an advisor/chaperone. If your club qualifies for this discount, you will be emailed an adjusted invoice reflecting the discount. Please wait for the new invoice before issuing payment.

## Payment (Payable to: K-T District Key Club Convention)

\_\_\_\_\_ Total number of STUDENTS registered for convention

\_\_\_\_\_ persons requesting quad occupancy at \$225 / person  
\_\_\_\_\_ persons requesting triple occupancy at \$279 / person  
\_\_\_\_\_ persons requesting double occupancy at \$329 / person  
\_\_\_\_\_ persons requesting single occupancy at \$429 / person

- Bus drivers do not have to register for the convention if they will not be attending convention activities. The room rate for bus drivers not participating in convention activities is \$160 per room per night.
- If a club wishes to arrive on Thursday instead of Friday, add \$160 per night for each room reserved.

\_\_\_\_\_ rooms for bus driver(s) TIMES \_\_\_\_\_ nights = \_\_\_\_\_ room nights at \$160/night per room  
\_\_\_\_\_ rooms for Thursday arrivals at \$160/night per room

## Additional Designated Chaperones

List as many additional chaperones as needed for your club: (Do not include advisor named above)

Chaperone 1 \_\_\_\_\_ Chaperone 2 \_\_\_\_\_  
Chaperone 3 \_\_\_\_\_ Chaperone 4 \_\_\_\_\_

# DCON CHECKLIST

(for Advisors)

## For Registration

- Club Registration** and **Club Rooming List** must be submitted ONLINE by Mon, Feb 23, 2026 no later than 9am ET / 8am CT.
- Checks must be POSTMARKED by Wed, Feb 25, 2026.
- Regularly check email for convention updates and for Confirmation Materials. (Confirmation Materials will be sent after Registration is received & processed.)

## For Advisor(s) & Designated Chaperone(s)

- All advisors, designated chaperones, and other adult attendees must complete a **background check** through Kiwanis International (no charge) no later than 11:59pm ET Thur, Mar 12, 2026.
- Adult attendees must complete and email an **Adult Agreement** to registration@ktkey.org no later than 11:59pm ET Thur, Mar 12, 2026.
- Adult attendees must complete (or have completed since Mar 22, 2025) **Kiwanis Youth Protection online training** no later than 11:59pm ET Thur, Mar 6, 2026.

## Students

- The first part of this packet is suitable to provide to students. DO NOT give students any pages from the ADVISORS section..
- Bring 3 completed copies of the **Authorization Form** for EACH student. (One for K-T Key Club, one for advisor, one for student)
- Bring 1 completed copy of BOTH PAGES of the **Code of Conduct** for EACH student.
- Bring 1 completed copy of the **Publicity Waiver** for EACH STUDENT.
- Staple together 1 completed copy of the **Authorization Form**, **Code of Conduct**, and **Publicity Waiver** for EACH STUDENT. Advisors should turn in 1 set of stapled & completed forms for EACH student at the convention registration desk upon check in.
- At convention, keep a copy of EACH student's completed **Authorization Form** with you at all times during the event.
- At convention, provide EACH student with a copy of their completed **Authorization Form**, and instruct students to keep this with them at all times during the event.