



Serving the
Children
of the World



MEMORANDUM

To: District Secretaries (North America)
From: Joan M. Wilson, Director of Member Services
Date: February, 2003
Subject: Lieutenant Governor Reports

Enclosed please find the newly revised Lieutenant Governor Report Forms. Kiwanis International has reduced the number of reports from four (4) to three (3), eliminating the Divisional Evaluation Report.

The revisions are as follows:

- Report of Official Board Visits:
 1. Filing date has changed from March 15 to May 31. This should allow more time for the Lieutenant governor to make an official visit to each club's board meeting.
 2. Added: "How do you rate the service activities of this club?" (This was moved from the eliminated Divisional Evaluation Report.)
- Report of Official Club Visits:
 1. Deleted: "current membership" and "Have you presented the Worldwide Service Project (IDD) at a club meeting?" columns.
 2. Added: How do you rate the participation in inter-clubbing?
What is your overall rating of this Kiwanis club?
Have all the required reports of the club been filed to date?
- Lieutenant Governor's Report on Education and Contact Visits
 1. Deleted: President-elect Planning Conference attended?
Club goals for Worldwide Service Program.
 2. Combined: Date club Administrative Budget Approved.
Date club Project/Service Budget Approved.
- The distribution of the completed forms will be as follows:
 1. District office
 2. Lieutenant governor

Kiwanis International does not reference these and no longer will receive a copy.

Thank you to everyone for your valued input into the revision of the forms!

