

FALL TRAINING CONFERENCE 2018

Registration Guide

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DEADLINES:

Early Registration: Register online by **Thursday, October 11, 2018** at \$150 per person

Late Registration: Register online after October 11, 2018 but before **Thursday, October 18, 2018** at \$175 per person

Note: Payment (check), a copy of your FTC email confirmation page, and a completed waiver and code of conduct form for each member must be **RECEIVED** in the District office (NOT sent/postmarked) 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, email address, gender**
 - **Current club office held**
 - **Food allergies**
 - **Vegetarian or gluten-free meal (Y/N)**
 - **New member (Y/N)**
 - **T-Shirt size**
3. You will be required to submit a separate SAA volunteer form (can be found on the website; priority registration due **Wednesday, October 11, 2018**, final registration due **Thursday, October 18, 2018**), and this Google form for your club's ride arrangements (<https://goo.gl/forms/01JG7odFKDMKKfWo2>; due **Sunday, October 21, 2018**).
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**. Be sure all attending members are officially registered by the start of the conference.
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 by **Thursday, October 18, 2018**. No additional attendees may be added after Thursday, October 18, 2018.
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.



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 closes, even if the general capacity is not reached.

Cancellation must be submitted in writing by emailing Bruce Hennings at bruce@cnhkiwanis.org by **Thursday, October 18, 2018**. 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. 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 **Thursday, October 18th, 2018**. 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 Manuel Santiago, then press "Next >>".

The Fall Training Conference Chair, Cecilia Nguyen, and the 2018-2019 Fall Training Conference Committee have been working non-stop to create a unique and memorable experience that will be Fall Training Conference 2018! So grab your coupon booklets, snatch your reusable bags, and get ready for the grocery trip of a lifetime to Old Oak Ranch in Sonora, CA! On behalf of the 2018-2019 District Board and Fall Training Conference Committee, we can't wait to see what fresh memories you'll produce at Fall Training Conference 2018: 100% Fresh!

In dedication and service,

Manuel Santiago

2018-19 Cal-Nev-Ha Circle K District Governor"

PART 2:

Read the things to know and download the Excel template!!

Things to Know

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, Sacramento State.



Within the Excel Sheet:

Instructions -													
STEP 1: Save this file by adding "_Club Name" to the file name. For example: 2018 CKI FTC_Orange Coast College. Please do not reformat this file in any way.													
STEP 2: 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.													
Things to Note: Each club is automatically guaranteed space for the first 20 individuals listed 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.													
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.													
If you have any questions about the FTC registration process, please email Bruce Hennings; bruce@cnhkiwanis.org.													
First Name	Last Name	Email	School	Office Held	Please note any food allergies	Vegetarian Required?	Gluten-free Meal Required?	FTC Committee Member?	New Member?	T-Shirt Size	Gender		
1													
2													
3													

1. Read the instructions.
2. Fill out the gathered information for each member in the cells.
3. Save the Excel file as "2018 CKI FTC_Club Name"
 - For example: 2018 CKI FTC_UC BERKELEY

PART 3:

Once you fill out the Excel spreadsheet and close it, read through the listed things that you should know one more time. They should be similar to the information included in this guide. When you are done, click "Next >>".

4) No changes may be made to your registration once you complete the on-line registration process. If you need to make any changes, such as name changes, please email changes to Bruce Hennings at bruce@cnhkiwanis.org.

5) Cancellation must be submitted in writing by emailing Bruce Hennings at bruce@cnhkiwanis.org by October 18, 2018. There will be a \$10 fee (per person) to process cancelled registrations.

6) To Swap Members WITHIN the Same Club:

A club may exchange members by emailing Bruce at 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 18, 2018. 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.

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PART 4:

Read through this reminder regarding fees and deadlines and press "Next >>".

Fees

Early Registration: Register online by October 11, 2018 at \$150.00 per person.

Regular Registration: Register online after October 11, 2018 but on or before October 18, 2018 at \$175.00 per person.

THE REGISTRATION SYSTEM WILL CLOSE AT 11:59 PM ON OCTOBER 18, 2018 AND NO REGISTRATIONS WILL BE ACCEPTED AFTER THIS DATE.

PART 5: You are now on the registration page!

1. For step 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*



- For step 2, indicate the number 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 11, 2018, 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.

\$ 150.00

Quantity: -- ▾

Regular Registration

If registering ON OR AFTER October, 11, 2018, please indicate from the drop-down field to 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.

\$ 175.00

Quantity: -- ▾

- 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 or 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 2-4, 2018

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.



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!

****NOTE**** 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, Cecilia Nguyen | ftc@cnhcirclek.org
 - Registration Chair, Numfon Vilay | ftc.register@gmail.com
 - Kiwanis SLP Director, Bruce Hennings | bruce@cnhkiwanis.org



FREQUENTLY ASKED QUESTIONS

What is a new member?

A new member is anyone who is attending Fall Training Conference for the very first time! Registered new members will be able to participate in the New Member Induction Ceremony on Saturday night. If you will be a first-time FTC attendee, make sure to let your president/treasurer know so they can register you to participate in the ceremony.

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.



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

What to fill out before Fall Training Conference:

1. SAA form (**October 11 for priority registration, October 18 for final registration**)
2. Ride arrangements Google Form/Sheet:
 - a. Google Form: <https://goo.gl/forms/l20suY3sbWR2EPzn2>
 - b. Google Sheet: https://docs.google.com/spreadsheets/d/1iLuFL-7nU_KCOb35szsi1GG33tcHd-LAzSdOkLzctlw/edit?usp=sharing
 - c. This will be due **Sunday, October 21, 2018**. 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 the convention in order to drive to the site and back 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 (preferably front seat) 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, Cecilia Nguyen | ftc@cnhcirclek.org
Executive Assistant, Josephine Molina | ftc.execassistant@gmail.com
Executive Assistant, Tiffany Nguyen | ftc.execassistant@gmail.com
Campfire, Aaron Lee | ftc.campfireskits@gmail.com
Decorations (Backdrop), Scott Le | ftc.decorations@gmail.com
Decorations (Centerpieces), Jonash Poyaoan | ftc.decorations@gmail.com
Entertainment & Dining, Aaron Tse | ftc.entertainments@gmail.com
Graphics, Olivia Chang | ftc.graphics@gmail.com
Media, Andy Nguyen | ftc.mediachair@gmail.com
Program, Katherine Hoang | ftc.programs@gmail.com
Registration, Numfon Vilay | ftc.register@gmail.com
SAA, Alex Kwong | ftc.saachair@gmail.com
Team Activities, Kevin Ngo | ftc.teamactivities@gmail.com
Team Activities, Ethan Wynne | ftc.teamactivities@gmail.com
Workshops, Calvin Ly | ftc.workshops@gmail.com
Workshops, Khoa Vinh | ftc.workshops@gmail.com



