

KEY CLUB[®]

Key Club Magazine Report Form

Key Club magazine is the official publication of Key Club. The Key Club Department assumes the responsibility of providing an official publication to all members. It contains stories of interest concerning clubs, districts, and Key Club International. Suggestions for projects and feature stories of unusual projects completed by various clubs are included.

Key Club magazine is written by members of the Content Management Team at Kiwanis International under the supervision of the Key Club Department. Reports, newspaper clippings, and letters from clubs provide the biggest part of the material used. The magazine also provides a medium for official announcements about the convention, international dues, or other business of the organization.

All clubs should regularly submit material for the magazine. Written material should give all pertinent details and be accompanied by good action photographs.

KEY CLUB OF: _____ CLUB ID #: _____

CITY: _____ STATE/PROVINCE: _____

POSTAL CODE: _____ COUNTRY: _____

REPORTER'S NAME: _____ OFFICE HELD: _____

TELEPHONE w/area code: _____ E-MAIL: _____

PROJECT NAME: _____ PROJECT DATE: _____

On a separate sheet of paper, please include:

- A detailed description of the project.
- Information about how it was developed.
- How much money was spent / how much money was raised and for what cause.
- Any other information that would interest readers.

Whenever possible, please include color photographs taken during the project. Readers prefer "action-type" photos, not posed. In addition, include any newspaper clippings written about the project.

RETURN REPORT FORM, ADDITIONAL INFO, AND COLOR PHOTOS TO:

magazine@kiwanis.org or

Key Club Magazine

3636 Woodview Trace

Indianapolis, IN 46268-3196 USA