#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.

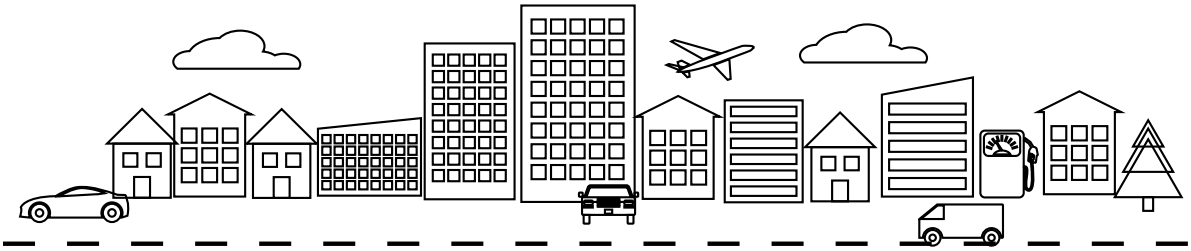
Where: **Email entry to** tmartin@lkm.org

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



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Updated August 2018