



Kiwaniis®

SUBMISSIONS GUIDE

The goal of the PNW District is to assist in the retention of existing members, help in the recruitment of new members, and encourage the formation of new clubs. One aspect of how we accomplish this is through our communications, both internally and externally.

Builder, Website, and Social Media

All clubs are encouraged to submit articles, photographs, and videos for publication in one of our communication media.

News articles should:

- Average 250 to 500 words.
- Be timely – recent or upcoming events.
- Be action oriented – members doing things.
- Be original material – written by you, not a clipping out of a newspaper or website.

Photographs should be:

- Clear, colorful, high resolution
- Action oriented – Members engaged in activities
- Not include the faces of minors, unless you have a release signed by a parent that is accompanying the photograph.

Advertisements:

- Clubs may arrange for paid advertisements for obituaries of members, fund-raising events, or recognition of members who have earned some honor.
- Clubs will be paid a commission for any advertisements that they generate for the District publications.

How to submit:

- Articles should be submitted via an attachment to an email. Word documents are preferred.
- Photographs should be submitted as a jpg file attached to an email.
- Send to dsec@pnwkiwanis.org or to publications@pnwkiwanis.org

When are the deadlines:

- Builder – December 1 for January issue; March 1 for April issue; June 1 for July issue; September 1 for October issue.
- Website – Upcoming events, as soon as known; Past events, within a week.
- Social Media – Upcoming events, as soon as known.