

New Jersey District of Key Club International

Guide to Making Newsletters

KEY CLUB

KEY CLUB

KEY

KEY CLUB

KEY CLUB

KEY CLUB

UB

KEY

Key Club

KEY

KEY CLUB

Club

Key



KEY CLUB

Key Club

KEY CLUB

Key Club

KEY CLUB

KEY CLUB

KEY CLUB

KEY CLUB

KEY CLUB

Key Club

KEY

TABLE OF CONTENTS

Introduction 3

Main Story 4

Events 5

Secondary Story 6

Customize 6

Contacts Info 7





**ADD A
PHOTO
OF YOURSELF**

Dear NJ District Board,

I made this template for your newsletters, I hope it will come in handy for all of you as you communicate with your divisions and the rest of New Jersey Key Club.

So when starting off a news letter, you should have an introduction. Tell you Key Clubbers what is going to be in the issue or let them know about you. Try to get personal with your readers; you do not want to write a toneless newsletter that will come off boring and you lose readers.

Anyways good luck with your introduction. They will set the tone of your newsletters so make sure they are done right.

Yours in Caring and Service,



Pat Quinn
New Jersey District Editor

THE MAIN STORY

When writing your newsletters, decide what topics are most important or have lots of details. Your most important topic should be featured in its own article. This will pull more attention to it and hopefully get the news out (since that's what newsletters are for).



Try to pick a topic you can write about. First month after DCON; write about what happened Just came home from ICON; write about what you did. Just ran a divisional event; add all the details of how it went. You'll find something.

After you let the everyone know the details, why not add a few photos? The photos will bring more attention to the articles and show how the event went.



Important Dates

A list of events is a nice addition to your newsletters so you can let people know when the next Key Club events are

May 4, 2014
Northern RTC
Roxbury High School
9:00am-1:00pm



May 5, 2014
First ICON Payment
Due

May 10, 2014
Southern RTC
Cedar Creek High School
9:00am-1:00pm



Secondary Stories

This area of your newsletter can be used to add secondary articles, shorter articles, photographs, or whatever else you like. You can split the page or keep it solid; whatever is best for the newsletter.

You can have articles here about club events, district events, updates on Eliminate, or anything else you feel is necessary for your clubs to know. You can always have clubs or other board members write an article for your newsletter; people will be more excited for your newsletter if they know they will be in it.

Customize

Feel free to customize the template as much as you want. Put your own personal touch to every newsletter you make. This template is a guide to help you. Make whatever changes you feel are necessary.

Try to stick with the brand guide too when you make your newsletters. It will make them seem more professional and it will stand out as a Key Club document. You can download the full brand guide here <http://goo.gl/IfMSqo>

6

Good luck with making your newsletters and if you need any help or have any questions, feel free to ask me.

Contact Info

Samantha Levisay
District Governor
(908)-319-9990
njgovernorlevisay@gmail.com

Patrick Quinn
District Editor
(908)-635-9075
njeditorpatquinn@gmail.com

Jacqueline Dragon
District Secretary
(551)-795-6311
njsecretarydragon@gmail.com

Srikar Gudipati
District Webmaster
(732)-421-6309
njwebmastersrikar@gmail.com

Daniel McCormack
District Treasurer
(732)-757-8551
njtreasurerermccormack@gmail.com

Firstname Lastname
Lieutenant Governor
Division #
(###)-###-####
youremail@gmail.com



