

ADVISOR'S CONFERENCE CHECKLIST

Thank you for arranging to bring students to the leadership conference. The following has been prepared to help you know when and to whom various items are to be submitted.

Hotel Room Reservations must be made through the hotel registration desk on or before **February 15, 2017**. Contact the University Plaza Conference Center directly at (417) 864-7333 to make your room reservations. You should fax your room reservation form to the hotel at (417) 381-5893 so they can ensure that students are assigned to rooms properly. This will expedite your check-in process.

All Items due by February 1, 2017

Send the following items to : **Jim Zuroweste, 120 Monroe, Troy, MO 63379**

Emails directed to jimzur65@gmail.com

- District Officer Candidate pages—if one of your students is running for District Governor, District Secretary, District Treasurer or International Endorsement
- Conference registration form
- School Purchase Order or check to cover registration of all attendees

Send the following items to: **Kara Helmandollar, 70 NE Highway Y, Trenton, MO 64683**

Emails directed to davesbsi@grundyec.net

- Annual Achievement Report—**required to be eligible for other awards**
- District Project Award form
- Distinguished Officer Award forms
- Outstanding Faculty Advisor/Kiwanis Sponsor/Key of Honor Award nomination forms
- Single Service Award form and report
- Major Emphasis Award form and report
- Public Relations Award form and report
- Member of the Year form and photo—Email photo to davesbsi@grundyec.net
- Pictures for conference slide show—Email photos to davesbsi@grundyec.net

Send the following items to: **Shelby Collier, District Bulletin Editor, PO Box 661, Park Hills, MO 63601**

- Ad forms for Conference Program along with ad format and payment

Items to bring with you to conference:

- Service agreements and calendar agreement for any candidates running for office
- Code of Conduct for each member in attendance—signed
- Dress Code Review—one copy signed by Advisor
- Medical Release Form for each member in attendance
- Voting delegate form (each club may designate two members as delegates)
- Jeans and scissors for the Sole Hope hands-on service project
- Contest Entry Forms
 - Poster
 - Scrapbook (Year-In-Review)
 - Video
 - Oratory
 - Talent