Introductions

Letter of Introduction: Formal

Use a formal letter of introduction to create a favorable impression of yourself. The purpose of this letter is to help your division make a smooth transition from the previous Lieutenant Governor by introducing yourself and previewing the year ahead.

Tips

■ Mention your relevant training and how you look forward to filling this position with fresh ideas, motivation, and skill.
■ Use your introduction letter to explain your goals for the year. You may include interests and personal information so the reader gets to know you better as a person, not just an elected officer.
■ Tell the reader that you would like to follow up your introduction letter with a personal meeting. This could include an invitation to your first or next Divisional Council Meeting (DCM).
■ Assure the reader you look forward to meeting him/her in person so you can learn more about his/her connection to the Kiwanis family and provide improved, customized service.
■ Keep your letter to one page—approximately four paragraphs with four lines each. Busy people do not like to read past the first page.
■ If you have one, include one of your business cards with your introduction letter.

Sample

See the letter of introduction written by the District Administrator. Use it as a sample.

Recipients

You should send a formal letter of introduction to the following:

■ Each Key Club’s officers, faculty advisor, and Kiwanis advisor
■ Each Kiwanis club in the division (even if the club does not currently sponsor a club)
■ Region Advisor Team
■ CNH District Officers, District Administrator, and Assistant District Administrators (North-South)
■ Kiwanis Division Lieutenant Governor and Lieutenant Governor Elect
■ __________________________________________
■ __________________________________________
April 02, 2009

To my fellow Kiwanis family leader:

As a former Key Club member from St. John Bosco High School, Bellflower, CA, our organization has been in my heart for over 27 years. I joined the Kiwanis Key Club Committee in 1985 and have been hooked ever since. Key Club lights up my life!

Born and raised as a Southern California Native, I attended UCLA majoring in Business Economics and received a Bachelor’s in 1982. I also received honors for community and leadership involvement. I work as a Bank Manager for Citibank in Loma Linda, California with joy focusing on helping companies and consumers maximize their income and sales potential.

Now for the fun stuff! I love to eat, dance, travel, and motivate people to reach their maximum potential. My favorite food is now a moving target due to the recently acquired lactose intolerance. You can never go wrong with my favorite gift: a necktie. Have you ever seen my “Love Connection” taping? Yes, I was on it in 1986. No, we did not have a connection. But we became friends and enjoy spending family time together. I have visited Africa, Canada, Mexico, Spain and United Kingdom. I have danced on the top of many tables and enjoy the “clean - drug free” parties.

I am now happily married to a fabulous wife, named Charolette and she is an Optometrist. We have 2 children: Ashley 17 and Charmaine 14. Ashley and Charmaine enjoy being around Key Clubbers just as much as their parents. You will get to meet them at a Key Club event.

I also enjoy speaking and conducting seminars throughout the Southern California Inland Empire Area. In addition, creating enthusiasm with Key Club cheers or just having fun is in the main focus of my day. Many have described me as the “Energized Speaker.” I am also involved with the Kiwanis of Riverside and became our club’s “Turkey of the Year” for 2001-2002 (This is the outstanding member of the year award). I also enjoy being an Eucharistic Minister, a Marriage Preparation Program speaker, and a choir member, at St. Patrick’s Parish in Moreno Valley, California.

If I could ever be of service to you, do not hesitate to phone me at (xxx) xxx-xxxx or email me at xxxxx@xxxxxxxx.com

In Service,

Name
Title of Office

California-Nevada-Hawaii Key Club District
Key Club International
Personal Profile: Informal

Use an informal personal profile to provide the reader a quick glimpse or introduction of yourself when a professional letter is not required or appropriate to the occasion. The purpose of this profile is to help your district team get to know you in a more informal yet informative format. The use of profiles are encouraged when creating divisional or regional event programs, such as Officer Training Conferences, Regional Training Conferences, and Conclaves.

Tips

- Profiles should be a glimpse not a thorough autobiography. Keep your profile concise— with the word count at 100 words maximum.
- Briefly mention your background, interests, and other personal tidbits so the reader gets to know you better as a person, not just an elected officer.
- Include information about your division—mascot, location—so the reader can also get a glimpse of the division you serve.
- Provide your contact information and a picture if appropriate to the occasion.

Sample

See the profiles provided by the Kiwanis Committee Administration Team. Use them as samples.

Personal Profile

Each Lt. Governor Elect will have his/her personal profile included in the Lt Governor Profile that will be distributed to the newly elect Executive team at the new board get together on Sunday of District Convention. This is part of Task 2 Profile that you need to fill out and send to the assistant District Administrators. Use the space provided to jot down some topics you would like to include. Then begin writing your personal profile.

Remember: You are limited to 100 words maximum. Include this in your profile along with your formal letter of Introduction.

Topics I might want to include: My rough draft:

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**District Administrator**

Marek LeBlanc  
cnhkeyclubda@verizon.net  
Riverside

I am a former Key Clubber from St. John Bosco High School, Bellflower, CA. I am a member of the Kiwanis Club of Riverside, CA. I currently represent the California-Nevada-Hawaii district as the District Administrator. My occupation is a Citibank Manager. I am married to Charolette and have two lovely daughters—Ashley and Charmaine. I really enjoy speaking, dancing, and swimming. Other Kiwanians consider me a spirited, motivator and supporter. My favorite movies are those that make me scared but also those that make me laugh. My district Mascot is the BEE.

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**Assistant District Administrator North**

Marshall Roberson  
cnhadan@gmail.com  
Reno

I was born and raised in Reno, Nevada. I graduated from the University of Nevada, Reno in 1983 then took the CPA exam, passing all 4 parts in the first attempt. I am currently the owner of an office supply store. My Kiwanis journey started in January 1992 when I was inducted into the North Reno Kiwanis Club. Over the years, I have been a President and Secretary of my club, and Lt. Governor of Division 23. I have been involved with Key Club since 1992 when my club asked me to start one at a new high school.

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**Assistant District Administrator South**

Lisa Lotito-Byers  
cnhadas@gmail.com  
Lake Forest

1993-94 school year is a special memory for me because I began my teaching career as a social science teacher, became a Kiwanian and Key Club advisor, and met the friend who two years later married me. I can truly say that I am happy. I am optimistic viewing situations as new opportunities. I love my family; having fun; Disney; cats; real wrestling; watching older films; reading; staying organized; and serving as a Kiwanian as a past president, bulletin editor, and club and regional advisor. I have a true distaste for excuses, profanity, and being in the limelight.

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**Coordinator of Sponsored Organizations & Programs**

Bruce Hennings  
bruce@cnhkiwanis.org  
San Leandro

I joined my Kiwanis Club in 1983. In 1987 I served as both president of my club as well as the Kiwanis advisor to the San Leandro Key Club. I joined the Kiwanis Key Club committee in August of 1989. I took my position here at the district office on July 1, 1993. I enjoy reading as well as an occasional round of golf! I have been married to my wife Sharon for 35 years and have two grown children. My daughter Jennifer is expecting our 1st grandchild in less than 1 month.