

How to Submit a Policy Guide

Good Standing is a club or member status that depicts that the club or member is dues paid and well as meets Key Club standards. Source: Section 174 of the [CNH Policy Manual](#)

Step 1

In order to submit a proposal to add, delete or revise items in the District Policy Manual, members or clubs MUST be in good standing.

Draft a proposal(s) and provide any descriptions, reasons, and/or additional information that will present more insight for the PIE Committee.

Step 2

Step 3

Ask for input from the general membership, officers, and/or faculty/Kiwanis advisors. Make any revisions as necessary.

Send proposal(s) via mail to the CNH Kiwanis District Office.
(8360 Red Oak St #201 Rancho Cucamonga CA, 91730)

Step 4

Step 5

The PIE Committee will review the proposal and recommend action to the Board of Trustees at the next Board Meeting.

You may receive confirmation that the proposal has either been rejected or approved. Contact the District Office to confirm that they have received the proposal or to check the status of it. If approved, a revised Policy Manual will be released and you will be notified.

Step 6

Refer to the [CNH Policy Manual](#)
Section 102: District Policy > 102.1 Revision Procedures

Good luck! If you have any questions or concerns, contact Policy, International Business, and Elections Chair (cnhkc.pie@gmail.com).

