**Crestwood-Sunset Hills Kiwanis Club**

**Information for Inviting Speakers**

* Speaker information is located in the orientation packet and on our website ([www.cshkiwanis.org](http://www.cshkiwanis.org)), and includes: Kiwanis Prospective Speakers List, CSH Kiwanis Speakers 2019-2020 and Monthly Speaker Guidelines.
* Work with our Speaker Coordinator, as you prepare and schedule speakers.
* Please call or email your potential speaker at least one month in advance.
* Once your speaker is confirmed:
  + Please send them the Information for Speakers handout, which includes our meeting time and location, as well as, meeting protocols. This information is in the orientation packet and online.
  + Please send your list of speakers and dates to Superman, our club Secretary, at superman@xxx.com, so he can add them to the newsletter’s list of upcoming speakers.
* Elected officials are always welcome to speak. Please let them know we want to hear about what is happening in the community and to avoid personal political views or campaign speeches.
* Business owners or health care professionals are welcome to speak. Please let them know we want to learn something (for example: about banking, our health, etc.).
* Speakers should not solicit business during meetings.
* We try to invite organizations to speak that are budgeted to receive a donation from the club. For these speakers, we will present them with a check after they update us on their charity.
* Please invite your favorite charity to come and speak, especially if it is a local group, or if you know someone who has an interesting story to share.
* Don’t be afraid to ask another member for help … we are all in this together.