

# 20-21 LTG Newsletter Guidelines

## Requirements

- Email header: Division Month LTG Newsletter
- Division, region, volume, and issue on cover
- LTG, District Staff, and Regional contact information
- Follows Brand Guide
- Updates (Deadlines, upcoming events, reminders)
- Link to T-O website
- Link to Key Club International website
- Table of Contents
- Page Numbers
- Major Emphasis promotion
- Service Partner promotion
- Kiwanis Family promotion (includes K-Kids, Builders Club, Key Club, CKI, Aktion Club, and Kiwanis)
- DCON advertisement (once revealed)
- ICON advertisement (when available)