

*Key Leader monthly update is sent to the following recipients: Key Leader district chairs, Key Leader site coordinators, Key Leader student ambassadors and Key Leader lead facilitators.*

### New return policy

After reviewing the process and costs, it has been decided that allowing districts to retain their extra materials will be acceptable starting in 2017. Pre-surveys, post-surveys, student letters to self, and registration paperwork, including a completed and final attendance list, **must still be sent** within a week of the event. Student workbooks and t-shirts no longer need to be returned. Special note for registration paperwork, please return it using the following guidelines.

- No staples, paperclips, or folding.
- In alphabetical order by last name.
- Medical form followed by code of conduct for the first student, then medical form and code of conduct for the second student, and so on.

### New financial policy

Attached you will find a new financial policy for 2017. The intent of the policy is to add some flexibility to the policy for districts which have more than one event. If you have any questions about the new policy, please contact [Dick](#).

### 2017 district volunteer conference

We had a great event last weekend with the new district volunteers. The following documents are attached, and the group photo from the event is at the end of this email.

- 2017 updates -- New data for the year as well as the new return and financial policies.
- What if? -- These scenarios are all too real. We asked the group in attendance to think about what they would do in response to these situations. In short, know your scope, keep the information need to know which includes the lead facilitator but maybe not the whole adult team, and contact the necessary parties to get help including Dick or Matthew
- Marketing and financing ideas -- During the training, the attendees listed some of their best practices. The outcomes of this activity is attached.
- Menu of financial support -- Attendee, Jennifer Stauffer from I-I, shared this document with us which she will be using to get financial support in her district. Using this menu approach is a great way to allow people to support at whatever level they're comfortable.
- 2017 guides -- The [2017 marketing and logistics and Thriva guides](#) are for your use. We'll be sending you one in the mail, as well.

### Facebook group

Another outcome of our time together was a request for a Facebook group to share ideas. If you would like to join it, please search for Key Leader district volunteers, and we'd be happy to add you.

### Reminders

- **2017 dates:** Listing [published here](#). It is updated, and all registration is open.
- **Adult comp code:** The 2017 adult comp code is **Excellence 2017** (two words, capital E). Please only share this code with the ten adults who are part of your committee.
- **Background checks:** As soon as you register any adults, we can process their background check. For all adults attending Key Leader, using the comp code or not, the \$25 fee is included and they do not have to pay twice for the background check.

