

**2012 NATIONAL
KEYSTONE
CONFERENCE**

**YEAR
OF THE
TEEN
24.7.366**



 **KEYSTONE**
The Ultimate Teen Program

 **the CLUB** **Aaron's**

Boys & Girls Clubs of America's Premier Teen Character and Citizenship Program



TOP THREE REASONS

YOU WON'T WANT TO MISS THE
2016 NATIONAL KEYSTONE CONFERENCE:

1

You will join the biggest National Keystone Conference ever, as 2,500 Keystoners and advisors take over the great city of Dallas, Texas.

2

You'll have high-energy and engaging leadership experiences from expos to workshops, showcases and activities designed to reinforce Keystone's four focus areas.

3

It's leap year! That's right – you're going to need the energy, inspiration and passion to celebrate teens for a full 366 days in 2016 – and National Keystone Conference is the place to get it!

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Purpose

The National Keystone Conference is Boys & Girls Clubs of America's premier teen conference. The conference provides Keystoneers with positive leadership experiences to engage and socialize with peers, explore teen issues relevant to their lives and develop skills to support and enhance service and leadership efforts in their Clubs and communities.

Objectives

1. Develop and enhance leadership skills enabling participants to be leaders and ambassadors in their Clubs and communities in the following Keystone focus areas: academic success, career exploration, community service projects and teen outreach.
2. Promote the values of good character, unity, freedom, justice, democracy and opportunity for all.
3. Develop an increased awareness and appreciation for diversity and the value of tolerance.
4. Encourage the expression of teen voice in thought-provoking sessions, activities and hands-on learning opportunities.
5. Establish positive relationships with peers from throughout the U.S. and around the globe.

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Acknowledgments

The 2016 National Keystone Conference would not be possible without the generous support of Aaron's, Inc. (www.aarons.com).

BGCA gratefully acknowledges the support of this year's co-host organizations, Boys & Girls Clubs of Greater Dallas and Boys & Girls Clubs of Greater Fort Worth. We extend our deep appreciation and recognize the efforts of the staff and volunteers. These dedicated professionals are a tremendous asset in planning the 2016 National Keystone Conference.

Finally, BGCA thanks the members of the National Keystone Conference Steering Committee and National Keystone Advisory group, as well as other Keystone Club advisors and conference volunteers for their assistance, guidance and support.

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Location

Dallas is not only a major city but the largest urban center of the fourth most populated metropolitan area in the United States. The city is the largest economic center of the 12-county Dallas–Fort Worth–Arlington metropolitan area commonly referred to as DFW. Dallas combines moderate weather, year-round sports and true Southern hospitality. Known for its barbecue, Tex-Mex or authentic Mexican foods, Dallas appeals to a melting pot of cultures. Dallas' pioneering spirit is alive and well and contributions from its residents enrich the community and quality of life.

Discover some of what Texas has to offer. Here are just a few of the available attractions:

- **Dallas World Aquarium**

Catch the adventure of The Dallas World Aquarium where exotic birds fly in the rain forest. Species of toucans can be seen lounging around and endangered animals, such as Orinoco crocodiles and giant river otters just hang out.

1801 N Griffin St, Dallas, TX 75202; (214) 720-2224

<http://www.dwazoo.com>

- **Dallas Zoo**

The Dallas Zoo is home to more than 2,000 animals and thriving with new exhibits such as the Koala Walkabout.

650 S R L Thornton Fwy, Dallas, TX 75203; (469) 554-7500

<http://www.dallaszoo.com>

- **Perot Museum of Nature and Science**

Test your curiosity and put your brain into overdrive at the Perot Museum of Nature and Science. Here you can race against a virtual T. Rex, touch a tornado or do battle in a remote-controlled robot arena.

2201 N. Field Street Dallas TX 75201; (214) 428-5555

<http://www.perotmuseum.org>

- **African American Museum of Dallas**

The African American Museum is the only institution of its kind in the Southwest offering an impressive collection of African and African American art, featuring one of the largest folk art collections in the nation.

3536 Grand Ave, Dallas, TX 75210; (214) 565-9026

<http://www.aamdallas.org>

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- **Six Flags**

Enjoy more than 100 thrilling rides and attractions, including mega-coasters like Titan and the Texas Giant.

2201 Rd to Six Flags St E, Arlington, TX 76011; (817) 640-8900

<https://www.sixflags.com/overtexas>

- **The Sixth Floor Museum**

The Sixth Floor Museum at Dealey Plaza presents an exhibition exploring the life of President John F. Kennedy, his presidency, his tragic death in Dallas and the aftermath of his assassination, all within the context of presidential and contemporary history.

411 Elm Street, Dallas, TX 75202; (214) 747-6660

<http://www.jfk.org>

PROGRAM HIGHLIGHTS

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2,500 Keystoneers and advisors will take over the Omni Dallas Hotel and Kay Bailey Convention Center in Dallas. Conference participants will enjoy a three day experience that drives home the four focus areas of Keystone. They'll enjoy sessions that address critical teen issues, promote community service, encourage inclusion and helps teens take their local Keystone Club to the next level. The conference will feature interactive, high-energy experiences in the areas of academic success, healthy lifestyles and career exploration while inspiring Keystoneers to pursue their passions. The National Keystone Conference will also offer opportunities for teens to hang out, network and just have fun. The games room and social media engagement opportunities will keep Keystoneers engaged throughout the entire conference. The National Keystone Conference program is designed to celebrate and elevate Keystone Clubs, 24 hours a day, 7 days a week and 366 days per year.



ON-SITE EXPERIENCE HIGHLIGHTS

Expos

The Keystone conference kicks off on Thursday with the dynamic **SMART Girls** and **Passport to Manhood Expos**. Teens will engage in these gender specific workshops that showcase information and resources that address their specific needs and interests. The **College, Career and Workforce Development Expo** will provide all Keystoners with access to high quality experiences where they can interact with representatives from Institutions of higher learning, learn and develop new skills and gain exposure to the limitless opportunities of their future.

Program Track

Keystoners will explore key issues important to their journey as young adults through the **Issues and Answers** track – *What's on My Plate*. They will develop new skills while refining existing ones to help them take their Keystone Club to the next level in the **Keystone 2.0** track– *Finding Your Gold*. Participants will explore their passions as a way to ignite change in their Clubs and communities through the **Just for Fun** track – *Believe in the Hype*.

Super Sessions

Alongside the country's top agencies and organizations in the field of service, character and leadership, conference participants will explore the key issues facing teens today. Thought provoking conversations will provide Keystoners with the tools and skills necessary to classify, cope and encourage change in their lives, Clubs and community.



OFF-SITE EXPERIENCE HIGHLIGHTS

College Experience

These exciting experiences will give attendees a taste of college life as they spend the day at a local university, trade or technical school. Teens will learn about financial aid and college admissions requirements as well as meet college students and more.

Limited to 350 participants.

Career Experience

These exciting experiences will allow Keystoneers to visit local businesses in the Dallas/Fort Worth area. Keystoneers will get the chance to shadow professionals in their work environments and expand their awareness of various careers.

Limited to 350 participants.

Community Service Experience

Service is an essential part of the Keystone Club experience, and we want to create lasting change in the state of Texas. This experience will allow attendees to work together on a substantive community service project in the Dallas/Fort Worth area.

Limited to 500 participants.



EVENING ENTERTAINMENT

Thursday Night: On-Site Activities

The Luck of Keystone themed night will allow attendees to show their skills on the dance floor, challenge their friends in the games room, or test their luck at the ever popular Talent Show. Green or not, we guarantee they will have a blast.

Thursday Night: Off-Site Activities

These off-site sporting events require pre-registration.

Stay active and explore what it means to have a healthy lifestyle by participating in exciting on the field experiences through sports tournaments, games and activities.

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Friday Night: On-Site Activities

#WeOwnTexas showcases the Friday night tradition of #WeOwnFridays with a taste of Texas. The mechanical bull will surely test the resiliency of attendees while they feast on traditional Texas cuisine.

Friday Night: Off-Site Activities

These off-site sporting events require pre-registration.

Enjoy a second night of activity and friendly competition. Practice your healthy lifestyle by participating in exciting athletic experiences through more tournaments, games and activities.

Saturday Night Activities

Immediately following the closing General Session, enjoy one last opportunity to mingle with your peers from around the globe.



GETTING INVOLVED IN THE CONFERENCE

Become a myclubmylife.com reporter

Attend the **myclubmylife.com** reporter training to become an official conference reporter. You will have an opportunity to capture key highlights of the conference. Assignments will be made on a first-come, first-served basis.

Social Media Crew

We are looking for teens who are active on social media to help promote the conference, create engagement, and encourage other attendees to share their conference experiences on social media. If you are active on Facebook, Twitter, Instagram, Snapchat or Whisper, this is the job for you.

Bloggers Row

Are you interested in being a writer or blogger? Want to help share the conference through the eyes of a Keystoner? As part of Bloggers Row, you'll report on conference events and your experiences at the conference. The blog posts will be shared for those not attending the conference so they can see firsthand what everyone is experiencing. If this opportunity is of interest to you, look for the application to participate as the conference gets closer.

Submit a Nomination for Advisor of the Year

Nominate someone for this special honor. Nominees must have been Keystone Club advisors for at least two years. The nominee must attend the conference. Applications will be posted on **www.myclubmylife.com** by Dec. 8, 2015.



CONFERENCE REGISTRATION AND ELIGIBILITY

Registration is limited to 2,500 Keystoneers and advisors. Everyone must register prior to the conference. **No registrations will be accepted at the conference.** Early-bird registration will open to all 2014-15 and 2015-16 Silver, Gold, Legacy Keystone Clubs on **Nov. 17, 2015**. Regular registration opens for 2014-15 and 2015-16 chartered Keystone Clubs on **Dec. 2, 2015**.

To be eligible to attend the conference, your Keystone Club must meet the following requirements:

1. All 2014-15 Chartered, Silver, Gold, Legacy Keystone Clubs are eligible to attend the conference. All current Keystone Clubs that charter or upgrade to Silver, Gold, Legacy before Dec. 31, 2015 will also be eligible to attend the conference.
2. Keystone Club members must be 14-18 years old at the time of the conference.
3. Keystone Club members must be accompanied and supervised by an advisor who is **at least 23 years of age**. A ratio of at least one advisor to every six Keystoneers is required. Advisors attending the conference should be paid Boys & Girls Club professionals, have at least one year of experience as a Keystone Club advisor and must have advised the attending Keystone Club for at least one year. The Keystone Club advisor named on the charter must accompany the group. No substitutions permitted. The advisor must attend all advisor sessions and must be prepared to stay out in the hotel hallways in the evenings to enforce the Keystoneers' curfew. All chaperones must have undergone a background check in accordance with BGCA's membership requirements.
4. Keystone Club delegates must:
 - Have been active Keystone Club members for at least six months
 - Have helped organize and/or participated in activities in each of the four focus areas of Keystoning
 - Be in good standing at the Club/Teen Center with no major disciplinary problems

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5. Organizations sending multiple Clubs to the conference should identify one staff member from their organization to serve as the primary contact for the entire group. When possible, a management staff member should be identified.

Advisor Duties

When a Keystone Club consists of both male and female members, it is **required** that at least two advisors, one of each gender, accompany the group to the conference. The conference behavior code for advisors and Keystoners **must be** submitted electronically as part of the online registration process. It is the advisor's responsibility to ensure all Keystoners are briefed on, sign and abide by this code of conduct. Advisor and Keystoner misconduct will be reported to the Club's CEO.

How to Register

Advisors who are eligible to attend the conference will receive an email invitation to register. This email will contain a direct link to the online registration page.

Parental Permission/General Waiver Advisors forms will be provided during the pre-confirmation stage of registration. Make two copies of the signed forms for each Keystoner. Mail, fax or email one copy to Boys & Girls Clubs of America.

Mailing address:

National Keystone Conference
1275 Peachtree St. NE, Atlanta, GA
30309-3506

Fax: 404.487.5840

Email: keystoneclubs@bgca.org

Bring and retain the second copy throughout the duration of the conference.

Your CEO and/or unit director will be copied, via email, on all correspondence and must reply to confirm his/her knowledge and approval of your Club's registration to attend this event. Clubs must submit a Parental Permission/General Waiver Form and a signed Conference Behavior Code for all attending Keystoners, and a signed conference behavior code for all attending advisors to BGCA's national office; pay all registration fees in full; and receive approval from the CEO and/or unit director to receive final confirmation.

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The Conference Behavior Codes for Keystoners and Advisors will be made available during the pre-confirmation stage of registration. All attending Keystoners and advisors must sign a behavior code. Make two copies of the signed behavior code. Mail, fax or email one copy to Boys & Girls Clubs of America.

Mailing address:

National Keystone Conference
1275 Peachtree St. NE, Atlanta, GA
30309-3506

Fax: 404.487.5840

Email: keystoneclubs@bgca.org

Bring and retain the second copy throughout the duration of the conference.

Cost

The registration fee is **\$135** per Keystoner and/or advisor. This fee includes admittance to conference workshops, all on-site activities, transportation to off-site events, select meals, the invitation-only Legacy and Gold Keystone Club social, an awards celebration, and a conference T-shirt and backpack. **REGISTRATION FEES ARE NON-REFUNDABLE.** This fee **DOES NOT** include the hotel cost.

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TRAVEL POLICY FOR BGCA-SPONSORED YOUTH EVENTS

All local organizations must follow this policy when attending a Boys & Girls Clubs of America sponsored youth event. In case a local organization's policies are less stringent than BGCA's policies, the local organization must follow BGCA's policies during the specific event.

- a. No Club member should travel to a BGCA-sponsored event alone.



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- b. During overnight travel, if members room with other youth, they shall be of the same gender and should be of similar age.
- c. Adult chaperones will stay in separate rooms from members. However, if a local organization's policy allows it, an adult chaperone may share a room with same-gender youth if there are multiple youth in the room. In such approved cases, the adult chaperone does not share a bed and written consent must be given by the youth's parents or guardians. Regardless of a local organization's policy, an adult chaperone shall not share a hotel room or other sleeping arrangements with a youth alone.
- d. Adult chaperones must be current employees of the local Boys & Girls Club, have successfully passed a criminal background check that is no more than 12 months old, and have been employed with the Boys & Girls Club for at least one year. The chaperone must be a full-time employee who is at least 23 years old, unless a local organization's policy allows part-time staff or those ages 21 to 22. In which case, written consent must be given by the youth's parents or guardians.
- e. Minimum ratio of one adult chaperone to six youth must be maintained.
- f. When only one adult chaperone and one youth travel together, the youth must have his/her parents' or legal guardian's written permission in advance to traveling alone with the adult chaperone. Reasonable efforts should be made to minimize the amount of time one adult is alone with a youth.
- g. All youth and chaperones must review and sign appropriate codes of conduct. Youth codes should be reviewed and signed by the parent or legal guardian, as well.

By attending this Boys & Girls Clubs of America sponsored event, the local Club is certifying that it has received the travel policy for BGCA sponsored events and met all requirements.

PLANNING YOUR CONFERENCE BUDGET

Air Travel

Air travel arrangements are the responsibility of attendees. The Dallas/Fort Worth International Airport (DFW) is the airport closest to the host hotel.

Hotel

Everyone attending the conference must stay at the Keystone Conference host hotel. The host hotel is the Omni Dallas Hotel. The group rate for all room types (single/double/triple/quad) for the conference is \$165, plus taxes and fees, for a grand total of \$183.15 per room per night.

Hotel registration instructions will be provided after your registration has been confirmed.

Ground Transportation

The Omni Dallas Hotel does not offer complimentary shuttle service. The following options and rates are available at surrounding airports. Be sure to check online for special pricing and discounts.

SuperShuttle

Approximate costs (not including driver tip) for a shared shuttle ride is \$18/person one way; \$36 round-trip. Reservations may be made online.

972-456-3128

<http://www.supershuttle.com>

City Shuttle

Approximate costs (not including driver tip) for a shared shuttle ride is \$16/person one way; \$32 round-trip. Reservations may be made online.

214-760-1998

<http://www.cityshuttle.net>

Go Yellow Checker Shuttle

Approximate costs (not including driver tip) for a shared shuttle ride is \$17/person one way; \$34 round-trip. Reservations may be made online.

214-841-1900

<http://www.yellowcheckershuttle.hudsonltd.net/res>

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Taxis are available on the upper level of Terminals A, B, C and E, and on the lower level of Terminal D without a reservation for an approximate cost of \$45.

Parking

On-site self-parking for all vehicle types is available for \$20 per day. The hotel parking lot can accommodate cars, 15-passenger vans, mini-buses and motor coaches.

Meals

Your conference registration includes a continental breakfast on Friday and Saturday mornings, plus appetizers during evening activities on Thursday* and Friday. Clubs should develop budgets that include all other meal costs. Advisors may want to distribute a daily meal allowance to their members for non-covered meals.

There are a number of eateries and restaurants within walking distance of the hotel. Local eateries will be printed in the conference program.

**Legacy and Gold Keystone Club members will also have appetizers on Thursday evening prior to the General Session at the Legacy and Gold Social (invitation only).*

Attire

Conference dress is business casual (collared shirts, blouses, khakis, slacks, skirts, dresses, comfortable shoes, etc.). Jeans, shorts and capris at an acceptable length; appropriate T-shirts; sweat-shirts and sneakers are acceptable to wear during evening activities. Keystoneers have the option to dress up for the Keystone Awards Celebration in celebration attire or they can wear Texas themed attire for the night. Attire for those who are registered for an off-site community service experience will be adjusted based on the nature of the service activity.

Weather

In Dallas, the average high temperature in March is 65°F to 72°F, and the average low is 46°F to 53°F degrees. Keystoneers and advisors should dress accordingly. Due to cool temperatures in the hotel and the city, Keystoneers are strongly encouraged to bring a light jacket or sweater to wear.



PREPARATION GUIDE

A Resource to Prepare Your Keystone Club Members for Their National Conference Experience

Background

The National Keystone Conference will provide you and your Keystoners with a memorable experience that will last a lifetime. Keystone Club advisors play an integral role in ensuring a positive conference experience for Keystone Club members. The following checklist will help you prepare your Keystoners before the conference, maximize your Keystoners' conference experience, and provide steps to help Keystoners incorporate what they learn from the conference into their local Keystone Club program. Each step is important. All advisors should implement each item on this checklist. The success of the conference and the quality of your Keystoners' experience depend on it.

BEFORE THE NATIONAL KEYSTONE CONFERENCE

Keystoners must abide by conference rules and exhibit the highest standards of personal excellence. Keystoners have been selected to attend the conference by meeting membership requirements of the Keystone program. Keystone Club members must be accompanied and supervised by a **lead advisor** who is at least **23 years old**. The minimum age for all other chaperones is 21. A minimum ratio of one advisor to every six Keystoners is required. At least one attending advisor from each organization should be a paid Club professional. Advisors must have advised the attending Keystone Club for at least one year. When a Keystone Club **consists of both males and females**, we require **two advisors – one of each gender** – to accompany the group to the conference. Keystoners must be at least 14 years old at the time of the conference. **All accompanying staff/volunteers must have undergone a criminal background check in accordance with Boys & Girls Clubs of America's membership requirements.**

Keystoners selected for this conference must have demonstrated leadership skills and:

- Been an active Keystone Club member for at least six months



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- Helped organize and/or participate in activities in each of the four focus areas of Keystone
- Be in good academic standing in school
- Be in good standing in the Club/Teen Center with no major disciplinary problems

Provide Keystoneers and all accompanying adults with a thorough understanding of the conference and its purpose.

The true Keystone Club experience begins with the year-round Keystone Club program offered at the local Boys & Girls Club. The experience teens gain in planning and organizing program activities, developing and participating in service projects, and enhancing leadership skills is an essential part of the Keystone program. Providing Keystoneers with a good year-round Keystone program will help them better understand and appreciate the National Keystone Conference.

The National Keystone Conference is a leadership forum that helps Keystoneers gain valuable knowledge and leadership experience. It is an honor and privilege to be selected as a conference delegate. Keystoneers are expected to actively engage in conference sessions and activities, foster new friendships, share ideas and feedback, and have fun.

Plan ways to involve Keystoneers in the conference. Review the conference registration packet with your Keystoneers. Register Keystoneers to attend an offsite experience. Encourage Keystoneers to attend the myclubmylife reporter training or serve on the social media crew to play an integral role in capturing special conference moments. Once Keystoneers commit to an assignment, stress the importance of following through. Details about Advisor of the Year, and myclubmylife reporter opportunities can be found in the conference preview and registration packet.

A glossary of terms describing conference features is enclosed in this guide.

Review the travel policy for BGCA-sponsored youth events. Such events require youth from local Boys & Girls Clubs and their chaperones to travel together, often including overnight stays. All local organizations must follow this policy when attending a Boys & Girls Clubs of America sponsored youth event. In case a local organization's policies are less stringent than BGCA's policies, the local organization must follow BGCA's policies during the event. The complete policy is included in the Conference Registration and Eligibility section of this document.

Review conference behavior standards with Keystoneers and all adult advisors/chaperones. The very highest standards of behavior are expected. Be sure Keystoneers and adults know they are expected to attend all sessions and briefings in their entirety, participate appropriately, abide by curfew, maintain a reasonable noise level, show respect for others, and dress

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appropriately for a hotel conference setting. Emphasize that the use of alcohol, tobacco (including e-cigarettes) and other drugs are expressly prohibited. Coed visitation and violent or sexual behavior will not be tolerated. Misuse of balconies (climbing over balconies to other rooms, yelling on balconies, etc.) will result in the immediate dismissal of the Keystone delegate. The CEO will be called, and the cost of early travel back to the delegate's destination of origin will be incurred at the organization's expense. In all other cases of serious misbehavior, a Keystone Club may be asked to leave the conference.

CEOs are ultimately responsible for their Keystoners and advisors. They will be notified if any major issue arises.

Meet with parents and/or guardians of Keystoners. Explain the nature and purpose of the conference, as well as behavior expectations. Make sure all parents know about travel arrangements, hotel accommodations, dates and times for departure and return, and are provided with this information in writing. Ask all parents to sign the Parental Permission and Emergency Medical Release forms, which will be provided during the registration process. Submit one copy for each Keystoner to Boys & Girls Clubs of America, and retain one copy of this form. Bring these forms to the conference. The appendix of the Conference Preparation Guide contains the Conference Behavior Code for Keystoners, the Conference Behavior Code for Advisors, a sample letter to parents, a sample letter to school officials, and a sample parent orientation outline.

Brief your unit director. Prior to the conference, review your travel plans and itinerary with your unit director. Provide the unit director with a written itinerary and telephone numbers where you can be reached.

Budget adequately for necessary travel expenses. However, **do not make flight plans or hotel reservations** until you have received conference registration confirmation.

Do not replace your Keystone Club advisor. If your Keystone advisor is not able to attend the conference for unforeseen reasons, the group should plan not to attend the conference. A replacement should not be made, as this significantly affects the supervision of Keystoners at the conference and the overall conference experience.



AT THE NATIONAL KEYSTONE CONFERENCE

Check room arrangements and familiarize Keystoners with the hotel. After check-in, meet with Keystoners, share room and emergency telephone numbers, and be sure accommodations are satisfactory. (It is a good idea to call the hotel to make certain your accommodations have been properly arranged before departing for the conference.) Walk through the hotel as a group to become familiar with the facility. Point out fire exits and review emergency evacuation procedures.

Revisit the Conference Behavior Code. Take a few minutes to review the Conference Behavior Code with your Keystoners. Discuss the dress code and behavior you expect all to display as representatives of your Boys & Girls Club. Help them understand their role as Keystone Club ambassadors. Each Keystoner who attends the conference must sign the Conference Behavior Code, and it should be returned to Boys & Girls Clubs of America.

Know where Keystoners are and be sure they know how to reach you at all times. Remember, your primary job is to supervise and provide support for your Keystoners. You are responsible for their safety and the quality of their experience both day and night.

Review the conference program and help your Keystoners identify sessions that will benefit them most. A variety of sessions will be offered on-site in the three breakout session tracks: Teen Issues and Answers – What's on my Plate, Keystone 2.0 – Finding your Gold, and Fun in the Club track – Believe in the Hype. Direct your Keystoners to the sessions that best fit their knowledge of Keystoning and overall experience, and record session choices in your conference program. Remind Keystoners to be on time for sessions and stay from beginning to end. Arrange to meet Keystoners at the end of the day to discuss their experiences and your own. If your Keystoners elect to serve in leadership roles at the conference, (e.g., reporter for myclubmylife, focus groups, etc.), check the conference program for dates and times of these special sessions and have Keystoners record this information in their programs.



Be a positive role model for Keystoneers. Attend all scheduled meetings for advisors and all advisor sessions, assist with conference tasks (e.g., security, traffic management, hospitality), observe all rules listed in the Conference Behavior Code for Advisors, dress appropriately for all conference sessions and activities, and abide by curfew along with your Keystoneers. Drinking and smoking (including e-cigarettes) are not allowed at the conference. **Do not leave the conference facility without your Keystoneers.**

Prepare Keystoneers for roll call. Each Keystone Club can have its Keystone chant videotaped upon conference check-in. Cheers should be **pre-rehearsed** and no longer than 30 seconds. Roll call is designed to build spirit and unity. Roll call will be shown on the hotel's television network. Spend time with your Keystone Club members to practice their chant prior to attending the conference.

AFTER THE NATIONAL KEYSTONE CONFERENCE

Meet with Keystoneers to evaluate the conference experience. Using the conference program as a guide, discuss the activities of each day. Allow Keystoneers to describe their experiences and what they learned. Solicit and record recommendations for next year's conference. Invite the CEO and unit director to sit in on this meeting. Ask your Keystoneers to complete the survey that will be emailed by your National Keystone co-advisors.

Identify ways Keystoneers can apply what they learn. Discuss with Keystoneers steps to improve their Keystone Club. Identify new service projects and fundraising ideas. Look at innovative programs and activities in each of the focus areas of Keystoneing. Plan ways to implement this year's National Keystone Project: Future Readiness. Discuss how Club members can keep in touch with Keystoneers they meet at the conference.

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Prepare and send appropriate thank-you letters. Have Keystoneers identify those individuals and groups that helped make their conference trip possible. Parents, financial supporters, travel arrangers and others who helped should receive thank-you notes from the Keystone Club.

Prepare a written report. The Club's CEO should prepare a report for the Club's board of directors. If possible, a Keystoneer can present the report directly to the board. The report can also be the basis of an article for the Club newsletter or local newspaper.

REMINDERS

1

Review conference materials and check the Keystone Online Community for regular updates.

2

Review behavior codes, Parental Permission & General Waiver Form, and submit signed copies to BGCA.

3

Orient parents.

4

Review progress with unit director.

KEYSTONE CONFERENCE GLOSSARY

Briefing

The orientation all Keystoneers and advisors must attend before participating in any conference activity. Briefing is part of conference check-in.

Conference Manager

The Boys & Girls Clubs of America staff member who coordinates all planning and work done by the steering committee.

Curfew

The time all Keystoneers must be in their own rooms.

Gamesroom

The room at the conference where social activities are based and attendees can get to know one another.

General Session

Usually the first session of each conference day, when all attendees gather in one place for a presentation by a special guest speaker.

Headquarters

The room at the conference where attendees receive information about conference activities and sessions.

Keystone Security

Advisors who patrol hotel hallways after curfew to make sure there are no disturbances.

National Staff

Staff members who work for Boys & Girls Clubs of America at national headquarters.



KEYSTONE CONFERENCE GLOSSARY (Continued)

Opening Session

A general session for all attendees that officially opens the conference and includes a welcome and roll call.

Roll Call

Part of the opening session during which videotaped chants by Keystone Clubs are presented, building spirit and unity.

Steering Committee

Composed of Keystoners on the Youth Steering Committee and their advisors on the Adult Steering Committee, this group plans the conference. The committee meets in the fall to plan the program and plays a major role in running the conference.

For additional information on how to best prepare your Keystone Club for this exciting opportunity, please contact Keystoneclubs@bgca.org



APPENDIX A

[type on Club letterhead]

National Keystone Conference Sample Letter to Parents

Dear **[Name of Parent]:**

We are pleased to inform you that **[name of Keystoner]** has earned the privilege of representing the **[name of your Club]** at the 2016 National Keystone Conference in Dallas, Texas on March 17-19, 2016. This privilege was earned based on **[detail how the Keystoner earned this honor]**. You should be very proud of your **[son's/daughter's]** achievement.

The National Keystone Conference is an opportunity for Keystoners to enhance their leadership skills and personal development. The conference brings together some 2,500 Keystoners and their advisors from Boys & Girls Clubs across the country and BGCA - Affiliated Youth Centers on U.S. Military Installations around the world to discuss the critical issues facing young people today. There will be **[number]** Keystoners attending the conference from the **[name of your Club]**. Supervision will be provided by **[name of adult advisor(s) and chaperone(s)]**. Your **[son/daughter]** will be rooming with **[names of roommates]** at the Omni Dallas Hotel, 555 S. Lamar, Dallas, Texas. 75202. Conference sessions and workshops will be held at the Omni Dallas Hotel and the Dallas Kay Bailey Hutchins Convention Center at 650 S. Griffin St. Dallas, Texas 75202.

Departure for the conference will be from **[location]** at **[time and date]**. We will arrive in Dallas at approximately **[time]**. We will travel by **[mode of transportation and names of drivers, if car or van is used]**. We will leave the conference on **[date and time]**. Keystoners will be returned to **[location]** at approximately **[time]** on **[date]**. While we are at the conference, **[name of unit director]**, **[specific title of unit director]** of **[name of Club]**, will be kept informed of daily activities. If you have any questions, you may contact **[name of unit director]** at **[work and home phone numbers]**.

A parent meeting is scheduled for **[date and location]** to discuss details related to the conference, answer questions, and introduce the adult advisor(s) who will accompany the Keystoners. Prior to the meeting, please:

1. Review the enclosed Conference Program Schedule.
2. Sign the enclosed Parent Permission and Emergency Medical Release Form, and return to me at the meeting.
3. Submit the enclosed letter with your signature to the principal of your child's school, and return the signed letter to me at the meeting.
4. Review the enclosed Conference Behavior Code for Keystoners with your **[son/daughter]**.

If you have any questions, please do not hesitate to call me at **[phone number]**.

Sincerely,

Keystone Club Advisor



APPENDIX C

National Keystone Conference Sample Parent Orientation Meeting Outline

- I. Welcome**
 - A. Introduce advisors and Keystoneers who will attend the conference
 - B. Explain purpose of meeting
- II. About The Conference**
 - A. Purpose and objectives
 - B. Program highlights
- III. Finances**
 - A. How Keystoneers raised money to attend the conference
 - B. What the conference will cost
 - C. Additional spending money (if needed)
- IV. Travel Arrangements**
 - A. Itinerary
 - B. Mode of transportation
 - C. Drivers
- V. Accommodations and Arrangements**
 - A. Hotel room accommodations
 - B. Rooming arrangements
 - C. Weather (appropriate clothing)
 - D. Emergency telephone numbers
- VI. Conference Rules**
 - A. Behavior codes for Keystoneers and advisors
 - B. Supervision by advisors
 - C. Other expectations and suggested conference attire
- VII. Forms Needed**
 - A. Parental Permission/General Waiver
 - B. School permission
- VIII. Questions**



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