

20-21 LTG Newsletter Guidelines

Requirements

- Email header: Division Month LTG Newsletter
- Division, region, volume, and issue on cover
- LTG, District Staff (including Remind codes), and Regional contact information
- Follows Brand Guide
 - No more than 10% of the colors and fonts deviate from the Key Club/T-O brand guide
 - uses at least 3 Key Club Int. brand guide colors and 2 T-O District brand guide colors
- 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)

Each missing requirement will result in one point deducted from your score.

Late submissions will result in an automatic 4 points deducted from your score.