

# CNH KEY CLUB

## STEP-BY-STEP DUES GUIDE

### The Basics

- Dues are \$11 total (\$4.50 to District| \$6.50 to International).
- For charters to be renewed or to charter a new Key Club, a minimum of 15 members are needed.
- Dues may not be twice over the district & international dues. In the Cali-Nev-Ha district, club dues may not exceed \$22.
- Send to Key Club International Office: (Use address listed on dues invoice)  
Key Club International  
PO Box 6069 - Dept 123  
Indianapolis, IN 46206-6069

### Dates to Remember

<b>Start Paying</b>	October 1 <sup>st</sup>
<b>Early Bird*</b>	November 1 <sup>st</sup>
<b>Regular Deadline</b>	December 1 <sup>st</sup>
<b>Dues become Delinquent</b>	December 2 <sup>nd</sup>
<b>Supplementary</b>	February 1 <sup>st</sup>
<b>Suspension</b>	February 1 <sup>st</sup>

\* The Cali-Nev-Ha District no longer recognizes Early Bird dues but focuses on member retention and growth. However, Key Club International still recognizes Early Bird dues. Also remember that collecting dues as early as possible is highly recommended.

**It is encouraged to send dues at least two weeks BEFORE December 1<sup>st</sup>.**

### Membership Update Center

The Membership Update Center (<http://soapmu.kiwanis.org/>) is where you will be able to delete or add members and faculty advisors. You may pay in various forms: PayPal, credit card, or check. Read all directions carefully so as to not make any mistakes. There are sample codes and passwords available in the Membership Update Center for you to practice with.

### Step-by-Step Dues Process

#### Step 1:

Access the Membership Update Center and enter your Club Number and Password (this should be provided by your faculty advisor).

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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

For first time users, or those wanting a preview on how to use the Membership Update Center, please enter one of the following club numbers and passwords provide below. This is a "sample" club and does not affect any of the main database for our Service Leadership clubs.

Name	User	Password
Circle K International	C00000	MDPWMDPW
Aktion Club	D00000	MDPWMDPW
Key Club International	H00000	MDPWMDPW

## Step 2:

Please make sure you read all directions to avoid making mistakes!

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Welcome to the Key Club International Membership Update Center.

[Click here to begin.](#)

As a club user, you may:

- view entire club roster
- make changes to club member and club advisor information
- view and update club information
- export club members and club advisors associated with club
- Generate Invoice

**NOTE:** Circle K and Key Club member addresses are used for magazine subscriptions delivery. E-mail addresses are used for important communications including electronic magazines subscription delivery and leadership conference information. No magazine will be delivered if we do not have an address listed for each member.

## Step 3:

Click the “click here” as shown to begin.

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**Step 1.** This section allows you to add/update/delete advisors.

You must [click here](#) to verify, update, or add the Faculty or Faculty Advisor information. All required fields, including email address, must be completed.

When you have finished with the advisors, click the link at the bottom of the list to continue to Step 2:

## Step 4:

Add a new advisor or delete/update advisor information.

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### Club Advisors

Click the 'Add' button to add a new advisor.  
Click the advisors name to update or delete that advisor.

Club: [Test Club](#)

0 records found :: Page 1 of 1

Field:  Type:

Member ID	Name	Office	Email
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There were no records found.

0 records found :: Page 1 of 1

[Add](#)

[CLICK HERE IF YOU ARE FINISHED ADDING/UPDATING/DELETING ADVISORS](#)

## Step 5:

Make sure all information is correct before updating!

member entry form

Club: Test Club

Member ID: \_\_\_\_\_

Office:

Name:

Suffix:

Address:

## Step 6:

Your club faculty advisor's name should appear here.

### Club Advisors

Click the 'Add' button to add a new advisor.  
Click the advisors name to update or delete that advisor.

Club: Test Club

1 records found :: Page 1 of 1

Field: Member ID Type: Contains

Member ID	Name	Office	Email
	<u>Advisor, Faculty</u>	Faculty Advisor	facultyadvisor@gmail.com

1 records found :: Page 1 of 1

**CLICK IF YOU ARE FINISHED ADDING/UPDATING/DELETING ADVISORS**

## Step 7:

Remember to delete members who have already graduated or are no longer Key Club members.

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**Step 2.** This section allows you to delete members from your membership roster.

Do you have any members you wish to delete?

Yes  No

If you answer Yes, the member list will appear. To delete a member, click the member's name and then click 'Delete' at the top of the page.

Deleted members will be indicated with an asterisk (\*). Please note: deleted member records will not be removed from the membership listing and will not be included in the total number of members billed.

When you have finished deleting members, there is a link to click at the bottom of the member list that states: **CLICK IF YOU ARE FINISHED DELETING MEMBERS**

## Step 8:

Deleted members are indicated with the asterisk \*\*. They will neither be removed from the membership list nor will they be billed.

<a href="#">delete</a>	<u>Clinton, AIISSSSIA</u>	President	6277 key club way	Atwater	
<a href="#">delete</a>	<u>Clough, Courtney</u>			Silverdale	
<a href="#">delete</a>	<u>Doe, John</u>	Treasurer	123 Main Street	Anytown	TX
<a href="#">delete</a>	<u>Jones, Bill</u>				
<a href="#">delete</a>	<u>Lawwill, Larry</u>				
<a href="#">delete</a>	<u>Morris, Sara</u>				
<a href="#">delete</a>	<u>Rogers, Buck</u>	Editor	5246 Space Lane	Moon	AK
<a href="#">delete</a>	<u>Segrera, Sergio</u>	Editor	305 til l die drive	Miami	
<a href="#">delete</a>	<u>Shomo, Susi</u>				

20 records found :: Page 1 of 1

Note: \*\* User is currently inactive/deleted.

**CLICK IF YOU ARE FINISHED DELETING MEMBERS**

## Step 9:

Manually add any new members here. Make sure all spelling and information is correct before updating.

**Step 3.** This section allows you to add or edit member records on your membership roster

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

Yes  No

If you answer Yes, the member list will appear.

To add a new member: Click 'Add' at the top of the member list, fill in the form, and click 'Update'.

To update a member: Click the member's name, make updates, and then click 'Update'. If you click the wrong member's name, click 'Cancel' and the member will not be updated.

## Step 10:

### Club Members

Club: Test Club

Do not misspell members' names as cannot be changed. However, addresses, phone numbers, and emails can be changeable.

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

Input the correct graduating year so members will be deleted automatically after their graduations.

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Field: Member ID Type: Contains

Member ID	Name	Office	Address	City	State/Prov
**	fdg				
**	Baller, Jonel	Vice-President		Cupertino	
**	Brown, Betty				
**	Johnson, Alex		1503 North Way	Cupertino	CA
**	Jones, Mary				

## Step 11:

Proof-read the members' information to avoid any mistakes.

	Lawwill, Larry				
	Morris, Sara				
	Rogers, Buck	Editor	5246 Space Lane	Moon	AK
	Segrera, Sergio	Editor	305 til l die drive	Miami	
	Shomo, Susi				

21 records found :: Page 1 of 2  
[First](#) :: [Back](#) :: [Next](#) :: [Last](#)

Note: \*\* User is currently inactive/deleted.

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

## Step 12:

Check yes to continue on to the next step. Check no to go back and edit.

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

Yes  No

To review you additions/corrections and deletions, you can go to the 'Printable Roster' link at the top of the page, to print and review the roster before generating an invoice. This will allow you to make certain that all roster updates have been completed.

If you answer No, you will be taken back to Step 2. From there, you may continue the process or logout.

## Step 13:

Click Continue to go onto the next step.

The following list is members that need to be invoiced. If you would like to not invoice a member, please uncheck them. Click continue when you are finished.

Invoice Today	Member ID	Name	Address	City	State/Prov	Invoiced
<input checked="" type="checkbox"/>		John Smith	1234 Key Club Way	CNH	CA	Selected

This list represents any member that has been invoiced already for this year.

Member ID	Name	Address	City	State/Prov	Invoice Date
	Alisssssia X Clinton	6277 key club way	Atwater		09/20/2009
	Sergio THE BOMB Segrera	305 til l die drive	Miami		09/20/2009
	Bill Jones				09/21/2009

## Step 14:

Make sure all members are indicated in the membership list and all information is correct before generating an invoice.

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**Step 5.** Are you ready to generate your invoice?

Yes  No

Generating an invoice will produce an invoice containing the number of members in the club and the total amount of dues to be remitted. Please be sure you have completed adding, deleting, and editing your membership roster before printing the invoice. Once the invoice has been generated, you will not be able to generate another invoice.

If you answer No, you will be taken back to Step 2. From there, you may continue the process or logout.

## Step 15:

Remember to read directions. After you have created an invoice, another one cannot be made.

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### Invoicing

**READ ENTIRE PAGE CAREFULLY BEFORE GENERATING INVOICE !**

Do not generate an invoice until all member and advisor records have been updated, and the club is ready to pay its dues and fees. If you are not ready to generate an invoice, [click here](#) to return to Step 1. From there, you can continue the process or logout. All information you have entered will be saved.

**Step 6** [Click here](#) for a printable invoice.

PAYPAL is unavailable for invoice amounts of \$0.00

Print the invoice using the file/print option from your browser.

After printing, click the "CONTINUE" link in the middle of the invoice.

Number of members:	<input type="text" value="1"/>
International Rate:	<input type="text"/>
District Rate:	<input type="text"/>

## Step 16:

Print out invoice using the File/Print option from your browser.

Indianapolis, IN 46208 USA 317-875-8755, ext. 390	
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Club Number: **H00000**

Club Name and Address: Test Club  
 Faculty Advisor: \_\_\_\_\_  
 Kiwanis Advisor: **N/A**  
 Sponsoring Kiwanis Club: **N/A**  
 Kiwanis Club Number: **N/A**  
 District: **N/A**

#### 1. CLUB INFORMATION

- A. Paid members for 2009-10: **1**
- B. Print club contact name: \_\_\_\_\_
- C. Print contact phone number: \_\_\_\_\_
- D. Print contact email address: \_\_\_\_\_

#### 2. DUES INFORMATION

Description	Amount	2009-10 Payment
International Dues	US	US 0
District Dues	US	US 0
<b>TOTAL DUES AND FEES</b>		<b>0</b>

To print this invoice click 'file' at the top of the page, and then hit print. **AFTER PRINTING, YOU MUST CLICK HERE TO FINISH THE PROCESS.**

(IRS TAX ID: 36-6072042)

DO NOT SEND CASH. DO NOT MAIL A COPY OF YOUR CLUB ROSTER WITH PAYMENT. Make check or money order payable to Key Club International. Mail one copy of the invoice with your payment

## Step 17:

Check "yes" and submit to continue if your invoice was successfully printed.

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**Step 6.** Did you successfully print your invoice?  
 Yes  No

Please be sure the invoice printed correctly. If you answer YES, you will not be able to generate another invoice, and membership information will be sent to the Kiwanis Family database.  
If you answer No, you will be taken back to Step 1. From there, you may continue the process or logout.

## Step 18:

Congratulations! You have successfully registered your members!

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You have successfully generated an invoice.  
A HARDCOPY OF THE ROSTER IS **NOT** REQUIRED.  
DO **NOT** MAIL ROSTER WITH INVOICE.  
[Click here to logout.](#)