

**Join Mountain Empire Key Club along with other Division 11 & 31 KEY CLUBS  
To Decorate the KIWANIS Float & Other Floats For The  
129<sup>th</sup> Annual New Year's Day Tournament of Roses Parade**

DATED: November 27<sup>th</sup>, 2017

TO: ALL Division 31 & Division 11 Key Clubs of REGION I

Our 14<sup>th</sup> Annual Rose Float Decorating Trip will take place on:

Saturday, December 30<sup>th</sup> 2017 (2<sup>nd</sup> Shift – 4pm-11pm)

Location: **PHOENIX DECORATING, 5400 North Irwindale Avenue, Irwindale, CA 91706**

NOTE: The 2018 float decorating site is different than previous years

**NOTE: THERE ARE NO EXCEPTIONS TO THE FOLLOWING!**

**HOW MANY CAN GO?**

- We are confirmed for **156 volunteers**, including chaperones. I have 6 chaperones, need ONLY 6 more.
- **RAIN or SHINE..this trip is a GO!** Rose Float committee is counting on us to show up.
- First come basis by **RSVP with submitted medical form** and **confirmed payment to KYDS Club**. The bus has **maximum capacity** limits. Each bus will hold 48 students and 4 adult chaperones. The sooner you submit forms to coordinator, the sooner you are confirmed for the trip.

**THE COST THIS YEAR IS \$10.00 PER STUDENT.**

Send Payment directly and payable to: **KYDS Club of San Diego, PO Box 472  
La Mesa, CA 91944**

**PLEASE NOTE:** Signed Medical Authorization forms **MUST** be in coordinator's (Marilyn Boryla) possession to be confirmed for the trip or to be an ALTERNATE in the event of cancellations.

- All students must have a Permission/ Medical Authorization release form (attached to this email) signed by parent or guardian to be included on the transportation/manifest.
  - **SIGNED & COMPLETED Medical Authorization form must be submitted by Friday December 15th .**
    - **Emergency contact phone # MUST be a parent and/or guardian (NOT the student's cell #)**
    - Be sure to include any medications or medical conditions on the form where indicated.
  - **Scan your "signed & completed" form and send it via PDF email attachment to [mjboryla16@hughes.net](mailto:mjboryla16@hughes.net) or can be faxed directly to coordinator at 619 478-2622 (must call 1<sup>st</sup> to turn on fax machine). Please provide a valid email for "Trip Confirmation"**
  - Your name **MUST BE ON THE LIST** in order to board the bus. If your name is not on the MANIFEST, you cannot board the bus. (for Insurance purposes)
  - **ALL ALTERNATE's** must also have their name on the "manifest list" and have their medical form & payment submitted NLT Dec 15<sup>th</sup> DEADLINE. You will be contacted by coordinator if a slot opens for you.
  - **Please include NAMES and PHONE (Primary/Alternate) NUMBERS in case of emergency.**
- A manifest list of all passengers (students/chaperones) on each bus will be submitted to the Highway Patrol prior to the School District Christmas break.
- When you sign on to ride the bus, you **MUST RIDE BOTH WAYS. NO EXCEPTIONS!!!**
- Since we do have an **"ALTERNATE List"**, if for any reason you **ARE NOT** able to make the trip, it is **YOUR RESPONSIBILITY** to contact the trip coordinator (619 478-2622) with at least 24 hrs notice, so an alternate can fill your slot. **ALTERNATES are determined by coordinator only!**

**WHO CAN GO?**

KEY CLUB students who are **13 years** of age or older. Wear warm old clothes and shoes with **NO** open toes or heels. Tennis shoes are your best bet. Dress in "layers"....the decorating pavilion is not heated. Even gloves are a good thing to have with you...just in case! **NO** Ipod's/ear phones allowed in the Decorating building. Small cameras are OK, as long as they fit in your jacket, pocket, fanny pack. Be sure to read the website Rule & Regulations attached.

*Revised: 11/27/2017*

## HOW DO WE GO? TRANSPORTATION

Three (3) school buses and their drivers are provided by the Mountain Empire School District. MEHS students will meet at the Mountain Empire High School parking lot on Buckman Springs Rd. at **10:45 AM** and leave MEHS **promptly & no later than 11:00 AM**. We will stop for the other clubs joining us (**Grossmont Shopping Center - parking lot between Wal-Mart and Claim Jumper** – as we have done in the past). PLEASE BE ON TIME. **Be at Grossmont No Later Than 11:15 am** so we can stay on schedule.

## HOW LONG WILL WE BE GONE?

Our decorating shift is from 4:00 PM to 11:00 PM at which time we will promptly load the bus and return. We should be back at Grossmont Shopping Center around 1:30 am and back at the Mountain Empire HS parking lot sometime around 2:00 AM. Students can use cell phones to call their parents ahead of time to ensure they have a ride when we arrive back at Grossmont Center and MEHS.

## FOOD:

Food will be provided at the decorating building. Dinner break is approximately 6:30-7:00 pm. You may want to bring some spending money for snacks at rest stops. The buses make a short stop at McDonald's in Temecula for late lunch opportunity.

**SPECIAL NOTE:** TO All Kiwanis & Faculty Advisors, Key Club Presidents, Students

When you contact coordinator or leave a phone message, please identify your High School and/or Key Club name. If you leave a voice message, please speak slowly and clearly. Thank you...

When sending CAL-NEV-HA Consent/Medical Attendance Form (**PDF via EMAIL is preferred**, but can also FAX). Each Key Club designate –please bring “ORIGINAL signed Medical forms day of event.

- Advisor or KC designate **MUST** include a “TYPED” email list of each individual Key Club student planning to attend. (typed in body of email, MS Word or Excel - as I cut & paste into manifest Excel spreadsheet). Please follow the Example 4-column FORMAT BELOW EXACTLY from left to right (contains emergency contact information written on Medical Authorization)

<u>Last Name</u>	<u>First Name/ Student Cell #)</u>	<u>Emergency Contact Name/Phone/Alt #</u>	<u>Key Club</u>
Boryla	Marilyn 619 980-2192	Father/ Aunt #####/#####	/School Mtn Empire

- List all students with their personal cell phone (if they have one) and/or alternate contact phone # so if I have a question prior to our trip and after school Christmas break starts, I can contact the student directly. Also, so I can match the names with medical forms received.
- This list will also serve as a guide to pre-designate riders on each bus and ensure the exact count of students/chaperones are on the separate manifest for each of the three (3) buses.

\*\*\*This is an opportunity of a life time. The trip is a working trip where you are actually involved in the decorating of the very floats you will see in the Rose Parade on January 1, 2018 on worldwide TV.

\*\*\*Every student receives Community Service credit hours for participation in this project\*\*\*

**Please Email your Reservation/List No Later Than Friday December 15th to:**

Marilyn Boryla Email: [mjboryla16@hughes.net](mailto:mjboryla16@hughes.net)

Ed Boryla, Past Lt. Governor, Division 31

Phone: 619-478-2622 FAX: 619-478-2622 (call 1<sup>st</sup> to connect fax)

Medical Authorization Forms/Rosefloat Trip\_Guidelines also available at:

<http://www.kiwaniscnh31.org/> Or <http://region1advisor.weebly.com/events.html>