



#IfIWereMayor #CivicEd #CivicYouth

“If I Were Mayor”

Submission Options

To accommodate various software and technology systems, the League offers a variety of ways for students to submit their memos.

Adobe Suite or PDF Software

- How:**
1. When you download the template, you must FIRST click “Save as” PDF.
 2. Title the NEW document using the following format “[last name or School name]_Memo”
 3. Click “Save” to complete. This creates a NEW file that is separate from the template you downloaded.
 4. Type your memo into this NEW file. Click Save again.
 5. Upload your NEW file (example: Morton_Memo)

Where: Upload Memos to www.lkm.org/MayorContest

Google or Gmail Systems

Why: The Downloadable PDF template does not interface with google drive.

How: Enter your memo content into this [Google Form](#)

Memo entered into this google form come to us in the memo format and will not affect your chances of winning in the contest.

Microsoft Word

Why: If you continue to experience software incompatibilities, please feel free to type your entry into the Word doc template.

Where: Email entry to tmartin@lkm.org

If formatting is inconsistent on emailed entry, we may ask you to submit again.

Print

Why: If you continue to experience software incompatibilities, please feel free to print your memo and send it to the following address:

Where: ATTN: If I Were Mayor Contest
300 SW 8th Avenue, Suite 100
Topeka, KS 66603-3951

