

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL: UHS Date: 1/24/2023

DEPARTMENT: Theatre Account: 2077

VENDOR: Hayden Production Services Amount: Not to exceed \$15,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Lighting equipment rental for UHSPAC production of Mamma Mia

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Melissa Hannon

SIGNATURE: Melissa Hannon

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL: Union High School Date: 1/24/23  
DEPARTMENT: Clubs at Union High School Account: 46  
VENDOR: New Jersey Key Club Amount: 3,790  
<sup>Max</sup>

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Payment for Key Club Convention in Princeton (DECON)  
The field trip is 3/24 - 3/25. Students will submit payment  
for trip to Union High School (to our club account)

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Stefanie Courtney

SIGNATURE: Stefanie Courtney

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date: \_\_\_\_\_

# GREETINGS FROM YOUR District Governor

**Hello New Jersey Key Club Members,**

I am so excited to invite you to the sweetest celebration of the year, our 77th annual District Educational Conference hosted by the New Jersey District Of Key Club International. So get excited to explore the sweetness of service as we walk through Candyland on March 24th & 25th at the Hyatt Regency Hotel in Princeton.

The District board has been working hard to plan our largest celebration of the year. We are so excited to celebrate all your hard work with our district project, advocacy focus, and everything in between!

DECON is more than a celebration of service. It is an opportunity to meet new people, make lasting connections, and experience an exciting event with people who share a common passion with you. When I attended my first DECON in 2022, I was left with lasting memories that I still vividly remember, like meeting some of my best friends!

Candy canes, lollipops, and service galore. I cannot wait to see you all in DECON 2023. Please don't hesitate to reach out with any questions or concerns.

Yours in Caring and Service,

**Jose Suarez Gonzalez**

District Governor

New Jersey District

Key Club International

[jsuarezgonzalez@njkeyclub.org](mailto:jsuarezgonzalez@njkeyclub.org)

## OVERVIEW

# Registration Instructions

## Key Points:

- Registration is due Wednesday, March 1, 2023.
- Pricing is as follows  
**Registration (per person): \$182 per person**  
**Housing (per person): Quad- \$32; Triple- \$43; Double- \$64; Single- \$128**
- Registration materials postmarked after Wednesday, March 1, 2023 will be considered late and will be subject to room availability.
- Full payment or Purchase Order must accompany your club's registration. Please contact Andrew DeFelice ([adefelice@njkeyclub.org](mailto:adefelice@njkeyclub.org)) with any questions and BRC/W9 requests.
- On-Site Registration begins Friday at 9:30AM and will continue until 12:30PM.
- There are no refunds for DECON 2023.

## Instructions:

- Complete the online registration process at <https://fs6.formsite.com/NJKeyClub/2023DECON/index.html>
- Complete medical, code of conduct, and COVID-19 liability waiver forms  
Each Key Clubber must submit completed medical, code of conduct, and COVID-19 liability waiver forms through the online system. Have the parent/guardian of each Key Clubber review and sign the medical, code of conduct and liability waiver forms. Please ensure the information is complete and accurate. Chaperones/advisors must also submit a completed medical form through the online system. Advisors/chaperones should submit their completed Statement of Assurance through the online system and be prepared to present a copy during registration.
- Include payment  
The payment amount is shown on the invoice generated by the online system.  
Payment Options: Credit Card, Check or Purchase Order  
Credit Card: Credit cards will be processed through the online system.  
Check: Make checks payable to "New Jersey Key Club" and mail to the address included on your invoice along with a copy of your Registration Summary Form.  
Purchase Order: An invoice will automatically be generated by the online system when you submit your registration information.

## ADVISORS

# What to Expect at DECON 2023!

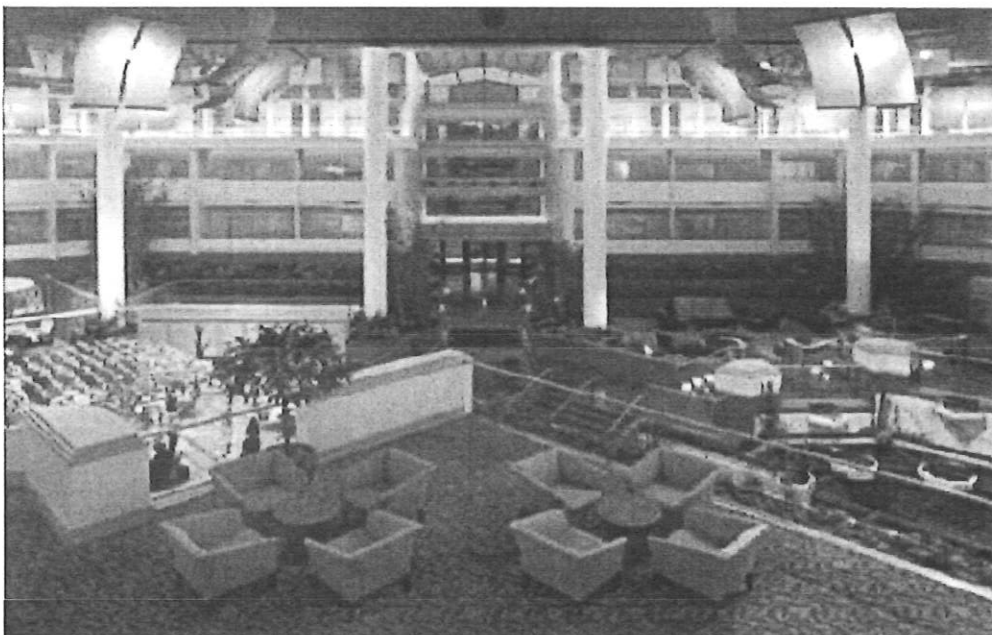
All registration materials must be submitted in the online system no later than **Wednesday, March 1, 2023**. Please follow the instructions below to register your club through the online system. In addition, if paying by check or purchase order, the Purchase Order must be RECEIVED by the registration deadline. **To ensure time for you to organize and complete all the registration materials for your club in the online system, it is highly recommended that you set a deadline for your students much sooner.**

As you arrive, proceed to the first floor of the Convention Center to the **Princeton Room** for registration. In response to conference feedback, only candidates will need to change into business attire for caucusing on Friday. All other Key Clubbers are encouraged to wear spirit gear on Friday Afternoon.

Business attire is required for the Recognition Session on Friday Night.

For safety reasons, please remember that Key Club Members may not leave their assigned hotel after curfew and advisors must confirm students are in their assigned rooms before retiring for the evening. Also, it should be noted that advisors are ultimately responsible for the safety and welfare of their students throughout the conference including enforcement of the Code of Conduct. Violations of the Code of Conduct must be reported to the District Administrator immediately.

Again, advisors and chaperones, YOU are responsible for the students from YOUR club.



# Conference Schedule (Subject to Change)

**Friday, March 24, 2023**

10:00 AM – 12:00 PM	Attendee Registration and Check-In
10:00 AM - 12:00 PM	Contests and Awards Entry Drop-Offs and Sign-Ups
11:30 AM - 12:00 PM	District Officer & International Endorsement Candidate's Meeting
11:30 AM - 12:00 PM	Sergeant-At-Arms Orientation
12:00 PM - 2:30 PM	Opening Session and Lunch
2:30 PM - 4:00 PM	Caucuses
4:00 PM – 4:30 PM	Check into Rooms
4:30 pm – 5:00 pm	Workshop 1
4:30 PM – 5:30 PM	Oratorical Contest
4:30 PM – 6:00 PM	Talent Show
5:05 PM – 5:35 PM	Workshop 2
5:30 PM – 6:30 PM	Impromptu Essay Contest
5:30 PM – 6:45 PM	Contest Judging
5:40 PM – 6:10 PM	Workshop 3
5:40 PM – 6:45 PM	Advisors' Meeting
6:15 PM – 6:45 PM	Workshop 4
7:00 PM - 10:00 PM	Recognition Session & Dinner
10:30 PM – 11:45 PM	Dance
12:00 AM	Curfew

**Saturday, March 25, 2023**

8:00 AM – 10:00 AM	Breakfast Buffet
9:15 AM	Certification of Delegates
9:30 AM – 11:15 AM	House of Delegates
10:00 AM – 11:00 AM	Service Project
11:00 AM – 11:45 AM	Check Out of Rooms
12:00 PM – 2:30 PM	Closing Session and Lunch
3:00 PM	2023-2024 District Board Meeting

**March 1, 2022 - Registration Submission Deadline**

I. This will authorize the Treasurer of the UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT

Pay \$ <sup>Max</sup> 3,790 to the order of New Jersey Key Club

Charge to CLUB ACCOUNT: Key Club Acct.No. 46

Purpose: Payment for DECON (key club convention)

Key Club  
Club Name <sup>to</sup>

Stephanie [Signature]  
Club Advisor Signature

II. Account Balance: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

III. Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal – Signature

IV. Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_