

April 7, 2009

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:

Letter to Lt. Governor-designates from the Governor-elect

Please pass this along to your successor

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 2009-2010 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 **Kiwanis International Role Summary and the 2009-2010 District List of Important Dates with them!***

2009-2010 Lieutenant Governor Information Sheet (Kiwanis logo at left)

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

2010-2011 Lieutenant Governor Information Sheet (Kiwanis Logo at right)

Please have the 2009-2010 Lt. Governor **Elect** (2010-2011 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 2009-2010 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 May 1, 2009 in order to guarantee delivery of these items at Lt. Governor Training. We are aware that some Zone Conferences will occur after that date. Please encourage the incoming Lt. Governor to return the paperwork to us ASAP and we will do the very best that we can. If it is likely that this year's Lt. Governor-elect will be confirmed as Lt. Governor in your election, they may want to order their materials early in order to make certain that we will have them at training.

2009-2010 Mileage Report

Completion of this report is necessary in order that an Expense Reimbursement Budget may be set for each Lt. Governor. Mileage (round-trip) should be shown for each district meeting and each club in the Lt. Governor's division. His or her home club should be indicated by an asterisk. Many incoming Lt. Governors confuse this report with the Expense Report Form and think that once they have filled out this form, it is not necessary to file any other reports in order to receive their expense reimbursement checks. This is a misconception. The Lt. Governor must still file (and sign) an Expense Report Form to receive any funds. However, the district office also cannot make any expense reimbursements until the Lt. Governor

has had his or her budget established. That budget cannot be established if the Mileage Report has not been previously filed.

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 the form. As Lt. Governor, you are responsible for making sure that this information is returned.

PLEASE COLLECT THEM AND SEND IT IN YOURSELF – 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. To help you distinguish them, we have placed the Kiwanis logo on different sides of the front page of each 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 May 28 – May 31, 2009 at the Mt. Hood Kiwanis Camp in Rhododendron, Oregon. Registration materials and other information will be sent directly to the Lt. Governor designate within the next thirty days.

Finally – please make your Lt. Governor-designate aware that, for the first time, all of the forms in this package may be filled out in Adobe Acrobat Reader. That means that all 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.

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

Sincerely,



Cleve E. Parker
District Secretary & Treasurer

Enclosures

cy: Known Lt. Governor-designates

Kiwanis

Pacific Northwest District



www.pnwkiwanis.org

March 24, 2009

Dear Lieutenant Governor-Designate,

Please accept my congratulations on being elected to serve as Lieutenant Governor in the 2009/10 year. I truly appreciate your willingness to serve. I look forward to being your Governor and to working with you on behalf of our clubs and fellow Kiwanians in our District. Be sure to fill out the form confirming your contact information, and **please email a photo of yourself** to me at Patrick.Ewing@shaw.ca or mail a photo to the address listed above.

The role of the Lieutenant Governor is very important. You will serve as an advisor and mentor, helping club leaders achieve success. You will work with other Lt. Governors to schedule and conduct a Club Leadership Education session and Zone Conference. As a Director on the District Board, you will work with other board members to make prudent decisions on matters of importance to our District.

I look forward to getting to know you at **Lieutenant Governor Training** at Mt. Hood Kiwanis Camp (www.mhkc.org) in Rhododendron, Oregon (May 28-31, 2009). It will be an opportunity to have some fun, get to know other Lt. Governors, and receive training on the specific information you need to be successful. You will participate in a district board meeting, approve district projects and district chair appointments, and elect your class president. If you can, I encourage you to come on the evening of May 27th to participate in a **hands-on service project** on the morning of the 28th; the project to make improvements to the Camp will benefit the children and disabled adults who use it. District Secretary/Treasurer Cleve Parker will be providing additional details, including registration materials.

In addition to your training, there are many resources available to you. These include your Governor, past Lieutenant Governors, District Chairs, and District/International office staff, and others. One of my most important roles is to help and support you, so please let me know when you need my help.

International Convention 2009 will be held in Nashville (June 25-28). While you are not required to attend, I encourage you to come be part of the fun. Please let me know if you plan to be there.

District Convention 2009 will be held in Medford, Oregon (August 13-16), and that is when you will be officially installed as a Lt. Governor. Please make plans to attend this event.

I hope you will find 2009/10 to be a fun and rewarding year of service, fellowship, and leadership.

Yours in Kiwanis service,

Patrick Ewing

Patrick Ewing
2008/09 Governor-Elect

Patrick Ewing
955 Goldstream Avenue
Victoria BC V9B 2Y2

(250) 995-1362
Patrick.Ewing@shaw.ca
www.PatrickEwing.ca





Pacific Northwest District of Kiwanis International

Division Election Certificate Spring 2009

I hereby certify that the election for the office of Lt. Governor, **2009-2010**,

for Division # _____ took place on _____, 2009.

The following Kiwanian was elected to that office:

Name _____ Club _____

Address _____ City, State, Zip _____

Home Phone: _____ Work Phone: _____

Email: _____

The following Kiwanian was also elected to serve as Lt. Governor-elect for **2009-2010**:
(to serve as Lt. Governor, 2010-2011)

Check if office of Lt. Governor-elect not filled

Name _____ Club _____

Address _____ City, State, Zip _____

Home Phone: _____ Work Phone: _____

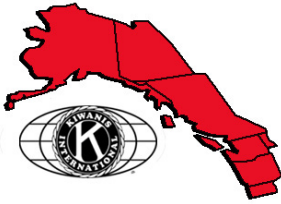
Email: _____

Certified by:

Lt. Governor (current)

Date

Please return to the District Office within 48 hours of the election.
PNW Kiwanis; PO Box 747, Beaverton, OR 97075 or FAX: 503-644-3600



Pacific Northwest District of Kiwanis International

2009-2010 LT. GOVERNOR CONSENT AND ASSURANCE FORM

LIEUTENANT GOVERNOR'S DUTIES AND RESPONSIBILITIES

Prior to election to the office of Lieutenant Governor of Division _____ of the Pacific Northwest District of Kiwanis International, I have been informed of the Duties and Responsibilities of that office and understand them to be as follows:

1. As Lieutenant Governor-designate, I will attend the District Convention held during the current year (August 13-16, 2009 in Medford, Oregon), Lt. Governor Training (May 28 – May 31, 2009) at Mt. Hood Kiwanis Camp, Rhododendron, Oregon) and will also attend the Training Sessions and Board Meetings held before and after the convention.
2. As Lieutenant Governor-designate, I will arrange and conduct a Training Conference for Club Officers following the District Training Conference and prior to October 1, 2009.
3. As the Lieutenant Governor-designate, I will make a minimum of one CONTACT VISIT to each club in the Division. The CONTACT VISIT will be made prior to October 1, 2009.
4. In addition to the CONTACT VISIT, I will make and report one OFFICIAL CLUB VISIT and one OFFICIAL BOARD VISIT to each club in the Division. I will make a minimum of three visitations to each and every club in the Division as part of the Lieutenant Governor's duties.
5. The required EDUCATION & CONTACT VISITS REPORT will be completed and the report filed by December 1, 2009. The required CLUB VISIT REPORT will be filed by March 15, 2010. The OFFICIAL BOARD VISIT REPORT will be filed by May 31, 2010. I shall also file such other reports as may be requested by Kiwanis International, the Governor and/or District Secretary.
6. As the Lieutenant Governor, I will attend Club Leadership Training (CLE) in my area, the Fall Conference and District Board Meeting (October 23-25, 2009 at Portland, Oregon), the MidWinter Conference and District Board Meeting (Tentatively set for March 5 –7, 2010; Bellingham, Washington), the District Convention (Aug. 26-29, 2009; Spokane, Washington), and any other training afforded by the District.
7. Attendance at the International Convention is a highlight of the Lieutenant Governor's year in office. I will attend if it is at all possible. (June 24-27, 2010 in Las Vegas, Nevada)
8. As Lieutenant Governor, I shall promote the International, District and Divisional Programs of Services; and District and Division Goals as set forth by, and under the direction of, the District Governor .
9. As Lieutenant Governor, I will issue a monthly bulletin to the clubs of the Division, the Governor and the District Secretary.
10. As Lieutenant Governor, I will secure a successor in the manner provided in ARTICLE XII, Section (2) of the District Bylaws. In no event shall election of a successor be delayed beyond the limits specified in the Bylaws.

At the same time, I will secure a qualified individual to serve as Lieutenant Governor-elect for the succeeding year.

I have read the foregoing outline of a Lieutenant Governor's Duties and Responsibilities, and believe that I can fully and faithfully execute the duties of the office if elected Lieutenant Governor of my Division.

Signed _____ Date _____

Kiwanis Club _____ Division _____

PLEASE SIGN AND MAIL TO THE DISTRICT SECRETARY AT ONCE
PACIFIC NORTHWEST DISTRICT OF KIWANIS INTERNATIONAL, 10184 SW LAUREL RD, BEAVERTON, OR 97005

Pacific Northwest District Kiwanis International

Important Dates 2009-2010

<i>2009-2010 Lt. Governor Training</i>	Mt. Hood Kiwanis Camp Rhododendron, Oregon	May 28 – May 31, 2009
94 th Kiwanis International Convention	Nashville, Tennessee	June 25 – 28, 2009
<i>92nd PNW District Convention</i>	Medford, Oregon	August 13 – 16, 2009
<i>Fall K-Family Conference (Tri-K)</i>	Portland, Oregon	October 23 – 25, 2009
48 th Circle K District Convention	Seattle, Washington	February 19 – 21, 2010
<i>Midwinter Board Meeting</i>	Bellingham, Washington	March 5 – 7, 2008**
61 st Key Club District Convention	SeaTac, Washington	March 26 – 28, 2010
95 th Kiwanis International Convention	Las Vegas, Nevada	June 24 – 27, 2010
<i>93rd Kiwanis District Convention</i>	Spokane, Washington	August 26 – 29, 2010

Events that are ***bolded, italicized and in red*** include meetings of the 2009–2010 District Board of Trustees. *All Lt. Governors serve on this body during their term of office and should plan to be in attendance.*

** Tentative



Role: Lieutenant Governor

Supported by: Kiwanis District Board and Kiwanis District Governor

Role Summary: Serves as a leader in the district by expanding Kiwanis' reach through the opening of new Kiwanis clubs and helping clubs improve the value of the club experience.

Qualifications: A proven leader with the ability to:

- Motivate and inspire volunteers
- Manage Time
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives
- Lead by example
- Facilitate change
- Use Microsoft Office Products Suite

Responsibilities:

Supports the goals of the District.

- Is accountable for meeting the membership growth goals for the division. Drives membership growth in the district specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts.
- Ensures that the club experience is at a level that is attractive to new and existing members. Coordinates assistance by communicating with the TAG Team, District Board and Kiwanis International

Serves as a leader in the District by communicating the vision/messages of Kiwanis International and the District to the clubs and motivating the members to action.

- Ensures participation in Club Leadership Education sessions.
- Speaks on behalf of the district and prepared messages are positive, personal and passionate.
- Communicates regularly with club presidents. Provides opportunities to meet face to face by scheduling productive Division Council meetings.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

Serves on the District Board of trustees and is as a liaison between the club and the district.

Invests time and resources in those clubs with the potential for the greatest return. Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division.

2009-10 LIEUTENANT GOVERNOR

- Send completed form to your District Office by April 15, 2009.
- Please print clearly or type all information.
- Please use the Roman (English) alphabet to complete this form so there will be no question about the spelling of your name or other information in English.

DISTRICT: _____ DIVISION: _____
CLUB NAME: _____
CLUB KEY NUMBER: K _____ (5 digits)

MEMBER ID NUMBER (If known): _____
NAME as you want it to appear in Kiwanis directories: _____
Public Nickname (if any): _____ Birthdate (mo/day/yr) _____

ADDRESS: Please check the box next to your <u>preferred</u> postal mailing address.
<input type="checkbox"/> Business address: _____
City _____ State/Province _____
Postal Code _____ Country _____
<input type="checkbox"/> Residence address: _____
City _____ State/Province _____
Postal Code _____ Country _____
If your preferred mailing address above is a PO Box, then please list below a street address and corresponding zip or postal code for packages:
Street Address _____
City _____ State/Province _____
Postal Code _____ Country _____

PHONE/FAX: Please check the box next to your preferred phone and fax number.
Include area code, or country and city code if outside the U.S. and Canada.

Business phone _____ Home phone _____

Cell/Mobile phone _____

Business fax _____ Home fax _____

PREFERRED E-MAIL ADDRESS: Please list only one.

E-mail: _____ Home? Business?

BUSINESS OR PROFESSION:

Profession or field of work: _____

Position/Title: _____ Company: _____

LANGUAGES

My native language is: _____

I read, write, or speak the following languages—check all that apply:

English	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Dutch/Flemish	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
French	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
German	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Italian	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Spanish	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Other: _____	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak

SPOUSE'S NAME: _____

Is your spouse a Kiwanis Member? Yes No

CLUB, if a Kiwanis member: _____

PLEASE NOTE: Some of the information you provide will appear in International and District directories. This information also may be listed in an electronic format on Kiwanis Web sites.

Check this box to indicate you have read this note.

SIGNATURE: _____ **DATE:** _____

2010-11 LIEUTENANT GOVERNOR

- Send completed form to your District Office by April 15, 2009.
- Please print clearly or type all information.
- Please use the Roman (English) alphabet to complete this form so there will be no question about the spelling of your name or other information in English.

DISTRICT: _____ DIVISION: _____
CLUB NAME: _____
CLUB KEY NUMBER: K _____ (5 digits)

MEMBER ID NUMBER (If known): _____
NAME as you want it to appear in Kiwanis directories: _____
Public Nickname (if any): _____ Birthdate (mo/day/yr) _____

ADDRESS: Please check the box next to your <u>preferred</u> postal mailing address.
<input type="checkbox"/> Business address: _____
City _____ State/Province _____
Postal Code _____ Country _____
<input type="checkbox"/> Residence address: _____
City _____ State/Province _____
Postal Code _____ Country _____
If your preferred mailing address above is a PO Box, then please list below a street address and corresponding zip or postal code for packages:
Street Address _____
City _____ State/Province _____
Postal Code _____ Country _____

PHONE/FAX: Please check the box next to your preferred phone and fax number.
Include area code, or country and city code if outside the U.S. and Canada.

Business phone _____ Home phone _____

Cell/Mobile phone _____

Business fax _____ Home fax _____

PREFERRED E-MAIL ADDRESS: Please list only one.

E-mail: _____ Home? Business?

BUSINESS OR PROFESSION:

Profession or field of work: _____

Position/Title: _____ Company: _____

LANGUAGES

My native language is: _____

I read, write, or speak the following languages—check all that apply:

English	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Dutch/Flemish	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
French	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
German	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Italian	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Spanish	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak
Other: _____	<input type="checkbox"/> write	<input type="checkbox"/> read	<input type="checkbox"/> speak

SPOUSE'S NAME: _____

Is your spouse a Kiwanis Member? Yes No

CLUB, if a Kiwanis member: _____

PLEASE NOTE: Some of the information you provide will appear in International and District directories. This information also may be listed in an electronic format on Kiwanis Web sites.

Check this box to indicate you have read this note.

SIGNATURE: _____ **DATE:** _____

PNW District Leadership Jacket

Kiwanis Blue with a PNW Red Lining and a Detachable Hood.



Men's XS-XL Qty. _____ x \$68.00 = _____
 (Indicate Size) _____

Men's XXL Qty. _____ x \$70.00 = _____

Men's XXXL Qty. _____ x \$72.00 = _____

Men's 4XL Qty. _____ x \$74.00 = _____

Women's XS-XL Qty. _____ x \$70.00 = _____
 (Indicate Size) _____

Women's XXL Qty. _____ x \$72.00 = _____

TOTAL= _____

Indicate Desired Text: Lt. Governor 2009-2010 District Chair 2009-2010

Past Governor (no year) District Program Director 2009-2010

** Text for year can be adjusted for multiple year appointees.*

DELIVERY AT TRAINING. ORDER BY MAY 1, 2009.

METHOD OF PAYMENT

NOTE:
 Credit Cards
 will be
 processed in
 U.S. Dollars

Credit Card No.:

Visa

MasterCard

Expiration Date _____ / _____

Check: # _____

Signature _____

CONTACT INFORMATION

Name _____ Phone _____

Street _____ City/State _____ Zip _____

Order forms may be mailed or faxed to your PNW District Office Team at the following:

PNW Kiwanis District Office - 10184 S.W. Laurel Road - Beaverton, OR 97005-3211

Telephone: (503) 641-8869 Fax: (503) 644-3600

DISTRICT SHIRT ORDER FORM



Show your PNW District leadership and pride by wearing your own red polo shirt that is beautifully embroidered with a 2" full color logo with your District title text centered underneath.

District Board of Trustees
2009-2010

XS-XL	(Women's _____ Men's _____) indicate quantity & size	\$39.00	x _____	= _____
2XLarge	(Women's _____ Men's _____) indicate quantity & size	\$40.00	x _____	= _____
3XLarge	(Men ONLY)	\$42.00	x _____	= _____
4XLarge	(Men ONLY)	\$44.00	x _____	= _____
TOTAL				= _____

Indicate Desired Text: District Board of Trustees District Chair
 Past Governor (no year) District Program Director

DELIVERY AT MT. HOOD CAMP. ORDER BY MAY 1, 2009.

METHOD OF PAYMENT

NOTE:
Credit Cards
will be
processed in
U.S. Dollars

Credit Card No.:

Visa

MasterCard

Expiration Date ____ / ____

Check: # _____

Signature _____

CONTACT INFORMATION

Name _____ Phone _____

Street _____ City/State _____ Zip _____

Order forms may be mailed or faxed to your PNW District Office Team at the following:

PNW Kiwanis District Office - 10184 S.W. Laurel Road - Beaverton, OR 97005-3211

Telephone: (503) 641-8869 Fax: (503) 644-3600

Name _____

Title (Division) _____

TO DISTRICT BOARD MEETINGS AND CONVENTIONS

Lt. Governor Training @ Mt. Hood Kiwanis Camp
Rhododendron, OR _____ Miles round-trip

Fall Board
Portland, OR _____ Miles round-trip

Mid-Winter Board
Bellingham, WA _____ Miles round-trip

District Convention
Spokane, OR _____ Miles round-trip

INSTRUCTIONS

LT. GOVERNOR: Please fill out both sections of form.

DISTRICT CHAIRMEN: Please fill out top section only.

Note: This form is **NOT** an expense report. The information on this form is used strictly for budgetary purposes.

Thank You

For Lt. Governors Only

To each club in your division (miles round trip)
(Mark Home Club with asterisk*)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

FOR OFFICE USE ONLY

X _____

=

X _____

=

_____ Clubs _____

Total _____

÷ 4 = _____

PAID

Name _____

Title (Division) _____

TO DISTRICT BOARD MEETINGS AND CONVENTIONS

Lt. Governor Training @ Mt. Hood Kiwanis Camp
Rhododendron, OR _____ Miles round-trip

Fall Board
Portland, OR _____ Miles round-trip

Mid-Winter Board
Bellingham, WA _____ Miles round-trip

District Convention
Spokane, OR _____ Miles round-trip

INSTRUCTIONS

LT. GOVERNOR: Please fill out both sections of form.

DISTRICT CHAIRMEN: Please fill out top section only.

Note: This form is **NOT** an expense report. The information on this form is used strictly for budgetary purposes.

Thank You

For Lt. Governors Only

To each club in your division (miles round trip)

(Mark Home Club with asterisk*)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

FOR OFFICE USE ONLY

X _____

=

X _____

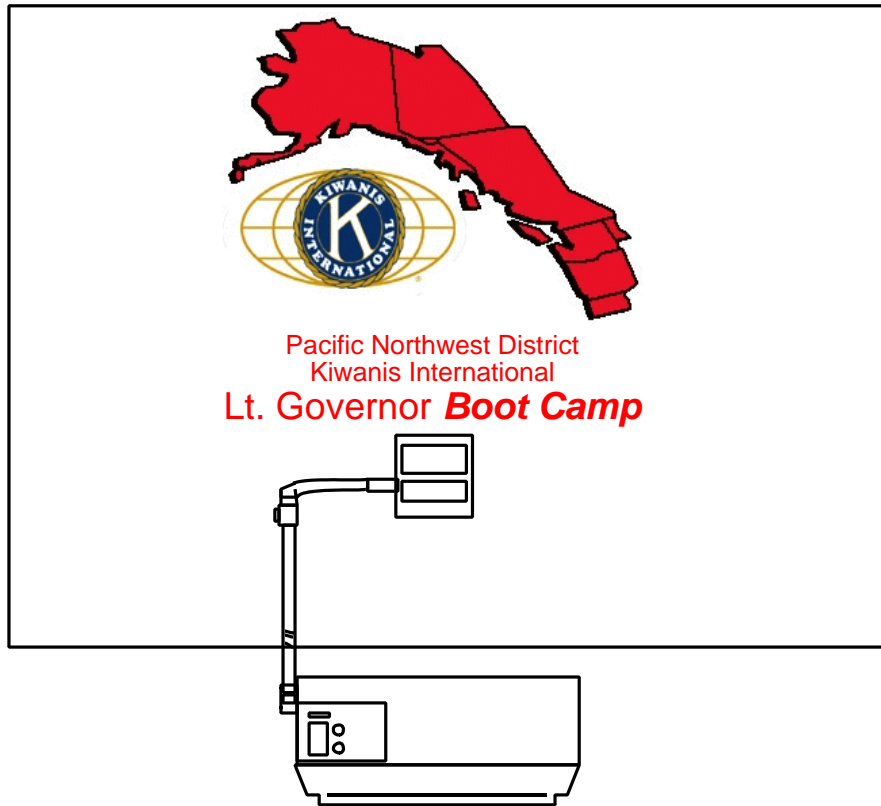
=

_____ Clubs _____

Total _____

÷ 4 = _____

PAID



2009-2010 LT. GOVERNOR'S TRAINING CONFERENCE

May 28 – May 31, 2009

Mt. Hood Kiwanis Camp
Rhododendron, Oregon

Registration Form & Information Will Be Mailed Directly to Each Lt. Governor Designate
about May 1st*

* Will be sent to the current Lt. Governor if your Zone Conference and election have not been held by that date.