

*Key Leader monthly update is sent to the following recipients: Key Leader district chairs, Key Leader site coordinators, Key Leader student ambassadors and Key Leader lead facilitators.*

*As we embark together on the 2017 season of Kiwanis Key Leader, THANK YOU to all the volunteers who have devoted thousands of hours to making the events happen throughout the world. We could not do it without you, and we are overwhelmed to think nearly 30,000 students have been directly impacted by the program. The 2017 lead facilitator assignments are on the [website](#), and their [bios](#) are there, too. On to a great 2017!*

#### **Letters to self addresses**

At our recent recertification conference with our lead facilitators, the topic of the student addresses on their letters to self was discussed. We have always suggested an adult screen all the addresses when the students turn in their envelopes. That is still a necessary policy. Other suggestions included having envelopes addressed at registration, if that does not slow the process down, or printing address labels out of the registration information. Your computer expert can do it with a mail-merge and some basic envelopes. Whatever method you try, please make sure the addresses are readable when sent from Indianapolis six months after the event.

#### **Role of lead facilitators at events**

As we look ahead to our 2017 events, we want to remind all the hardworking volunteers that our great team of lead facilitators are here to make the curriculum come alive and use their abilities to reach students with the inspiring message of service leadership for a lifetime! Your group of volunteers are there to chaperone the students and handle any situations that may arise with a group of active young people. If there is student information critical for the lead facilitator to know, make sure it is shared confidentially. We count on all the volunteers to contribute to making the weekend great for all 2,500+ students we will have with us this year. If you have questions about grey areas, always know you can call Dick or Matthew for consultation. We are confident that together our volunteers and lead facilitators will do great things for students in 2017!

#### **Weekend emergency contact information**

If you need anything outside of normal business hours, please do not hesitate to call one of us.

Dick -- (317) 501-5585

Matthew -- (317) 446-5171