



**CNH | KEY CLUB**

The Official **2011-12 CNH**  
**TREASURER'S MANUAL**

created by the 2011-12 District Treasurer Christopher J. Van

Please BEE green — Do not print this manual!



**We're gettin' paper - for PTP!**

# Introduction

Hello CNH Treasurers!

Congratulations on being elected as your club’s treasurer. This role certainly requires great responsibility! With any organization, there is a treasurer. You handle the financial aspects of the club. This also includes membership dues, which makes *you* the reason why *every* member in the club IS a member!

This is the 2011-2012 Treasurer Manual. I hope this will come in handy while you are serving your term as club treasurer. This manual covers the topics of duties, membership dues, scholarships/grants, awards, and PTP. Whenever you need to, resort to this manual for it will always be open to you.

Aside from membership, you should also focus on fundraisers. Utilize the Treasurer Reflector and see what kind of fundraisers other clubs are doing. You’ll find out exactly what other CNH Treasurers are up to. Be organized and remember to plan.

You are a leader. Be an exemplary one and remember to serve your community and aim for over 50 hours of service! It will show everyone that treasurers can do more than fundraise!

Thank you for all you do :)

## CNH District Goals

**750,000**  
SERVICE hours

**44,000**  
MEMBERS

**\$125,000**  
for PTP!

Can We Do It?

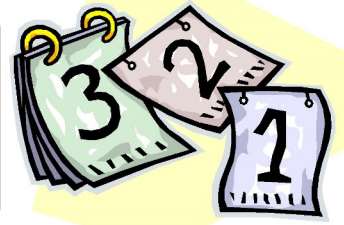
**YES WE CAN!**

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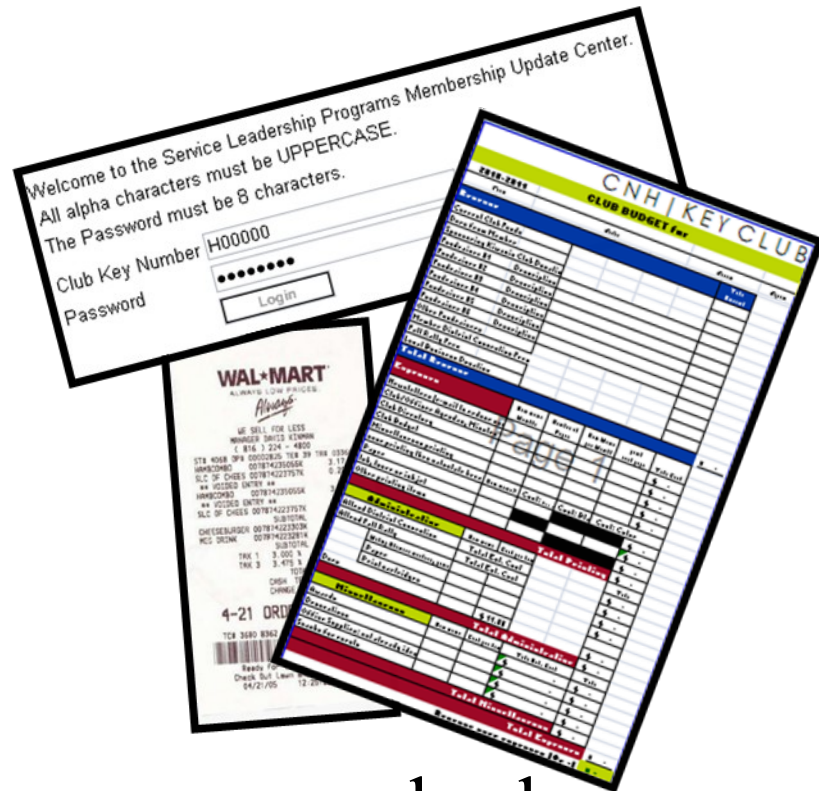
# Duties

# of a club treasurer



## weekly role

- Pay the bills approved by your board and advisor!
- Attend all club & officer meetings!
- Record all the expenditures and income for the week!
- Listen to all financial advise from your faculty and Kiwanis advisor.



## annual role

## monthly role

- Collect all funds from club projects!
- Always have a financial report ready for board meetings!
- Collect dues and send them to the International Office!
- Organize membership dues on [soapmu.kiwanis.org](http://soapmu.kiwanis.org)!

- Keep a record of all receipts and files!
- Prepare a budget for the year!
- Organize all your financial records and files for next year!
- Plan and execute fundraising projects!
- Serve 50+ community hours
- Attend Training Conferences

# Dues where it goes!



\$11.00

\$6.50

\$4.50

INTERNATIONAL  
C-N-H-DISTRICT

- ♣ Membership Card & Pin
- ♣ Administrative Budget
- ♣ Officer and Board Budget (Int'l President, VP, Trustees)
- ♣ Key Club Magazine
- ♣ Youth Opportunities Fund
- ♣ International Convention
- ♣ Recognition Awards

- ♣ Administrative Budget
- ♣ Office and Board Budget (Exec's, LTGs, Committee)
- ♣ Key Leader Scholarship
- ♣ District Convention
- ♣ Recognition Awards
- ♣ Fall Rally North/South

- ∞ 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



- ∞ No such thing as MAX membership
- ∞ Dues are ANNUAL, so members have to renew their membership every year!

...on DUES!

# Dues deadlines (received by)

Send payments to:  
Key Club International  
PO BOX 6069—Dept 123  
Indianapolis, IN 46206-6069

## ALL DEADLINES ARE RECEIVED BY DATES

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

October 1st, 2011

### First Payment Date

Go ahead and begin sending your payments to Key Club International!

November 1st, 2011

### Early Bird Dues

If you have sent in your dues by this time, you are considered an Early Bird! This is a Key Club International award and is administered by them, AIM for it!

December 1st, 2011

### Regular Dues

IMPORTANT! Make sure you have sent in your membership dues by this time or else your club will be considered delinquent.

February 1st, 2011

### Dues Recognition

Submit your dues payments before this date so your club can include them in any recognition program available!

### Club didn't pay dues last year?

Your club has till September 30th of the following year to pay for its dues before the club's charter is revoked. Once revoked, the club would have to pay an additional \$100 in fines to reactivate the club!

### Quick 101 on DUES!

- ∞ Each club must have at least 15 members to charter or renew a club!
- ∞ There is no such thing as MAX membership (go crazy, recruit your whole school!)
- ∞ Dues are annual, so members have to renew their membership every year!
- ∞ It's never too late to continue paying dues for new members throughout the year!

# Handle Those Membership Dues!

# grants & scholarships free money!

**GRANTS** Money granted to your club to execute a project!

## Youth Opportunities Fund (YOP)

- ∞ YOP is a fund from Key Club 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 → page 2 → YOP

## Cal-Nev-Ha Foundation PTP Grant

- ∞ The CNH Kiwanis Foundation offers grants for projects pertaining to the Pediatric Trauma Program.
- ∞ Clubs can apply for grants up to \$250!
- ∞ cnhkeyclub.org → officer → treasurer → SLP Grant

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

RESOURCES

Service

« 1 2 3 »

**Form\_KeyClub\_Youth Opportunity Fund Form**

 <http://cnhkeyclub.org/>

OFFICERS

Treasurer

Grants

MAKE SURE YOU APPLY!!

**SCHOLARSHIPS** Money rewarded to you!

## Key Club International

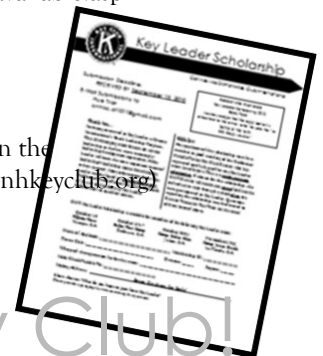
- ∞ Arizona State Uni. Scholarship: recognizes outstanding high school graduating seniors who have achieved excellence in leadership. Reward: \$13,000 annual tuition.

Direct Link:  
[http://keyclub.org/kcn/10-10-28/Arizona\\_State\\_University\\_scholarship\\_application\\_available.aspx](http://keyclub.org/kcn/10-10-28/Arizona_State_University_scholarship_application_available.aspx)

## Cali-Nev-Ha District

- ∞ Key Leader Scholarship: reimburses registration fee for Key Clubbers that have attended Key Leader.
- ∞ Senior Scholarship: recognizes outstanding graduating Key Clubbers in the CNH District.

Available on the CyberKey ([cnhkeyclub.org](http://cnhkeyclub.org))



You **MADE** money being in Key Club!

# Awards just for you!



## Achieved Increased Membership Award

This award is based on dues standings from February 1<sup>st</sup>. Clubs either increasing by 25, 50, 100% will receive a banner patch at District Convention. No forms are needed because records are based on dues reports from International. *That means you don't have to apply for it! See official rules!*

## Membership Retention

This award is based on whether or not your club has retained the membership count from the previous year. No forms are needed because records are based on the dues report from International. *That means you don't have to apply for it! See official rules in the recognition section.*

## 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 appropriate officers and advisors. Due to our “going green” objective this year by our District, you will submit this electronically. To do so, you would have to electronically collect the initials and signatures. If you complete the checklist, you will be recognized as an outstanding treasurer at District Convention!

For more information, head to the [cnhkeyclub.org](http://cnhkeyclub.org) website, under recognition and then contest applications, click treasurer!

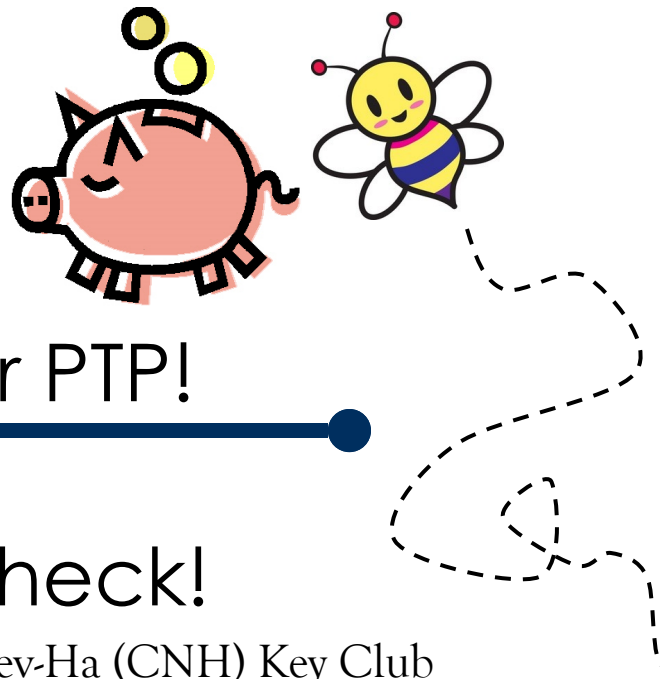
## Distinguished Treasurer

This award is given to few treasurers from our District that truly served their job above and BEEyond outstanding. Due to our district “going green”, all CNH submissions will be submitted electronically! As a Treasurer, you will have to create an e-portfolio that is to be submitted to the CNH Contest Archive ([cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com)). I advise you to start saving and organizing your work now so it's a less tedious job when the deadline comes closer.

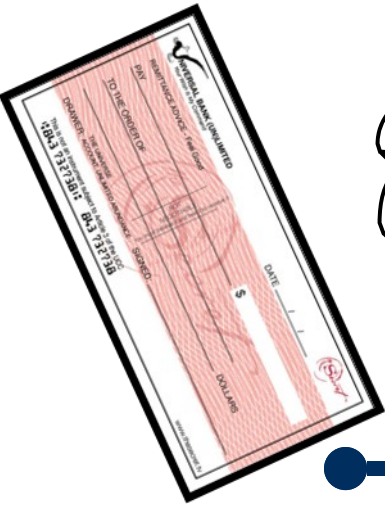
For more information, head to the [cnhkeyclub.org](http://cnhkeyclub.org) website, under recognition and then contest applications, click treasurer!

Send to: **CNH Contests Archive** ([cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com))

# PTP donation process



## Hold fundraisers for PTP!



### 2.

## Write a check!

Payable To: Cali-Nev-Ha (CNH) Key Club

Memo: Division XX, Mraz High School

Please work either with your Division Kiwanis or your school to write this check. You **SHOULD NOT** be writing your own checks. You **SHOULD NOT** be handling money.

### 3.

## Put the check into an envelope!

To: ATTN: Bruce Hennings, Key Club PTP Donation  
Cali-Nev-Ha (CNH) District Office  
8360 Red Oak Street #201  
Rancho Cucamonga, CA 91730

From: Mraz High School  
Division XX, Region XX  
1234 Jason Ave  
Music City, CA 91705

Want/Need a Receipt? Insert a slip asking for a receipt and make the check payable to "Kiwanis Cal-Nev-Ha Foundation," instead of "Cali-Nev-Ha (CNH) Key Club"



The **DEADLINE** for mailed donations that will count towards Fall Rally is **RECEIVED BY:**

**Fall Rally North**  
October 26th

**Fall Rally South**  
November 16th

Only **ON-SITE DONATIONS** are processed AT Fall Rally  
We **DO NOT** process any COIN donations on site; checks are acceptable on site  
Remember, you can send in PTP Donations **THROUGHOUT** the year  
Please **never send cash** through the mail as a donation, only checks

# Fundraising



## PLANNING

- ∞ Get ALL school paperwork approved before starting your fundraiser
- ∞ Plan at least 3 weeks in advance (longer for bigger projects)
- ∞ Set a realistic goal with your fellow officers and club
- ∞ Create a budget to plan out profits and expenses

## ADVERTISING

- ∞ Talk to people about it
- ∞ Make posters
- ∞ Utilize social networking sites for promotional use only (logistics business should be conducted professionally)
- ∞ Make a video
- ∞ Hand out fliers
- ∞ Email others and ask for help
- ∞ Get your school in on it

*Who can you donate to?*



**THE POSSIBILITIES ARE ENDLESS!!!**

Carwashes	AA Jackets	Present Wrapping	Yard Sale	Awake-a-thon
Bake Sales	Lanyards	Local Businesses	Kiss a Senior Bye	Dance
Lemonade Stand	Bracelets	Christmas Carol	Pie your LTG	Pie your LTG
Pie your LTG	Back 2 School Sale	Christmas Grams	Graduation Leis	Date Auction
Laser-tag social	Pie your LTG	Valentines Grams	Host Carnival	Car Smash
Ice-skating Social	Bowling	Pie your LTG	More Car Washes	Shave your Head
Boba Social	Mud Run	Sell Cookie Dough	Sports Tournament	Dance-a-thon
Beach event	Movie Night	Dinner Party	Sunglasses	ANYTHING



# Here are some RESOURCES

## Executive Board

**Governor Erinn Wong**  
cnhkc.dg1112@gmail.com

**Secretary Andrew Liu**  
cnhkc.ds1112@gmail.com

**Treasurer Christopher J. Van**  
cnhkc.dt1112@gmail.com

**Technology Editor Elijah Kang**  
cnhkc.dte1112@gmail.com

## Advisors

**District Administrator**  
Mrs. Lisa Lotito-Byers  
cnh.kcadmin@gmail.com

**Assistant District Administrator**  
Mr. Marshall Roberson  
cnhadan@gmail.com

**Director of Service Leadership Programs**  
Mr. Bruce Hennings  
bruce@cnhkiwanis.org

## Websites

**CNH CyberKey**  
[www.cnhkeyclub.org](http://www.cnhkeyclub.org)

**Membership Update Center**  
[www.soapmu.kiwanis.org](http://www.soapmu.kiwanis.org)

**CNH Treasurer Reflector**  
[www.groups.google.com/group/cnh-kc-treasurers](http://www.groups.google.com/group/cnh-kc-treasurers)

## Thank You for your Services!

If you have any question, fee free to contact anyone on the list above.

### I hope this has helped!