

Kiwanis

International

www.kiwanis.org

3636 Woodview Trace, Indianapolis, IN 46268 USA • kiwanismail@kiwanis.org
Worldwide: 1-317-875-8755 • USA and Canada: 1-800-KIWANIS • Fax: 1-317-879-0204

MEMORANDUM

To: Club Secretaries
From: Kiwanis International
Date: April 2009
Subject: Club Election Form

Enclosed is the Annual Report of Club Election form. This is used to report the results of your club's elections of its **officers for the 2009-10 administrative year**, which are held at your club's annual meeting.

Please return the enclosed forms by June 1, 2009.

List the officers' complete names. Make certain all address information is complete and current, including postal codes, telephone area codes and e-mail addresses. If outside the United States and Canada, please include the country and city telephone code. All information should be typed or printed. **NOTE: The club election form is available in a downloadable PDF file on the website, www.kiwanisone.org under forms & literature. The form can be filled out and mailed with the club secretary's original signature.**

Please fill out the form completely, and be sure to check the appropriate box for the preferred mailing address. Include member ID numbers for all officer positions. These are found on the club roster or each member's magazine label.

If there are changes in the names or addresses of your 2009-10 officers after you have submitted the Annual Report of Club Election, please notify the Member Services Department at Kiwanis International and your district office immediately. Please note all changes must be submitted in writing.

Mail one copy to: Kiwanis International
Member Services Department
3636 Woodview Trace
Indianapolis, IN 46268-3196
memberservices@kiwanis.org

Please provide one copy to your district office and retain a copy for your file.

Enclosures: Club Election Form with return envelope

