

CONFIRMATION PACKET

KEY CLUB
BREAK
THROUGH



Congratulations!

You have been selected to attend the Breakthrough experience this year taking place in both Miami, Florida and New Orleans, Louisiana. There were more than 150 applications. To have been selected is an honor and comes with the responsibility of positively representing Key Club as you're serving and learning in these cities. Your application showed you were up to this task; we hope you are as excited about this opportunity as we are!

To get the most out of your experience, be sure to review the confirmation packet in full and complete the necessary forms in advance of our time together. Share this information with your family, as well.

Get Breakthrough updates at keyclub.org/breakthrough.



KEY CLUB® BREAK THROUGH



Give us one week to change your life forever.

Breakthrough is a service immersion program created for Key Club members who have served in leadership positions within their club, high school or community. During this week, students will learn the importance of service to people and communities, gain an understanding of the legacy it leaves and reflect on the various service experiences they've had in their lives and how it has changed and shaped them as individuals. Along the way, we hope to instill in them a lifelong passion for serving others and improving the world.

January 1–7, 2018

Miami, FL | 40 students New Orleans, LA | 20 students

Applications will be available this fall at keyclub.org/breakthrough

Breakthrough is a grant-funded program. Participants are only responsible for travel costs, less a \$150 travel stipend to apply toward their travel expenses. All other costs, including lodging and meals, are funded through the grant.

Breakthrough gives students an opportunity to:

- Serve others in an urban environment.
- Learn from business, social service and political leaders.
- Develop a better understanding of who they are as individuals.
- Understand the legacy they are leaving on their school, community and world.



SCHEDULE & TRAVEL



Participants will receive specific schedules with service sites closer to the event. A generic schedule is below.

SUNDAY, NOVEMBER 5

acceptance of position due; email breakthrough@kiwanis.org

FRIDAY, DECEMBER 1

deposit, medical form, and confirmation sheet to be postmarked; mailed to Dick Peterson

SUNDAY, DECEMBER 10

pre-program electronic update

FRIDAY, DECEMBER 15

travel arrangements due; email breakthrough@kiwanis.org

MONDAY, JANUARY 1

Participants will need to arrive by 4 p.m. local time. Each participant will schedule their own travel and receive their travel stipend on site.

TUESDAY, JANUARY 2–SATURDAY, JANUARY 6

Each day, service will be scheduled for 6-8 hours and there will be a couple of hours of curriculum to cover. All three meals will be provided each day.

SUNDAY, JANUARY 7

Departures on own as both sites will be staying at an airport hotel on the previous night. Each participant will be responsible for arranging their own time on the hotel-provided shuttle schedule.



Each participant will schedule their own travel.

MIAMI, FLORIDA



FLYING

If flying, participants must arrive into Miami International Airport (MIA) between 10:00 am and 4:00 p.m. EST on January 1, 2018, and departures can take place anytime on January 7, 2018 before 2 p.m. EST.



DRIVING

If driving, participants must arrive by 4:00 p.m. EST to the Courtyard Miami Airport. Keys will be collected from any drivers for the duration of the event. Please contact breakthrough@kiwanis.org, if you're planning to drive.



BUS

If traveling by bus, Greyhound has a stop connected to the Miami International Airport rental car center. If using this option, please arrive to the stop at MIA rental car center by 4 p.m. EST. Departures can take place anytime on January 7, 2018 before 2 p.m. EST.

NEW ORLEANS, LOUISIANA



FLYING

If flying, participants must arrive into Louis Armstrong New Orleans International Airport (MSY) between 10:00 am 4:00 p.m. CST on January 1, 2018, and departures can take place anytime on January 7, 2018 before 2 p.m. CST.



DRIVING

If driving, participants must arrive by 4:00 p.m. CST to Camp Restore. Keys will be collected from any drivers for the duration of the event. Please contact breakthrough@kiwanis.org, if you're planning to drive.



BUS

If traveling by bus, Greyhound has a stop in New Orleans between the airport and conference center. Please arrive to that stop by 4 p.m. CST. Departures can take place anytime on January 7, 2018 before 2 p.m. CST.

DURING THE PROGRAM

All transportation in the city will be facilitated by the staff attending the program. There will not be any use of public transit.

WHAT TO PACK



The official Key Club International dress code will be in effect during Breakthrough as requested by staff and noted on schedules. All participants are expected to abide by the dress requirements.

BUSINESS CASUAL

Slacks, collared shirts and non-athletic shoes for boys; and slacks, skirts, blouses or collared shirts and non-athletic shoes for girls.

CASUAL

Shorts or jeans, collared shirts, sweatshirts or approved T-shirts and casual footwear, such as athletic shoes or sandals, are appropriate for boys; and shorts, skirts, skorts or jeans, collared shirts, sweatshirts or approved T-shirts and casual footwear, such as athletic shoes or sandals, for girls. You'll wear these items to the nightly learning sessions and around the conference center and hotel.

CASUAL WORK ATTIRE

This is the same as casual except these clothes can get ruined and you won't be upset. We might be painting or in the mud. Don't plan to wear your favorite key club t-shirt on a work day. Also, close-toed shoes are required on all work days.

At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be permitted. Remember to wear your name badge for all events.

NOTE

Please remember when packing that the weather in Miami and New Orleans this time of year is typically in the high 70s during the day and mid 50s during the evenings. We highly recommend packing two outfits per day. During the service projects, you will get dirty so please keep that in mind when choosing your wardrobe.

ELECTRONICS

There is no need for laptops or tablets on this trip unless you have schoolwork to complete. No one will be able to watch your belongings at the service sites, as we'll all be doing the service together. Phones and cameras are permitted. However, expect there to be times and places when you cannot take photos out of respect for those being served.

MONEY

Participants will receive sufficient cash for meals upon arrival. All other meals will be eaten together and are covered. Participants and their families can decide how much petty cash if any to take to the Breakthrough program. There will be limited opportunities to shop during the event.

PACKING LIST

TOILETRIES

- Shampoo
- Conditioner
- Body soap
- Face wash
- Deodorant
- Contact solution
- Contact case
- Glasses
- Glasses case
- Medicines

EXTRAS

- Sunscreen
- Bug spray
- Sunglasses
- Water bottle
- Rain jacket
- Umbrella

SHOES

- Closed-toe shoes (2 pairs)
- Sandals for showering
- Business casual shoes

ATTIRE

- Casual attire (4-6 days)
- Casual work attire (4 days)
- Business casual outfit (1 day)
- Appropriate sleepwear
- Appropriate attire to & from shower
- Swimsuit (keep modesty in mind)

LINENS

- Towel
- Wash cloth

All reservations have been secured. This information is for your reference only.



Hotel information

Miami: Courtyard Miami Aiport

1201 NW Le Jeune Road
Miami, Florida 33126 USA
(305) 642-8200

New Orleans: Hilton New Orleans Airport

901 Airline Drive
Kenner, Louisiana, 70062, USA
(504) 469-5000



Conference center information

Miami: Manresa Retreat House (Ignatian Spirituality Center)

12190 S.W. 56th Street
Miami, FL 33175
(305) 596-0001 ext. 201

New Orleans: Camp Restore

9301 Chef Menteur Highway
New Orleans, LA 70127
(504) 242-2636



Contact information

In advance. For both events, contact Dick Peterson with all matters.

3636 Woodview Tr., Indianapolis, IN 46208
breakthrough@kiwanis.org
(317) 217-6124

On site

Miami: Dick Peterson
(317) 501-5585

New Orleans: Jameson Root
(330) 469-3320

MEDICAL FORM



Authorization to attend event and emergency medical treatment

Please type or print all information. This form is required for all Key Club members attending designated Key Club International events or activities. The parent, legal guardian or person in loco parentis for the member must complete this form.

Member information

First M.I. Last

Street address

City State/Province

ZIP/postal code Nation

Sex (circle one) F M Height _____ Weight _____

Birth date Month _____ Day _____ Year _____

Chaperone

Jameson Root (New Orleans), Dick Peterson (Miami)

Who is the designated chaperone responsible for this Key Club member?

Relationship to member

Key Club staff

Note: An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, over the age of 21, approved by the school and registered with and accompanying the Key Club member at the event or activity.

All non-Key Club members over the age of 18 attending the Key Club International convention must have a background check that is conducted by Kiwanis International.

Emergency information

In case of emergency, please contact _____ Relationship to member _____

Phone (_____) _____ Cell phone (_____) _____

Alternate contact _____ Relationship to member _____

Phone (_____) _____ Cell phone (_____) _____

Medical information

Health insurance company _____ Policy number _____

Group name on insurance coverage _____

Telephone number or other contact information shown on insurance card (_____) _____

Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? Yes No

If yes, please explain _____

Has he/she ever been or currently being treated for (circle yes or no)?

Nervousness?	Yes	No	Rheumatic fever?	Yes	No	Asthma?	Yes	No
Convulsion or epilepsy?	Yes	No	Cancer or tumors?	Yes	No	Diabetes?	Yes	No
Heart condition?	Yes	No	Headaches?	Yes	No	Allergies to medication?	Yes	No
High blood pressure?	Yes	No	Fainting spells?	Yes	No			

List any allergies or other medical conditions of which we need to be aware _____

I am the parent or legal guardian for the above-named Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by Key Club International. I also have read and understand the Code of Conduct shown on the reverse side, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member from the event. I hereby certify that the information provided above is correct.

In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. In the event those persons cannot be reached or time does not permit, I hereby give permission to a licensed physician or other licensed medical provider to provide proper treatment, including but not limited to hospitalization, injection, anesthesia and/or surgery, for the above-named Key Club member. On behalf of myself and my ward/minor, I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE** Key Club International and its officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.

Parent or guardian _____ Signature _____ Date _____

PARTICIPANT & FAMILY AGREEMENT



Please read each of the following statements, place a checkmark signifying agreement and sign below. This form, deposit and medical form need to be postmarked by December 1, 2017.

PARTICIPANT

- Dates:** I understand the dates of the program are January 1-7, 2018 and that I must be in attendance through the entirety of the event.
- Code of conduct:** I understand and agree to follow Key Club's code of conduct, as found on my application, en route to, during, and departing from Breakthrough, and I understand breaking the code of conduct can result in dismissal from the program at my own cost and forfeiture of my deposit and travel stipend.
- Academic:** I have confirmed with my school I am able to attend all of Breakthrough without penalty for missing class.

PARENT OR GUARDIAN

- Deposit:** I understand a \$100 check made payable to Key Club International is due by December 1, 2017, and I understand this check will not be cashed and will be returned to my participant on the final day of the program.
- Arrival and departure:** I agree to secure travel arrangements for my participant following the guidelines set forth and I will submit to Dick Peterson at breakthrough@kiwanis.org by December 15, 2017.
- Travel stipend:** I understand my participant will receive a travel stipend on the final day of the program in an amount up to \$150.
- Academic:** My participant has confirmed with their school their attendance at Breakthrough is permitted.
- Medical form:** I have completed and am submitting the Key Club medical form.

Participant name: _____ Date: _____

Participant signature: _____

Family member/Guardian name: _____ Date: _____

Family member/Guardian signature: _____