



CNH KEY CLUB

Treasurers

Presented by District Treasurer
Hue Tran





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Duties

PREPARE

Work with Club Board to prepare a Club Budget

Approve Club Budget

Plan fundraisers for the year!

Prepare a system for membership dues collection

Prepare a system for revenue/expense recordings

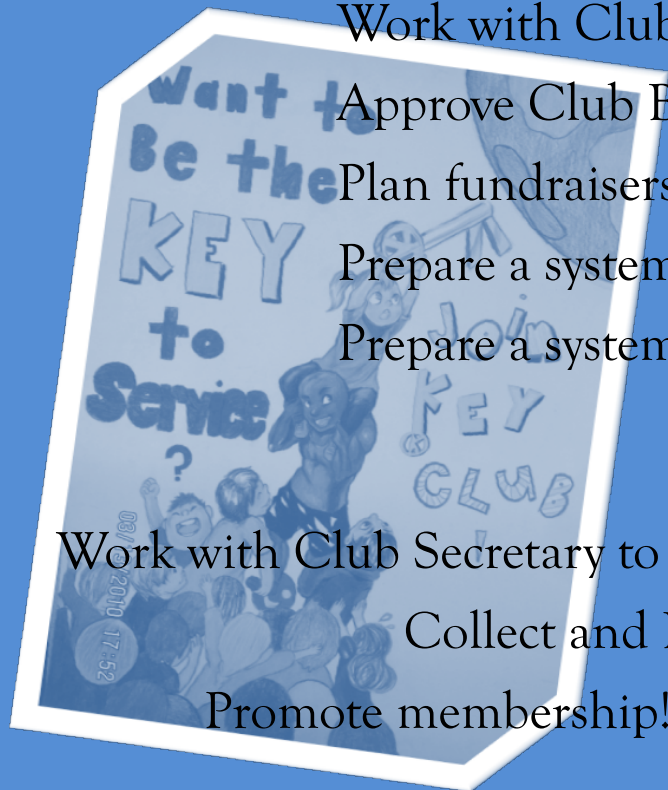


MANAGE DUES

Work with Club Secretary to manage membership dues!

Collect and Record membership dues!

Promote membership! (~~Club Rush~~ ALL YEAR!)





Duties

FUNDRAISE

Plan & Organize Fundraisers

Fundraise! (PTP, Club, Fall Rally, DCON, ICON)

Put in ASB requests for fundraisers for the year!



FINANCES

Collect, count, record, and store money (Fall Rally, AA jackets, etc.)

Record revenue/expense! (keep receipts)

Provide reimbursements with appropriate documentation (receipts)

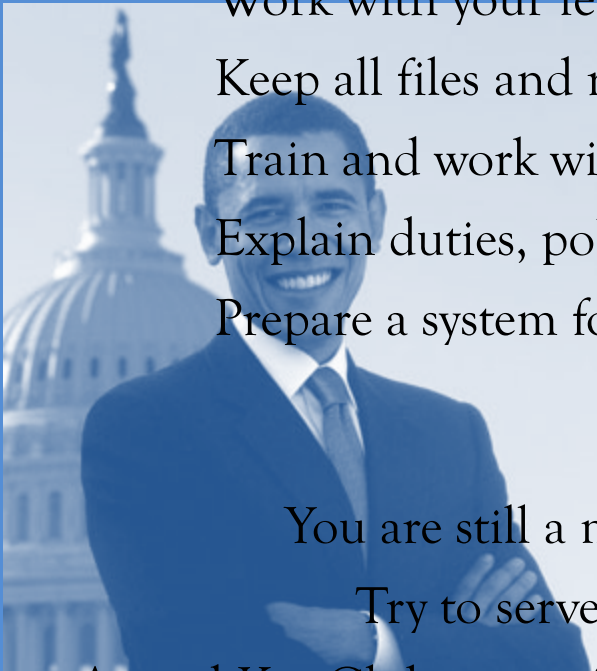
Provide financial status updates to advisors, Kiwanis, etc.



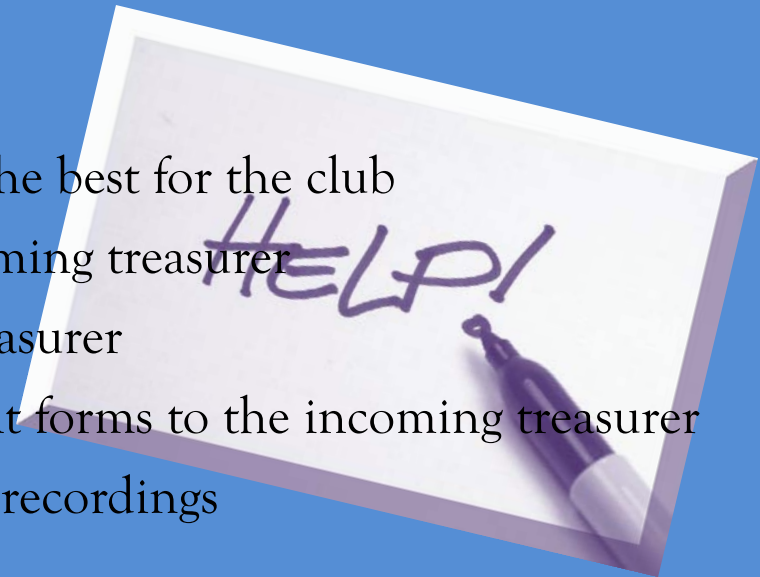


Duties

ASSIST



- Work with your fellow officers to do the best for the club
- Keep all files and records for the incoming treasurer
- Train and work with the incoming treasurer
- Explain duties, policies, and important forms to the incoming treasurer
- Prepare a system for revenue/expense recordings



LEAD

- You are still a member. BE an exemplary club member
- Try to serve at least 50 hours of community service
- Attend Key Club events (ranging from club meetings to DCON)





Defining Dues

\$11.00

\$6.50

International

- Membership card & pin
- Administrative Budget
- Officer and Board (Int'l Officers)
- KEYNOTER magazine
- Youth Opportunities Fund

\$4.50

District

- Administrative Budget
- Officer and Board (District Officers & LTGs)
- Committee
- Senior Scholarships

411 on DUES!

- Each club **MUST** have at least 15 members
- No such thing as MAX membership
- Dues are **ANNUAL**, so members have to renew their membership every year!





Dues Payment Process

BASIC INFO:

Dues are \$11.00 for each member (\$6.50 Int'l + \$4.50 District)

Minimum of 15 members to charter or renew a club!

No membership fee may exceed \$22.00!

Send payments to Key Club International Office:

Key Club International

PO Box 6069 - Dept 123

Indianapolis, IN 46206-6069





Dues Payment Process

WEBSITE

<http://soapmu.kiwanis.org/>

Kiwanis
International

Service Leadership Programs Membership Update

Welcome to the Service Leadership Programs Membership Update Center.

All alpha characters must be UPPERCASE.

The Password must be 8 characters.

Club Key Number

Password

Login





Dues Payment Process

NOTES

Large club? Don't worry, you do not have to update your **WHOLE** membership roster in one sitting. Simply logout and the roster will be saved and ready for you when you need it again.

IMPORTANT: DO NOT PRINT YOUR INVOICE UNTIL YOU'RE HAVE COMPLETELY FINISHED ADDING/DELETING/EDITING THE ROSTER

Be. Very. Careful!





Dues Payment Process

STEP 1:

Your club advisor should receive your Club Key Number and Password in the beginning of September. ALL LETTERS ARE CAPITALIZED!

Log In!

Club Key Number

Password

Login





Dues Payment Process

STEP 1 1/2:

[Main](#) | [Printable Roster](#) | [Export Roster](#) | [Club Advisors](#) | [Help](#)

Click: Club Advisors located on the headings.

That should lead you to this page!

<u>Member ID</u>	<u>Name</u>	<u>Office</u>	<u>Email</u>
	<u>Fernandez, Mark</u>	Faculty Advisor	mfernandez@mkmkmm.com

1 records found :: Page 1 of 1

CLICK IF YOU ARE FINISHED ADDING/UPDATING/DELETING ADVISORS





Dues Payment Process

STEP 2:

Click there to BEGIN!

Welcome to the Key Club International Membership Update Center.
[Click here to begin.](#)

STEP 3:

Yes, you do!

Do you have any members you wish to delete?

Yes No

submit





Dues Payment Process

STEP 4:

Click delete if you want to delete the member.

	<u>Member ID</u>	<u>Name</u>	<u>Office</u>	<u>Address</u>	<u>City</u>	<u>State/Prov</u>
<u>delete</u>		<u>Cruz, Sam</u>		34 n. Alberta Drive	Hacienda Heights	CA
<u>delete</u>		<u>** Itow, Stacie</u>			Hacienda Heights	CA

OH NO! I didn't mean to delete Sam Cruz!

It's okay, just click the member's name and click UNDELETE!

Undelete

Cancel

Note: ** means the member has either been deleted or inactive!

Note: ** User is currently inactive/deleted.

DONE?

CLICK IF YOU ARE FINISHED DELETING MEMBERS





Dues Payment Process

STEP 5:

Yes we do!

Do you wish to add new members and/or edit existing members?

Yes No

submit

To add a new member. Click "Add" below, fill in the form and click "Update"

Add

← Click there!





Dues Payment Process

STEP 5

Clicking would take you to this page!

<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	
Club	Test Club	Fill in the "Member Entry Form" and then click UPDATE!	
Member ID			
Office	<input type="text" value="Treasurer"/>		
Name	<input type="text" value="Hue"/>	<input type="text"/>	<input type="text" value="Tran"/>

Add/Update all the members you can!

DONE? [CLICK IF YOU ARE FINISHED ADDING AND UPDATING MEMBERS](#)





Dues Payment Process

STEP 6:

Step 4. Have you made all of your additions/corrections and deletions?

Yes No

Yes we have! (:

submit

STEP

Look over the invoice list CAREFULLY!

Member ID	Name	Address	City	State/Prov	Invoice Date
	Joe				10/14/2009
	Joe				10/14/2009
	bob	asdfast			10/17/2009
		Siyana Galeel	Chatsworth	CA	11/07/2009

Then click...

Continue





Dues Payment Process

STEP

Step 5. Are you ready to generate your invoice?

Yes No

submit

Did you finish adding/deleting/updating all the members in your club?:

NO? Then you **ARE NOT** ready to generate your invoice.

YES? Then you **ARE** ready to generate your invoice

YAY





Dues Deadlines

First Payment Date	October 1 st , 2010
Early Bird Dues	November 1 st , 2010
Regular Dues	December 1 st , 2010
Supplementary Dues	February 1 st , 2010

ALL DEADLINES ARE “RECEIVED BY” DATES.

This means the check has to be at the International Office BY this date. Not sent by.

Early Bird is not awarded by the District anymore.

If your club does not turn in dues by Regular Dues Deadline, they will not be allowed to attend DCON.

If your club does not pay its dues the following year by September 30th, it will have its charter revoked. It is a \$100 fee to reactivate the club.

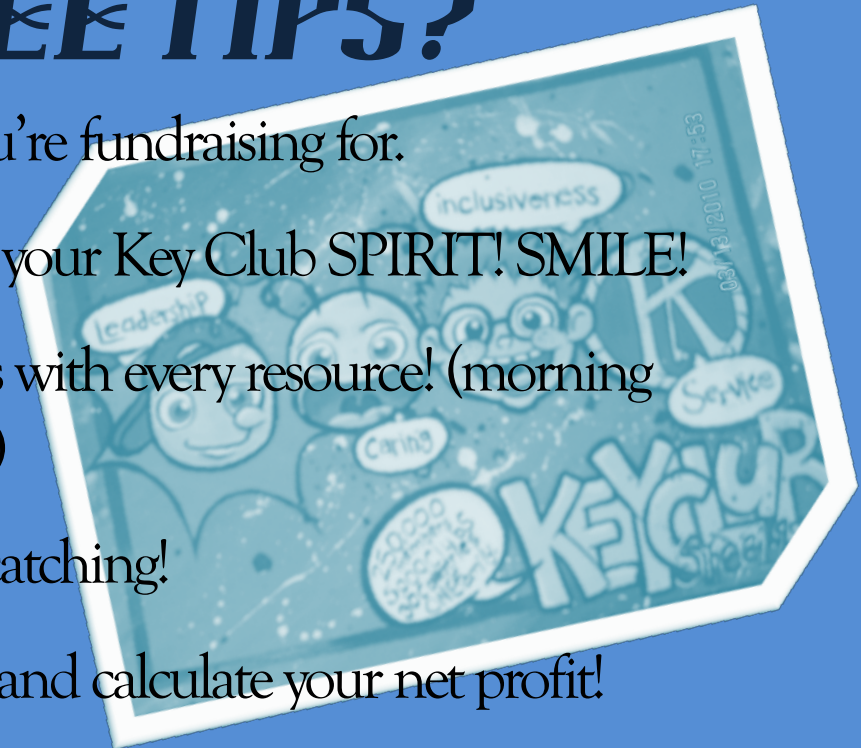




Fundraising

WANT SOME FREE TIPS?

- Make sure people KNOW what you're fundraising for.
- Be excited about fundraising! Show your Key Club SPIRIT! SMILE!
- Be sure to publicize your fundraisers with every resource! (morning announcements, posters, flyers, etc.)
- Make sure your publicity is eye/ear-catching!
- Create a budget for your fundraiser and calculate your net profit!





Fundraising

WHERE CAN THE

MONEY GO?

- Pediatric Trauma Prevention
- Children's Miracle Network
- UNICEF
- March of Dimes
- Project SHINE
- Friend-a-Gorilla
- Relay for Life
- American Cancer Society
- Tree Planting
- Thanksgiving/Christmas Gift Baskets
- Local charities
- Aids Walk
- Ronald McDonald House

Your choices are pretty much

TOO INFINITY and

BEYOND!





Awards & Recognition

WANT TO BE RECOGNIZED AT DCON?

ACHIEVED INCREASED MEMBERSHIP (A.I.M) AWARD

This award is based on dues standings from February 1st. Clubs either increasing by 25, 50, 100% will receive a banner patch at District Convention. No forms are needed because records are based from International.

MEMBERSHIP RETENTION AWARD

This award is based on whether or not your club has retained the membership count from the year previous. Again, no forms are needed because records are based from International.





Awards & Recognition

WANT TO BE RECOGNIZED AT DCON?

OUTSTANDING TREASURER

This award is based on a cumulative performance over the Key Club term. A list of objectives will have to be checked off and signed by your advisor. Reach the set number and be awarded at DCON!

DISTINGUISHED TREASURER

This award is given to few treasurers from our District that truly served their job above and BEeyond outstanding. This will be judged either electronically or by binder submission and the recipients will receive their medal at DCON!





Grants & Scholarships

FREE MONEY FOR YOU! **YOUTH OPPORTUNITIES FUND (YOP)**

- YOP is a fund from KC International that assists in paying for large projects through grants.
- Clubs can apply for grants ranging from \$200 up to \$2000.
- ALL grants must be turned in by October 15th!
- Keyclub.org>Resources>Service>Page2>YOP



<http://www.keyclub.org/home.aspx>

RESOURCES

Service

« 1 2 3 »

Form_KeyClub_Youth Opportunity Fund Form





Grants & Scholarships

FREE MONEY FOR YOU!

CNH PTP GRANT

- CNH offers grants for projects for PTP!
- We provide up to \$250 in grant money!
- Cnhkeyclub.org>Officer>Treasurer>
SLP Grant

SCHOLARSH

- To qualify **IPS** you must be a current paid Key Club Member!
- District scholarship: TBD
- KCI scholarship: Are available on the KCI website.





Resources

Treasurer Reflector:



<http://groups.google.com/group/cnh-kc-treasurers>

Cyber Key:



<http://cnhkeyclub.org/>

Contact Information:

Hue Tran

(626) 416 - 9851

Email **To:** "Hue Tran" <cnhkc.dt1011@gmail.com> ,

AIM:

imhiearious X

