

## CLUB PRESIDENT/SECRETARY CHANGE NOTIFICATION

Use this form to notify Kiwanis International of any change in the name or address of the Club President or Club Secretary as soon as any change occurs. Provide all of the information requested, and return this card to: Kiwanis International, ATTENTION: MEMBER SERVICES, 3636 Woodview Trace, Indianapolis, Indiana 46268.

PLEASE PRINT OR TYPE

OFFICIAL KIWANIS CLUB NAME: \_\_\_\_\_

OFFICIAL CLUB KEY NUMBER: \_\_\_\_\_

CLUB PRESIDENT INFORMATION				
ID Number	<input style="width: 100%;" type="text"/>			
Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">First</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Initial</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Last</td> </tr> </table>	First	Initial	Last
First	Initial	Last		
Mailing Address	<input style="width: 100%;" type="text"/> (If possible, avoid using P.O. Box address)			
	<input style="width: 100%;" type="text"/>			
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">City</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">State/Province</td> <td style="width: 34%; border-bottom: 1px solid black; text-align: center;">ZIP/Postal Code</td> </tr> </table>	City	State/Province	ZIP/Postal Code
City	State/Province	ZIP/Postal Code		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;">Country</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Preferred Phone Number</td> </tr> </table>	Country	Preferred Phone Number	
Country	Preferred Phone Number			
CLUB SECRETARY INFORMATION				
ID Number	<input style="width: 100%;" type="text"/>			
Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">First</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Initial</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Last</td> </tr> </table>	First	Initial	Last
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ADMINISTRATIVE YEAR \_\_\_\_\_

1. The effective date of this change is:

(month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_

2. This change is to be made for:

- A. Club Mail (only)
- B. KIWANIS Magazine and District Newsletter (only)
- C. Both of the above

(Note: Kiwanis maintains separate mailing lists for (A) KIWANIS LEADER subscriptions, supply shipments, billings, etc., mailed to club officers; and (B) KIWANIS Magazine and District newsletter mailings to all members. Check one only---A, B, or C.)

3. (Complete only if applicable). The new secretary listed requires the following essential materials:

- A. Club Membership Cards (complete set)
- B. New Member Add Forms
- C. Club Officers Packet
- D. President/Secretary Change Cards (this form)

(Note: All checked items will be forwarded promptly by Member Services).

Date: \_\_\_\_\_ Secretary's signature: \_\_\_\_\_

### SEND COPIES TO:

**Kiwanis International  
Attn: Member Services  
3636 Woodview Trace  
Indianapolis, Indiana 46268**

**PNW Kiwanis District Office  
Attn: Member Information  
10184 S.W. Laurel Road  
Beaverton, Oregon 97005-3211**