

## FALL TRAINING CONFERENCE 2017

### Registration Guide

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#### DEADLINES:

**Early Registration:** Register online by **October 14, 2016** at \$143 per person

**Late Registration:** Register online after October 14, 2016 but before **October 21, 2016** at \$168 per person

Note: Payment (check), along with a copy of your FTC confirmation page(s) and a completed waiver and code of conduct form for each member, must be **RECEIVED** in the District office by the early or late registration deadline.

Cal-Nev-Ha Kiwanis District Office  
8360 Red Oak Street, Suite 201  
Rancho Cucamonga, CA, 91730

## THINGS TO KNOW

1. The club president or an assigned board member should be the **ONLY** person to register for the entire club.
2. Please gather all of the necessary information of all of your FTC attendees and fill out the provided Excel spreadsheet before registering online. There is a set limit of 30 minutes for the usage of the website. The necessary information includes:
  - Name, gender, email address
  - Vegetarian/gluten-free meal (Y/N)
  - New member (Y/N)
  - T-Shirt size
  - Current club office held
3. You will be required to submit a separate Sergeant-At-Arms volunteer form (can be found on the website; due **October 21, 2016**), and this Google form for your club's ride arrangements (<http://www.goo.gl/A7OjND>; due **November 1, 2016**).
4. We only accept a check as payment for registration fees. No credit card payment will be accepted. Please submit only **ONE** check to the District Office, made payable to *Cal-Nev-Ha Circle K*,
5. Waiver and Code of Conduct forms must be turned in with the payment!!
6. Members who are attending Fall Training Conference must be **DUES-PAID**. If some of the members are still in the process of being dues-paid, please send in the dues-paid confirmation page along with your payment and registration confirmation page to the district office by the deadline.
7. Each club is automatically allocated space for **20 individuals** (not including members serving on the FTC committee or the District Board). Please refer to the waitlist policy if you have more than 20 members interested.
8. No changes may be made to your registration once you complete the online registration process. If you need to make any changes, such as name changes, please email changes to Bruce Hennings at [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org) by **October 21, 2016**. No additional attendees may be added after October 21, 2016.
9. The conference registration price is per person and includes conference souvenirs, a conference t-shirt and the following meals: breakfast, lunch and dinner on Saturday and breakfast on Sunday.

**Commented [JL1]:** This line was confusing. Clubs actually don't need to send in confirmation page. Attendees just need to be dues paid by FTC

## WAITLIST POLICY

- Every club should register and submit payment for **ALL** members who are committed to attend FTC.
- The first 20 names submitted per club will be allocated a spot at FTC. This number does NOT include any District Board members, the Subregion B Trustee, any International representative from outside the CNH District, recognized members of the FTC Committee, or advisors (Faculty and Kiwanis).
- Any number beyond the allocated 20 spots will be placed on a waitlist.
- Members must register with their home club (e.g., members of UCLA Circle K may not be registered under USC Circle K.)
- All registered members, waitlist or not, must be dues-paid members of Circle K International.
- After the registration deadline passes, we can then determine how many people on the waitlist we can accommodate and contact the clubs accordingly.
- In the case that we are unable to accommodate anyone on the waitlist, full refunds will be issued.
- Clubs CANNOT register additional attendees after registration close, even if the general capacity is not reached.

**Cancellation** must be submitted in writing by emailing Bruce Hennings at [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org) by **October 21, 2016**. There will be a \$10 process fee per cancelled registration.

### **To Swap Members WITHIN the Same Club:**

A club may exchange members by emailing Bruce at [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org). Please list and specify the names of both the member dropping out and the member that will be replacing him/her. Name exchanges must be submitted before **October 21, 2016**. Last-minute exchanges thereafter may only be made due to emergencies, and may only be made with the same gender from the same club because the camp requires each cabin to be limited by gender, and the housing assignments will have already been arranged.

## REGISTRATION INSTRUCTIONS

If you are ready to begin, please click on the registration website:

<https://KiwanisCNHFoundation.formstack.com/forms/ckftc>

### PART 1:

Read the Governor's welcome by Lawrence Sahagun, then press "Next >>".

Our District Fall Training Conference Chair, Claire Lee, and her committee has been hard at work to plan this tropical getaway for you, so I am excited to see everyone in attendance and witness what it means to be a member of CKI and share memories that will last the test of time. Come check out this experience for yourself! Mahalo and see you soon!

In the spirit of service,

Alex D. Nguyen

Next »

### PART 2:

Read through the instructions and download the Excel template!!

## Instructions

Before beginning the registration process gather all of the necessary information to include:

- The name and email address of every member attending
- Your members current club office held
- Your members t-shirt sizes
- How many vegetarians are in your group

Please note: You must use the excel template provided by the District Office to list all conference attendees, as well as the required information for each attendee. [Click here](#) to download the template and save the file using your school name as the file name. For example, UC Berkeley.

### Within the Excel Sheet:

|   | A   | B          | C         | D     | E      | F           | G                              | H                         | I                          | J                     | K           | L            | M      | N | O | P | Q | R | S | T |
|---|---|------------|-----------|-------|--------|-------------|--------------------------------|---------------------------|----------------------------|-----------------------|-------------|--------------|--------|---|---|---|---|---|---|---|
| 1 | <b>Instructions -</b><br><b>STEP 1:</b> Save this file by adding "_Club Name" to the file name. For example: 2016 CKI FTC_UC Santa Cruz. Please do not reformat this file in any way.<br><b>STEP 2:</b> Complete the fields below before registering your members online. Please list all members who are committed to attending FTC. Please note the number of members listed below must match the number of members you register on the online registration site.<br><b>Things to Note:</b> Each club is automatically guaranteed space for <b>the first 20 individuals listed</b> on this spreadsheet. Additionally, if any of your members serve on the FTC Committee or serve on the District Board, they too are guaranteed a spot at FTC. These individuals do NOT count as part of the 20 member per club limit.<br>If you have more than 20 members who are committed to attending FTC, you must list these members as well on this spreadsheet AND pay registration fees for these members. Your additional members will be placed on a wait list. You will be notified prior to FTC if space permits us to register your additional members. If your members cannot be guaranteed a spot due to space restrictions, you will receive a refund for these members.<br>If you have any questions about the FTC registration process, please email Bruce Hennings; bruce@cnhkiwanis.org. |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |
| 2 |   |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |
| 3 |   | First Name | Last Name | Email | School | Office Held | Please note any food allergies | Vegetarian Meal Required? | Gluten-free Meal Required? | FTC Committee Member? | New Member? | T-Shirt Size | Gender |   |   |   |   |   |   |   |
| 4 | 1   |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |
| 5 | 2   |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |
| 6 | 3   |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |
| 7 | 4   |            |           |       |        |             |                                |                           |                            |                       |             |              |        |   |   |   |   |   |   |   |

1. Read the instructions
2. Fill out the gathered information for each member in the cells.
3. Save the Excel file as "2017 CKI FTC\_Club Name"
  - For example: 2017 CKI FTC\_UC BERKELEY

### PART 3:

Once you fill out the Excel spreadsheet and close it, press "Next >>" on the website from the instruction page and read through these listed things that you should know one more time. They should be pretty similar to the information included in this guide.

## Things to Know

Please be aware that for security reasons, there is a 30 minute time limit on registering. If the registrations are not completed within 30 minutes the system will time out and force you to begin again. For this reason, it is imperative you complete the excel spreadsheet **before** beginning the registration process.

1) Please note we only accept a check as payment for registration fees. No credit card payment will be accepted. Please submit to the District Office ONE check, made payable to *Cal-Nev-Ha Circle K*, with a copy of your FTC confirmation page(s) and a completed waiver and code of conduct form for each member.

2) Payment must be received in the District Office by October 14, 2016 (Early Registration) or by October 21, 2016 (Late Registration):

Kiwanis District Office, 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608

#### **PART 4:**

Read through this reminder regarding fees and deadlines and press “Next >>”

## **Fees**

Early Registration: Register online by October 14, 2016 at \$143.00 per person.

Late Registration: Register online after October 14, 2016 but before October 21, 2016 at \$168.00 per person.

THE REGISTRATION SYSTEM WILL CLOSE AT 11:59 PM ON OCTOBER 21, 2016 AND NO REGISTRATIONS WILL BE ACCEPTED AFTER THIS DATE.

#### **PART 5:** You are now on the registration page!

1. Enter the information for your club’s primary contact

## **Registration**

### **Step 1 - Indicate the Club Contact**

Please complete the fields below, listing the name of the person completing this form. This person will receive all confirmations/communications for this club.

To register club members, select the appropriate quantity under Step 2 and upload your excel registration list using the District provided template in Step 3.

If the person listed below as your club’s contact is attending FTC, then be sure to include this person in both the quantity count and in the excel spreadsheet.

**Name\***

First Name

Last Name

**Email\***

2. Scroll down to step 2 and indicate the # of members that are committed to attending FTC under either early registration or late registration

### Step 2 - Register Your Club Members

#### Early Registration

If registering ON OR BEFORE October 14, 2016, please indicate from the drop-down field on the right the number of members committed to attending FTC. Please note the next step will ask you to upload a spreadsheet containing a list of all members attending FTC. The number of names on the spreadsheet MUST match the quantity selected at the right.

\$ 143.00

Quantity: 1

#### Regular Registration

If registering ON OR AFTER October 15, 2016, please indicate from the drop-down field on the right the number of members committed to attending FTC. Please note the next step will ask you to upload a spreadsheet containing a list of all members attending FTC. The number of names on the spreadsheet MUST match the quantity selected at the right.

\$ 168.00

Quantity: 1

Discount Code for VIP's

[Apply Discount](#)

3. Scroll down to step 3 and upload the Excel spreadsheet with all the member's information. Make sure the # of members on the Excel spreadsheet match the # you put for early and late registration.

### Step 3 - Upload Your Registration List

Please upload an excel spreadsheet with the names of all club members attending FTC. Please note, the number of names listed on this spreadsheet MUST match the number of "tickets" selected in the previous question.\*

No file chosen

## Fall Training Conference

November 4-6, 2016

Old Oak Ranch | 15250 Old Oak Ranch Road | Sonora, CA 95370 | (209) 532-4295

[Click here](#) for directions to Old Oak Ranch

*Note: Directions from Google or Mapquest tend to be inaccurate. Use the link above for the most accurate directions.*

[« Previous](#)

[Submit Form](#)

Review the information you inputted on the page, and then press "Submit Form". You should receive an **email confirmation** shortly after. Be sure to print out the confirmation page that is sent to the email as you will need to mail it in. This concludes the ONLINE portion of registration!

If after you've submitted your club's registration you determine additional members would like to attend, please do NOT add to this list. Instead, complete a second list with only the names of the additional student(s).

## **RESOURCES**

1. Fall Training Conference website: <http://ftc.cnhcirclek.org>
  - Applications and forms for Campfire Skits & Talent Acts, DJ, Workshop Hosts, Team Captain, Media Committee, Program Ads, Opening Slideshow Submissions
  - Driving directions to the campsite
  - Waiver and Code of Conduct form
  - SAA form
  - Financial Assistance Guide
  - Packing List
2. If you have any questions regarding the website or any questions regarding logistics of registration, you may email the following:
  - Fall Training Conference Chair, Lindon Tran | [ftc@cnhcirclek.org](mailto:ftc@cnhcirclek.org)
  - Registration Chair, Tiffany Nguyen | [ftc.register@gmail.com](mailto:ftc.register@gmail.com)
  - Kiwanis SLP Director, Bruce Hennings | [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)



## **FREQUENTLY ASKED QUESTIONS**

### **What is a new member?**

A new member is a newly registered member from Winter 2016, Spring 2016, Summer 2016, or Fall 2016. Transferring students are eligible, but the first statement must apply.

### **Are meals included in the price?**

Yes, attendees will be provided 3 meals on Saturday and breakfast on Sunday.

### **What happens if I arrive late to FTC?**

Registration closes at 12AM on Friday, but will reopen the next day at 6AM. You will be able to find housing locations posted on the door to the lobby.

### **How should I pack for FTC?**

Keep in mind that the weather in Sonora will be cold! The packing list can be found on the website.

### **How many SAAs does my club need?**

Each club will be expected to register a minimum of 2 SAAs, plus an additional SAA for every 4 members that attend. Review the SAA form for more detailed information.

### **When can my club sell our spirit items / t-shirts?**

Each club can sign up to sell merchandise during Saturday Night Activities! Contact \_\_ for more information.

### **Do faculty/Kiwanis advisors need to register? If yes, how?**

Yes! Both advisors need to turn in waivers and code of conduct forms. They can either register with their Circle K club (preferred) or register on their own.

**Commented [JL2]:** Another FAQ is about when clubs can sell their spirit items. The answer is Saturday night

**Commented [JL3]:** Another FAQ is that advisors (Kiwanis/faculty) also need to turn in waivers and code of conducts

**Commented [JL4]:** Another FAQ: How do Kiwanis/faculty advisors register for FTC? They can either register with their Circle K club (preferred) or register on their own.

## CHECKLIST

### What to send in to the district office:

1. Confirmation page of online registration
2. Written check payable to Cal-Nev-Ha Circle K
3. Waiver form and Code of Conduct form for each attending member
4. If applicable, confirmation page for dues-paid membership

### What to fill out before Fall Training Conference:

1. SAA form (due **October 21, 2016**)
2. Ride arrangements Google form: <http://www.goo.gl/A7OjND> (due **November 1, 2016**; please have **one person** from your club fill this out)

### Arrival at Fall Training Conference:

1. Head to the registration tables according to last name and check in. You will also receive a t-shirt and souvenirs at a separate table.
2. There will be a separate table for drivers to check in and receive their parking passes.

## DRIVER REMINDERS

Please pass this information along to your club's driver(s)!

1. Make sure all the drivers from your club are listed on the Google form. Once on site, the drivers will be able to check in at the drivers' table and get a parking permit for their dashboards. They will receive it after registering.
2. Drivers should get proper rest both before and during in order to drive to the site and home safely.
3. Please park only where directed! Directions are posted on the FTC website to help guide drivers to the campsite.
4. The GPS is not a reliable source so please make sure to use the posted directions along with a set of printed directions from Google maps if needed. There will be posters to help guide you up the mountain.
5. Drivers who have arrived safely will have their names put into a raffle for a gas gift card.
6. Make sure at least one passenger is awake during the car ride!
7. **DRIVE SAFELY!!!!!!!!!!**

**THANK YOU** for using this resource to help register your club for Fall Training Conference!

If you need to contact the Fall Training Conference chair or any one of the FTC committee members, please feel free to email us using the contact information provided below.

**Contacts:**

Fall Training Conference Chair, Lindon Tran | [ftc@cnhcirclek.org](mailto:ftc@cnhcirclek.org)  
Executive Assistant, Edward Huang | [ftc.execassistant@gmail.com](mailto:ftc.execassistant@gmail.com)  
Executive Assistant, Allen Pham | [ftc.execassistant@gmail.com](mailto:ftc.execassistant@gmail.com)  
AV & Technology, Jonathan Chu | [avtech.ftc@gmail.com](mailto:avtech.ftc@gmail.com)  
Campfire, Cecilia Nguyen | [ftc.campfireskits@gmail.com](mailto:ftc.campfireskits@gmail.com)  
Decorations (Backdrop), Olivia Chang | [ftc.decorations@gmail.com](mailto:ftc.decorations@gmail.com)  
Decorations (Centerpieces), Alyssa Quy | [ftc.decorations@gmail.com](mailto:ftc.decorations@gmail.com)  
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Workshops, Alondra Covarrubias | [ftc.workshops@gmail.com](mailto:ftc.workshops@gmail.com)  
Workshops, Andrea Famularcano | [ftc.workshops@gmail.com](mailto:ftc.workshops@gmail.com)

