

KEY LEADER[®]

Dear School Administrator,

We are happy to inform you that one of your students_____ has been selected to be a part of the Kiwanis Key Leader program in your area. This is a weekend leadership training conference in the concepts of service leadership. The five key principles explored during the weekend will be leadership, growth mindset, meaningful connection, effective communication and global citizenship. This program will have over 20 weekend conferences in 2025-2026 throughout North America. You can find out more information at www.key-leader.org.

In order to fully participate in this educational experience, your student will need to be dismissed for all or part of school on the Friday of the Key Leader program. Student Facilitators and students participating will need to be at the camp for registration between 3:00-5:00 pm. The time they will need to leave school will obviously depend on your location relative to the camp. We do our best to locate the events in central locations, but that is not always possible.

If there are any questions regarding this request, you can contact our local Kiwanis Key Leader representative, who assisted the student in registering and paying for this opportunity, or you may contact our office as listed below.

Thank you in advance for your assistance in this matter. Please check in with this outstanding student after the weekend to see the materials they receive and ask them about their experience.

Sincerely,

Melissa McMann

SLP Education and Training Administrator
Kiwanis International
3636 Woodview Trace, Indianapolis, IN 46268

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Email: mmcmann@kiwanis.org
Web site: www.key-leader.org

School Administrator Signature of Approval: _____