

MICHIGAN DISTRICT MEMORANDUM

Office of District Secretary
1015 Lincoln Avenue, Ann Arbor, Michigan



April 1, 1936

To All Michigan Kiwanis Clubs

At the meeting of the District Board of Trustees held at Ann Arbor it was voted to place the Speaker's Bureau in the District Office.

Some of the suggestions for establishing and maintaining the Bureau are as follows:

1. That each and every club in the District be represented by one or more Speakers.
2. That Kiwanis speakers be made available to organizations outside of Kiwanis, if possible.
3. That the Bureau shall list Speakers outside of Kiwanis, if recommended by Kiwanis clubs.
4. That the Speakers be compiled by clubs and divisions, and each Lieutenant Governor be supplied a list of the Speakers in his own Division.
5. That lists be mimeographed from time to time and distributed to the clubs. That some of the information be published in the Michigan Builder as space will permit.
6. That a questionnaire be sent to each club four times a year so clubs can add more speakers and make any necessary changes.
7. That the bureau be maintained and handled in a systematic manner so it can render a real service to all Michigan Kiwanis clubs.

With this letter is a sheet requesting the names of four Speakers from your club. Will you please fill it in and return promptly to the District Office?

Your cooperation will be greatly appreciated and with many thanks, I am

Very sincerely,

Forney W. Clement, Secretary
Michigan District Kiwanis