



2017 *writing* -effective- 2018
ARTICLES

how to **WRITE ARTICLES**

Writing is a great way to reflect and remember events you have attended! Let your artistic talent and creativity shine through. Figuring out where to start and how to write effectively, however, can be difficult. This guide is here to help you find your voice and write flawlessly!

1. first steps

i. **ATTEND THE EVENT**

Of course, it only makes sense to write about an event that you have attended.

While you're there, observe the **sights, sounds, and people**. Take notes and photos on your phone to help you remember later. **Submit visuals** alongside your article!

ii. **CREATE A ROUGH OUTLINE**

Write down **notes** of what you remember about the event. A **rough idea** of what the event was like is enough to get you started.

Refine your outline by choosing which ideas to include. Keep in mind that you may be writing to a **larger audience** than your division!

iii. **WRITE THE ARTICLE!**

Start working on your article! Use your outline as a guide for your article. Don't be afraid to include your own **artistic flair**.

Remember to **submit your article** to your club editor! See **section 3** for details.

2. what to include

Who attended this event? Was it a training conference? Was it Kiwanians or another division? Was it a service event with other organizations?

What did you do there? Did you give your DLT members? BEE very descriptive here! This should be the main focus of your article.

Where did this take place? Describe the atmosphere, location, or weather!

**WHO, WHAT,
WHERE, WHEN,
AND WHY?**

When did this take place? Was it a Christmas-themed service event in July? Was it an overnight event? Be brief here!

Why did this event take place? Was it a service DCM? Was it for recognition? Why did members attend?

MISCELLANEOUS MATERIAL



Research - for events that the typical reader may not know about, be sure to provide background and interesting facts! Knowing the history of an event encourages members to attend future events.



Quotes - these can give a more authentic and personal feeling to the article! Each person experienced the event differently, and quotes can capture a different point of view.



Kiwaniis - how were Kiwanians involved? Describe what role Kiwanis played in the event. Kiwanis deserve the recognition for all the hard work they do for us Key Clubbers.

3. submitting

If you don't submit, the District News Editor won't receive your work and you won't get the recognition you deserve :-)

FOR MEMBERS

- Submit to your **club editor**:
 - Keep in touch with your **club officers** so that you know when/where to submit.

FOR CLUB EDITORS

- Submit to your **division news editor**:
 - Be sure to take note of the **deadline given by your DNE** so that you can be sure to submit on time and get your article featured.

FOR DIVISION EDITORS

- Due on the **15th of each month by 6pm**:
 - **Email to**
cnharticle@gmail.com
 - **Carbon copy**
Lt. Governor and Region Advisor(s)
 - **Subject**
D##N Articles [XX Attachments]
 - **Body**
Event Initials - Event Name
Submitted by: Author, Club
 - **File name**
D##_MonthDigits_EventInitials

THANKS FOR READING, AND
happy writing!