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

Name
First Initial Last

Mailing Address
(If possible, avoid using P.O. Box address)

City State/Province ZIP/Postal Code

Country Preferred Phone Number

CLUB SECRETARY INFORMATION

ID Number

Name
First Initial Last

Mailing Address
(If possible, avoid using P.O. Box address)

City State/Province ZIP/Postal Code

Country Preferred Phone Number

Date: _____ Secretary's signature: _____

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).