To: Lt. Governors of Cal-Nev-Ha Kiwin's

These chartering forms listed under the New Club Building tab of the kiwins.org website should be used to charter a new KIWIN'S club, even though the references in the various forms are to Key Club rather than to KIWIN'S Club. Our Cal-Nev-Ha District of KIWIN'S is the 32nd District of Key Club International.

However, since our KIWIN'S district and the Cal-Nev-Ha Key Club District overlap, there may be confusion at Key Club headquarters when processing new charter applications, particularly when the required chartering forms indicate that the new club is a Key Club. Since the forms cannot be revised to substitute KIWIN'S Club for Key Club, we have added "KIWIN'S Club Charter Application" at the top of “Form 1. PETITION FOR CHARTER”. In addition, we suggest that you use the attached letter to transmit the chartering paperwork and fee to clearly indicate that the charter application is for a KIWIN'S Club rather than a KEY Club.

My committee and I are available to assist you in the filing of the charter application. I can be reached at "membershipserviceschair1415@gmail.com" or directly at 626.404-9509.

Sincerely,

Nikita Lee

2014-2015 Membership Services Committee Head

Key Club International Current Date

Attn: Service Leadership Programs - Charter Processing

3636 Woodview Trace

Indianapolis. IN 46268-3196

Dear Sir or Madam:

The charter application forms and payment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School is enclosed. Please note that this is a KIWIN'S Club Charter application.

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_.com or at xxx.xxx-xxxx should you have any questions or need additional information.

Thank you for your attention to this matter.

Very truly yours,

Lt. Governor - Name of Division

CAL-NEV-HA District of KIWIN'S