



Kiwaniis

Pacific Northwest District

March 3, 2017

To all Lieutenant Governors:

Doesn't it seem to you like you just got started and here we are talking about your replacement already? The transition does take a bit of time and it starts with your division elections!

Enclosed please find the following materials relating to your spring division elections:

Lt. Governor Job Description

Please share with all candidates for Lt. Governor and Lt. Governor-elect

Lt. Governor Elections Guidelines

Please share with the Immediate Past Lt. Governor or person conducting election

District Election Certificate

Please fill out and return to the District office within 48 hours of the election or after receipt

Consent & Assurance Form

Please have 2017-2018 Lt. Governor sign and return to the District office. You may also want to provide an informational copy to the Lt. Governor-elect. *Please also share the **Kiwaniis International Role Summary and the 2017-2018 District List of Important Dates with them!***

2017-2018 Lieutenant Governor Information Sheet (to serve NEXT year)

Please have your successor fill out and return to us 48 hours following election or receipt.

2018-2019 Lieutenant Governor Information Sheet (for the new Lt. Governor elect)

Please have the **2017-2018 Lt. Governor Elect** (2018-2019 Lt. Governor) fill out and return to us 48 hours following election or receipt of the form. We would like to get a head start on the following year!

Order Forms for Name Badges, Red Blazers, Team Jackets & Team Polo Shirts

Please pass these along to the 2017-2018 Lt. Governor and encourage him or her to return them to the District office as soon as possible. We need to get them back by April 15, 2017 in order to guarantee delivery of these items at Lt. Governor Training.

Please make sure that all Biographical forms and the Consent and Assurance Form are filled out and returned to the District office within 48 hours of your division's election or receipt of these forms. As Lt. Governor, you are responsible for making sure that this information is returned.

PLEASE COLLECT THE BIO AND CONSENT FORMS AND SEND THEM TO THE DISTRICT SECRETARY – DO NOT RELY ON YOUR SUCCESSORS TO DO IT! These information sheets will be used to notify the new division leaders about important upcoming events and to prepare the International and District Directories. ***Timeliness and accuracy are critical.***

Please note that the Biographical sheets for the Lt. Governor designate (serving next year) and the Bio forms for the Lt. Governor-elect (serving the year following) have a different date at the top of the form. The forms are not interchangeable! Please make certain that you have the right person on the right form.

Finally, please let your Lt. Governor-designate know that Lt. Governor Training will be held the weekend of June 2-4, 2017 (Friday afternoon through Sunday Noon) at Camp Magruder near Rockaway Beach on the Oregon Coast. Registration materials and other information will be sent directly to the Lt. Governor designate by May 1st.

Please also make your Lt. Governor-designate is aware that most of the forms in this package may be filled out in Adobe Acrobat Reader. That means that most of them can be filled out on a computer. As each form is completed, simply print it out for mailing. Please note that while these forms can be filled out on a computer, they cannot not be sent electronically from the Adobe Acrobat Reader program. They MUST be printed out (unless they have the full, paid version of Adobe Acrobat).

If you have any questions about these materials that we have neglected to cover, please let us know.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Luttrell". The signature is fluid and cursive, with the first name "Ed" being particularly prominent.

Ed Luttrell
District Secretary
dsec@pnwkiwanis.org
(503) 305-7635

Enclosures

cc: Known Lt. Governor-designates