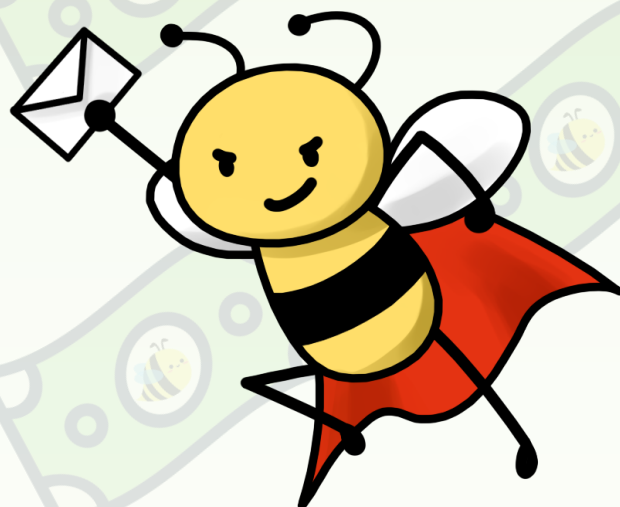




## THE 2017-2018 OFFICIAL CNH KEY CLUB **DUES MANUAL**



Please BEE **GREEN!** Do not print this manual.

# INTRODUCTION

## Hello, CNH Treasurers!

Welcome to the Dues Manual! In this you will find an overview of what dues are, their purpose, and a step-by-step guide on the dues submission process. As club treasurers, it is your duty to ensure that the club you serve submits dues on time. As District Treasurer, it is my duty to support you all throughout this process! With that said, please feel free to contact me anytime should you have concerns.



I cannot stress how important it is for clubs to submit dues on time. Being proactive is key during the hectic fall season. Be sure to read over this manual and ensure that you fully understand how to submit dues.

If you ever find yourself needing more assistance, please do not hesitate to contact me at [cnhkc.trs1718@gmail.com](mailto:cnhkc.trs1718@gmail.com)! It is an honor to be of any help.

Thank you for your time and I look forward to an amazing year with you all!

## Buzzing with Service,

Vivian Chu

2017-2018 California-Nevada-Hawaii District Treasurer

### RESOURCES

#### Website/Cyber Key

[www.cnhkeyclub.org](http://www.cnhkeyclub.org)

#### Club Treasurer Reflector

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

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# DUES PROCESS

## UNDERSTAND

1

It is imperative that you understand the importance of dues and where they go to ensure that you can answer any questions.

## COLLECT

2

Work with your club board to plan a way to collect dues in an organized manner.

## SUBMIT

3

The most important step! Properly submit your club's dues on time to avoid becoming a suspended club.

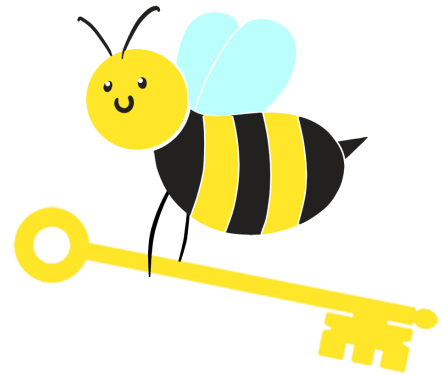
Keep the following dates in mind!

**Sept. 6** Membership Update  
Center opens

**Oct. 1** First Payment Date

**Nov. 1** Early Bird Deadline

**Dec. 1** Regular Dues Deadline



**Have problems with the Membership Update Center? Contact Member Services!**

**Want to know your club's status? Refer to the dues report!**

**Anything else? Contact me or your Lieutenant Governor anytime!**

### Member Services

[memberservices@kiwanis.org](mailto:memberservices@kiwanis.org)

1-800-KIWANIS

(Be sure to have your club name and ID on hand when contacting them!)

### Dues Report

<http://www.kiwanis.org/clubs/member-resources/district-reports>

(Contact DTREAS or your LTG for a district specific report!)

# UNDERSTAND

**\$11.50**

**\$7.00**

## FOR INTERNATIONAL

- Membership card & pin
- Administrative Budget
- Officer and Board Budget (International President, VP and trustees)
- Key Club Magazine
- International Convention
- Recognition Awards
- and MORE!

**\$4.50**

## FOR DISTRICT

- Administrative Budget
- Officer and Board Budget (Executive Officers, LTGs, Leadership and Coordinator Team)
- Key Leader Scholarships
- Recognition Awards
- and MORE!

\* Dues are \$11.50 per member (\$7.00 for international, \$4.50 for district)

\* Send all dues payments to Key Club International Office:

Key Club International

PO BOX 6069– Dept 123

Indianapolis, IN 46206-6069

\* Strive to recruit as many members as possible! There is no such thing as a “max membership.”

\* Dues are annual; members must renew their membership every year.

\* **You can submit dues more than once!** Set up a monthly schedule with your board.

# COLLECT

Promote the benefits of paying dues to the members you serve! When you are a dues paid member, you can run for office, vote during elections season, attend District Convention, and much more!

Create a club form, or “Membership Application” that asks for the member’s name and contact information. This form isn’t required, however, it is an organized and efficient way to collect dues!

BEE organized when handling money and checks. Handling money is a sensitive process and losing cash or a check will result in many problems. Be sure to have an advisor or adult aid you when collecting dues.

If possible, give receipts when collecting dues so there is physical evidence of a payment.

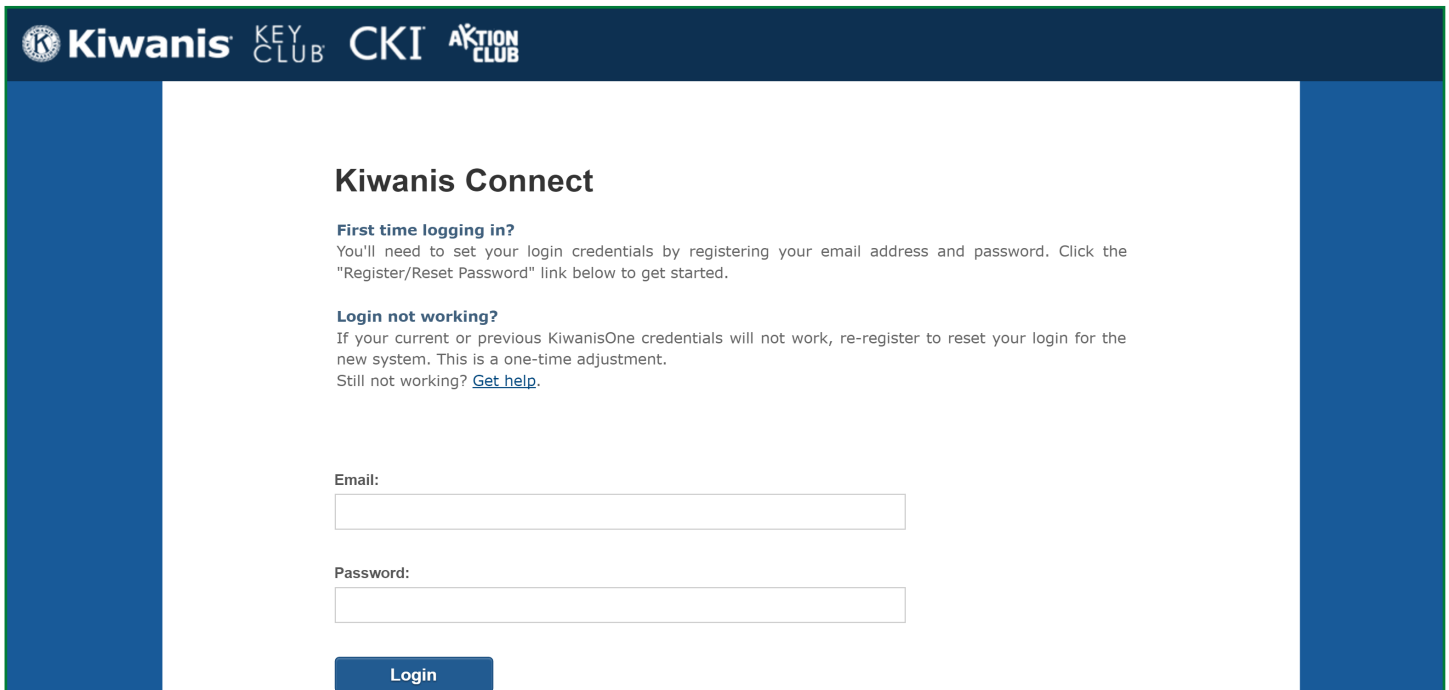
You can collect dues anytime! Focus on submitting dues by the deadline to ensure that your club remains in good standing. After the fall deadlines, be sure to submit dues for any new members.

## Collecting dues past December 1st...

Remember that dues are annual! If you have any new members pay dues after December 1st, be sure to submit those dues as well. It is highly recommended that you collect and submit dues bimonthly or once a month—depending on how many your club receives. If your club receives a handful, collect and submit them all at the same time on a set date. If your club receives only one or two, collect and submit when received.

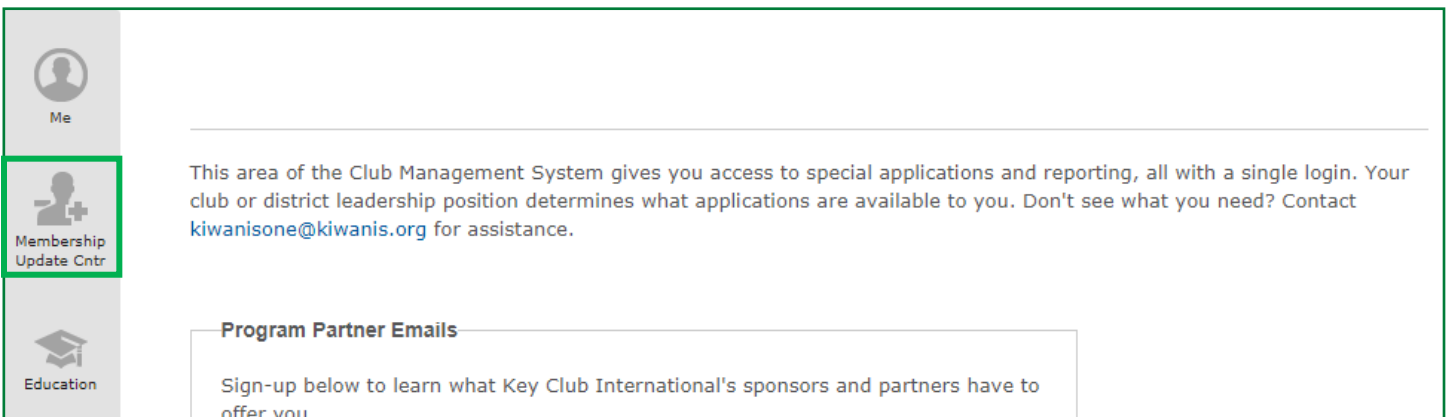
# SUBMITTING DUES

- 1 Go to the Membership Update Center ([keyclub.org/muc](http://keyclub.org/muc)) and log in. If you do not have your log-in information, talk to your Kiwanis/faculty advisor or immediate past club board. If you need to create a new account, work with your faculty advisor to set up a new account. If you ever have issues with the Membership Update Center, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).



The screenshot shows the Kiwanis Connect login interface. At the top, there are logos for Kiwanis, KEY CLUB, CKI, and AKTION CLUB. The main heading is "Kiwanis Connect". Below this, there are two sections: "First time logging in?" which instructs users to set login credentials by registering their email and password, and "Login not working?" which informs users that previous KiwanisOne credentials will not work and they should re-register. Below these sections are input fields for "Email:" and "Password:", followed by a blue "Login" button.

- 2 Click on the "Membership Update Cntr" icon.




The screenshot shows the Kiwanis Club Management System dashboard. On the left is a vertical sidebar with three icons: "Me" (a person icon), "Membership Update Cntr" (a person with a plus sign icon, highlighted with a green border), and "Education" (a graduation cap icon). The main content area has a heading "This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org) for assistance." Below this is a section titled "Program Partner Emails" with a text box that says "Sign-up below to learn what Key Club International's sponsors and partners have to offer you".

# SUBMITTING DUES

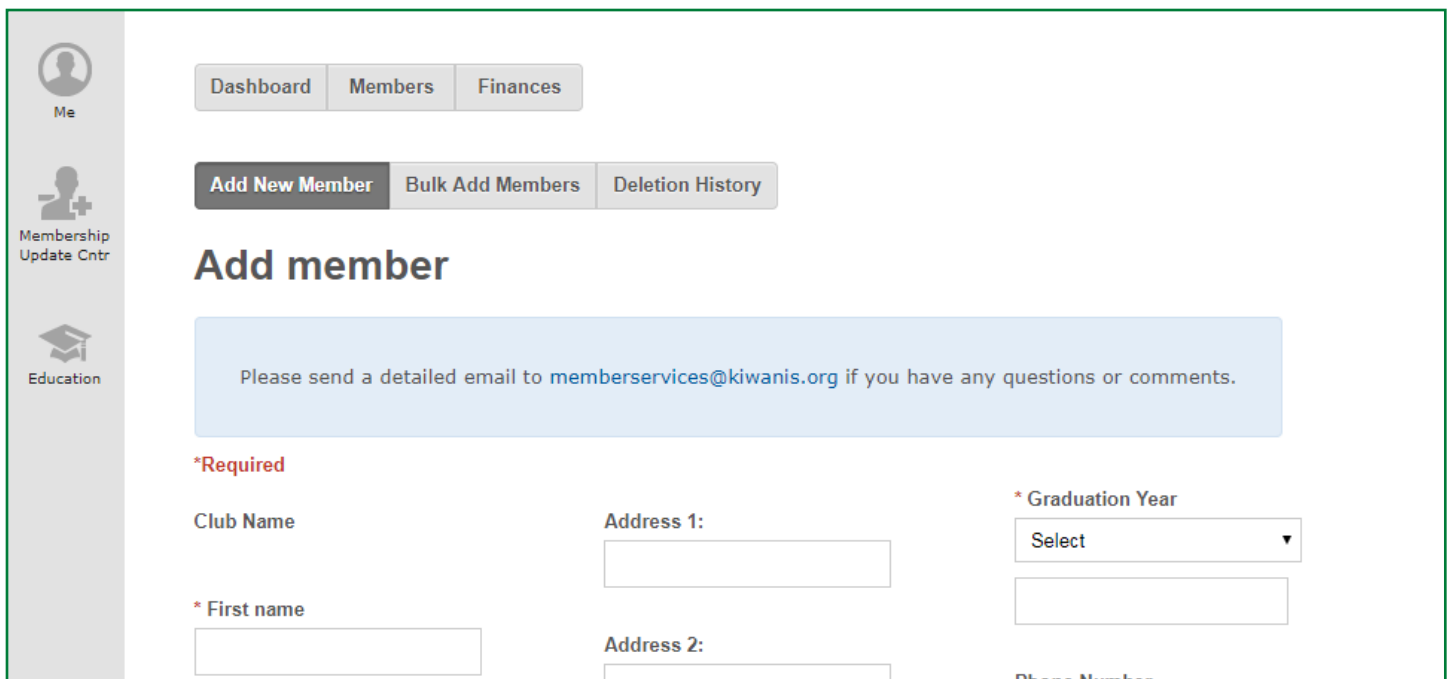
- 3** Update information on the “Dashboard” if necessary. If your faculty advisor has changed, be sure to email member services stating so with your club information, new advisor, and the advisor's email.

A screenshot of the top navigation bar of a web application. On the left is a profile icon with the text 'Me' below it. To the right are three buttons: 'Dashboard' (highlighted in dark grey), 'Members' (light grey), and 'Finances' (light grey).

- 4** Click on “Members” to be navigated to the membership roster.

A screenshot of the top navigation bar, similar to the previous one, but the 'Members' button is now highlighted in dark grey, while 'Dashboard' and 'Finances' are light grey.

- 5** Remove all graduated and non-returning members.  
Click on “Add New Members” to beginning registering members. **Make sure that names are spelled correctly because they can’t be changed!**

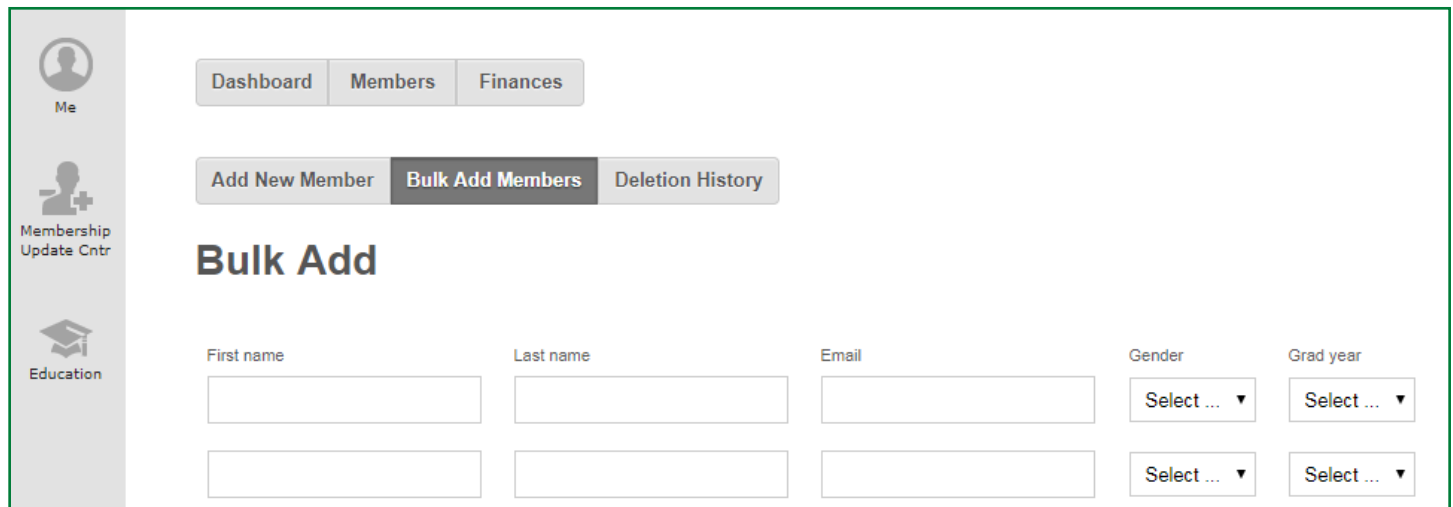
A screenshot of the 'Add member' form. The left sidebar contains three icons: a person (Me), a person with a plus sign (Membership Update Cntr), and a graduation cap (Education). The top navigation bar has 'Dashboard', 'Members' (highlighted), and 'Finances'. Below this is a sub-navigation bar with 'Add New Member' (highlighted), 'Bulk Add Members', and 'Deletion History'. The main heading is 'Add member'. Below it is a light blue box with the text: 'Please send a detailed email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have any questions or comments.' The form fields are organized as follows: 'Club Name' (required), 'Address 1:' (text input), 'Address 2:' (text input), '\* First name' (required, text input), '\* Graduation Year' (required, dropdown menu with 'Select' and a downward arrow), and 'Phone Number' (text input, partially visible at the bottom right).

# SUBMITTING DUES

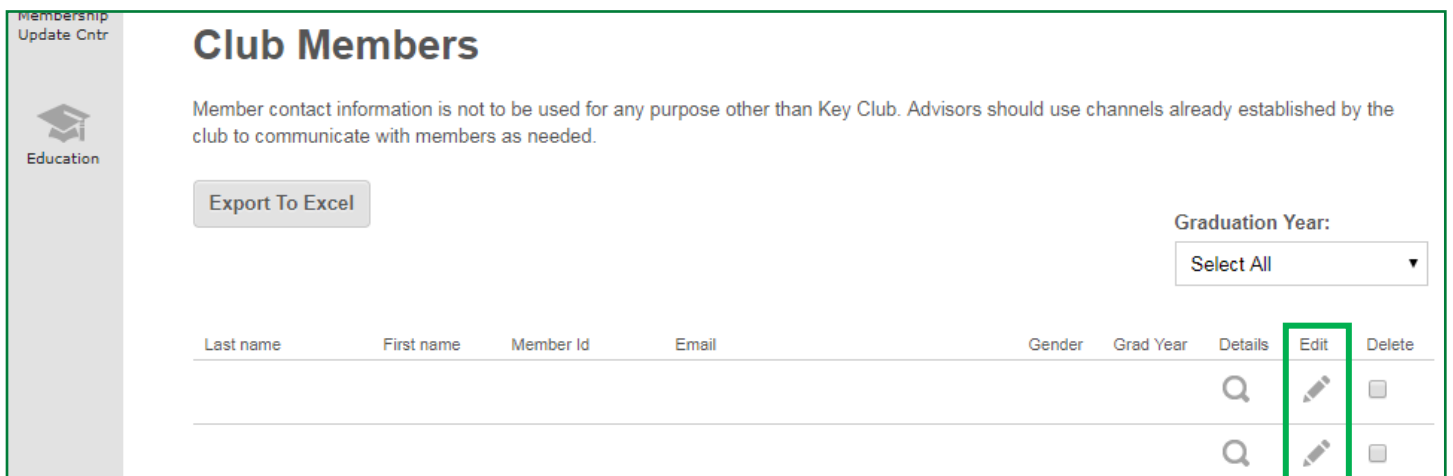
**6** Don't forget to click "Save"!

A screenshot of a web interface showing two buttons: "Save" and "Cancel". The "Save" button is highlighted with a green rectangular border.

**7** To add multiple members at once, use the "Bulk Add Members" feature. Be sure to spell names correctly and click "Save" when finished.

A screenshot of the "Bulk Add" form in a web application. The left sidebar contains icons for "Me", "Membership Update Cntr", and "Education". The top navigation bar has tabs for "Dashboard", "Members", and "Finances". Below the navigation, there are buttons for "Add New Member", "Bulk Add Members" (which is highlighted), and "Deletion History". The main content area is titled "Bulk Add" and contains two rows of input fields for "First name", "Last name", "Email", "Gender" (with a "Select ..." dropdown), and "Grad year" (with a "Select ..." dropdown).

**8** After saving, look over your updated roster to ensure that all information is correct. Use "Edit" to revise any information if needed.

A screenshot of the "Club Members" roster in a web application. The left sidebar contains icons for "Membership Update Cntr" and "Education". The main content area is titled "Club Members" and includes a disclaimer: "Member contact information is not to be used for any purpose other than Key Club. Advisors should use channels already established by the club to communicate with members as needed." Below the disclaimer is an "Export To Excel" button. On the right, there is a "Graduation Year:" dropdown menu with "Select All" chosen. The roster is displayed as a table with columns: "Last name", "First name", "Member Id", "Email", "Gender", "Grad Year", "Details", "Edit", and "Delete". The "Edit" column contains a pencil icon, and the "Delete" column contains a trash can icon. The "Edit" column is highlighted with a green rectangular border.



# SUBMITTING DUES

- 9 After checking your roster for mistakes, click on “Finances”. You will be able to generate an invoice. Work with your Kiwanis/faculty advisor to print the invoice and pay for the dues.



- 10 You can pay online or you can mail in a check. If paying by check, mail your dues payment and invoice to:

**Kiwanis International**  
**PO Box 6069 Dept 123**  
**Indianapolis, IN 46206-6069**

Keep in mind that dues should be RECEIVED by the deadlines!  
In addition, dues can be paid anytime as long as the initial deadlines are met. Be sure to promote dues after the fall season!

**Congratulations on successfully  
submitting dues!**

Questions, comments, concerns?  
Contact your Lieutenant Governor or  
District Treasurer!



# CLUB CHARTERING AND REBUILDING

## chartering

- **Step One:** Contact a local Kiwanis Club if you want to enlist their help.
- **Step Two:** Ensure that you have set aside funds for these programs.
- **Step Three:** Find a faculty/staff member to be the club advisor.
- **Step Four:** Recruit charter members and charter officers. Some schools require a form by this step.
- **Step Five:** Complete the charter petition, membership roster, and submit the appropriate fees.
- **Step Six:** (Once the forms have been processed) Congratulations on chartering a Key Club! You can purchase club supplies from Kiwanis International: <http://store.kiwanis.org/KeyClub/>

**For more information and forms, visit:** <http://www.kiwanis.org/clubs/member-resources/service-leadership/start-a-service-leadership-program-club/start-a-club-school-or-community-organization>

## rebuilding

If a club is in the inactive status, you **must** submit a reactivation form and fee to reactivate the club. The form can be found at this link: <https://www.keyclub.org/resources/petition-for-reactivation/>

### Tips:

- Rebuilding a club can be difficult because you are essentially starting from scratch. Communicate with your division Lt. Governor to ensure that you receive the proper training.
- Be enthusiastic! This positive energy will encourage your peers to join this club.
- Provide and participate in service events. Key Club is a service organization, which means that you should focus on serving your communities.
- Work with your Lt. Governor to find a way to fundraise to pay for the reactivation fee as it should not hinder the process of rebuilding.

# DEADLINE WITH SUSPENSION

## suspended

A club is considered suspended if they have not submitted dues by February 1st of the current year.

Example: Buzz Buzz Key Club did not submit dues by December 1st, 2017 nor did they submit dues by February 1st, 2018.

### Reactivation Process:

- Contact your Lieutenant Governor or District Treasurer for the roster form.

## inactive

A club is considered inactive if they have not submitted dues for one administrative term.

Example: Buzz Buzz Key Club did not submit dues by February 1st, 2016 and were suspended for the 2015-2016 term. They did they submit dues the fall season of 2017. They are considered inactive for the 2017-2018 term.

### Reactivation Process:

- Complete the [reactivation form](#) and submit the \$100 reactivation fee. More specific directions are on the form itself
- Mail the form to:

Kiwanis International  
ATTN: Service Leadership Programs Chartering  
3636 Woodview Trace, Indianapolis, Indiana 46268, USA

## charter revoked

A club's charter is revoked when they have not submitted dues for two administrative terms.

Example: Buzz Buzz Key Club did not submit dues and was considered inactive for the 2016-2017 term. If they do not submit dues by the fall season of 2017 their charter will be revoked.

### Reactivation Process:

- The club must follow the steps of chartering a Key Club and submit the necessary forms and appropriate fees