

Pacific Northwest District 2017-2018

Kiwanis Lt. Governor Newsletter Judging

Judging the Lt. Governor Publications are based on the guidelines listed below. There is a “point” system your newsletter will be judged by, and every month there is a maximum of 145 points monthly.

1) ***Frequency of submission*** - 10 points for each month

The submissions will be for twelve successive months from October 2016 through September 2017. For judging, please email all the published bulletins/newsletters monthly to the email or snail mail address listed below. The final monthly submission is due October 1, 2016.

2) ***Appearance*** – 25 points

- a. Your masthead should include the name of the newsletter, the name of your district, division and the date of publication (5 points).
- b. It should be distinctive and identifiable as your division’s newsletter, but it should not be too busy. Have the same layout from issue to issue so readers can find specific information easily (5 points).
- c. If you don’t have the same layout, use a Table of Contents or “What is Inside”. Use a headline (bolder and /or larger type) to identify the start of a new article (5 points).
- d. The Kiwanis logo should appear on your newsletters front page and must be the most current version (5 points).
- e. Use other Kiwanis logos and mottos such as Young Children Priority One (YCPO) when appropriate and spell out what the acronym means the first time you use it (5 points).

<http://community.kiwanisone.org/media/g/graphics/default.aspx>

3) ***Calendar of Upcoming Events*** – 15 points

A calendar of Division events should be included. A full calendar layout should be in every edition. Include applicable International and District upcoming events in this listing. This includes conventions, conferences, Division Council Meetings, Club Leadership Training, etc. Major projects of Clubs within your Division, include date, time and location.

4) ***Division Clubs Contact and Meeting Information*** – 20 points

- a. Include a section listing your name and contact information
- b. Division clubs, their meeting places, meeting times
- c. Contact name, number, and e-mail for each, plus club web address
- d. Any other Division officers’ names and telephone numbers should appear here also. You should also list the address for your Division’s web page.

5) ***Division Council*** – 20 points

List the schedule and the agenda of the next Division Council Meeting;

- a. The review of the last Division Council meeting

- b. The listing of inter-clubs
- c. Clubs attending the meeting
- d. If using a webinar give date, time and directions on how to log on.

6) **Reports of Clubs in Division** - 20 points

Mention each club in the Division with activities they are engaged in and any news they have.

7) **The Lieutenant Governor's Report** – 15 points

Report any follow-up happenings within the Division that may have already been mentioned in previous newsletters. Put your personal angle on things such as congratulations to a club for a job well done or thanks to the clubs in the Division for participating in a particular project.

8) **General Kiwanis Information** – 5 points

Include excerpts from literature or information received from International and District. Also include articles on projects above and beyond the usual Kiwanis Education (policies, procedures, or history items) and articles about the International, District, and Canadian Foundations of interest to clubs in your area.

9) **Fun Items** – 5 points

Add Quips, quotes, jokes (being careful they aren't offensive), and contests to attract the reader's interest. You do need permission to use copyrighted material (cartoons, recipes, etc.)

10) **Service Beyond the Local Level** – 5 points

Mention Kiwanis programs outside your local area that your clubs will support. These might include the Kiwanis Children's Cancer Program (**KCCP**), Surgical Implant Generation Network Fracture Care International (**SIGN FCI**), Save Old Spectacles (**SOS**), and the Maternal/Neonatal Tetanus (**Eliminate**).

1) **Service Readership Programs** – 5 points

Report any sponsorship of Service Leadership Programs in your Division including Kiwanis Kids, Builders, Key Clubs, Key Leader, Circle K and Aktion Clubs.

Lt. Governor Newsletter Distribution

In addition to Club Presidents and Secretaries in your Division, you should include the District Governor, Governor Elect, your Division chairs and appointees, and PNW District Office plus **don't forget the Judges' copy!!** If you send an email copy it must be in "PDF" Format. If that isn't possible a hard copy must be mailed to the address below.

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