



CNH | KEY CLUB

CALI-NEV-HA KEY CLUB
TREASURER'S
MANUAL



2020-2021

CREATED BY 2020-2021 DISTRICT TREASURER YENA SUH

letter of introduction

Greeting, Treasurers!

Congratulations on your election! Thank you so much for taking on the **important role** of club treasurer! My name is Yena Suh and I am the California-Nevada-Hawaii District Treasurer! I am so **excited** to be working with you throughout the term and guiding you as club treasurer in paying dues on-time, fundraising for preferred charities, applying for scholarships and awards, etc.

In this Treasurer's Manual, we will be going over the **main responsibilities** and important information regarding the role of club treasurer. Although I have tried my best to explain a lot in a concise manner, you may need to refer to other **resources** for specific help. I will also be releasing a Dues Manual, Fundraising Manual, and Distinguished Treasurer Manual later on in the term.

If you need any help during the term, please don't hesitate to contact me at dtreas@cnhkeyclub.org!

Always serving alongside you,
Yena Suh



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section 1:

GENERAL RESPONSIBILITIES & EXPECTATIONS

A club treasurer has multiple responsibilities, but this is a compilation of the most important ones! Don't let these responsibilities limit you; go above and beyond to exceed your general responsibilities and expectations!

weekly

- ★ Attend all club and board **meetings**.
- ★ Record all **financial transactions** throughout the week.
- ★ Report and approve **expenditures** at meetings.
- ★ Inform the sponsoring Kiwanis Club and the club of the financial status with **strengths and weaknesses**.

monthly

- ★ Record the **total funds** raised from projects and fundraisers at the end of the month. Report the total to the club secretary to include in the club Monthly Report Form.
- ★ Collect and send **dues** for new members from the beginning of the school year to the end.
- ★ Update the **Membership Update Center** with the club secretary to input information for new, incoming members.

annually

- ★ Ensure club dues are received and processed by the on-time deadline of **December 1, 2020**. Mail them in 2 weeks earlier!
- ★ Plan and execute successful **fundraisers** for our preferred charities.
- ★ Prepare an annual **club budget**. Update the budget regularly as necessary.
- ★ Serve **50+ service hours** to be a Key Club member in good standing.
- ★ **Attend events** including, but not limited to, Officer Training Conference, Region Training Conference, DCMs, and District Convention to continue service on the different levels of Key Club.
- ★ Follow all school and Key Club **policies** in handling money.

your duty to the cali-nev-ha district



- ★ **PAY DUES ON TIME** - It is your responsibility to ensure every Key Club member pays their dues! Make sure members who join after the on-time dues deadline also turn in dues to be considered an official Key Club member!
- ★ **FUNDRAISE** - One of Key Club's main initiatives is to fundraise for our preferred charities.

TWO MORE MANUALS WILL BE SENT OUT TO CLUB TREASURERS. ONE WILL BE ABOUT DUES PAYMENT AND ANOTHER WILL BE ABOUT FUNDRAISING

section 2:

DUES & THE MEMBERSHIP UPDATE CENTER

basics of dues payment

- ★ Membership dues are a total of **\$11.50 per member** -- \$7.00 for international dues and \$4.50 for the district.
- ★ Focus on **recruiting members** throughout the entire school year!
- ★ Dues are paid annually -- members must **renew** their membership.
- ★ After meeting the on-time deadline, pay the dues for new members from **January 2021 - July 2021**.

where does it go?

\$7.00 *int.*

- ★ Membership card & pins
- ★ Administrative budget
- ★ International Board budget
- ★ Key Club Magazine
- ★ International Convention
- ★ Recognition awards

\$4.50 *district*

- ★ Administrative budget
- ★ District Board budget - travel, training conferences, other division expenses from Lieutenant Governor
- ★ Recognition awards

and more!

-- · membership update center · --

- ★ The Membership Update Center (MUC) is where you find the **directory** of the members in your club and **process the invoice** to pay dues. It plays a critical role in keeping track of members!
- ★ Each club has an account for the MUC.
- ★ The MUC will be explained in detail in the **Dues Manual** to be released closer to the school year!
- ★ **Link to MUC:** www.keyclub.org/muc

- - - - - important dates - - - - -

**SEPTEMBER 4, 2020:
MUC OPENS**

At this time, ensure you have access to the MUC account with help from advisors and other officers.

**OCTOBER 1, 2020:
AVAILABLE FOR DUES**

Clubs can now begin paying dues, so start working on submitting dues by the early bird and on-time deadlines.

**NOVEMBER 1, 2020:
EARLY BIRD DEADLINE**

If your dues are received by this date, congratulations! You will receive an award from KCI! Make sure to pay dues for new members throughout the rest of the term.

**DECEMBER 1, 2020:
ON-TIME DEADLINE**

IMPORTANT: If KCI does not receive dues by this date, your club is **DELINQUENT**. Mail the dues at least 2 weeks in advance! You must pay by this deadline for automatic awards.

**FEBRUARY 1, 2021:
SUSPENSION DEADLINE**

If your dues are not received by this date, your club is **SUSPENDED**. Also, dues must be submitted by this date to be considered for the A.I.M. award.

section 3:

SCHOLARSHIPS & GRANTS

--- youth opportunities fund ---

- ★ Grant created by **Key Club International**
- ★ Aids clubs or members in financing large-scale service projects
- ★ Clubs can apply for a grant from **\$100 to \$2,000**
- ★ All applications for the grant must be submitted by **October 15, 2020 @ 11:59 PM, EST**
- ★ Applicants will be notified of results on the first week of January
- ★ If accepted, the club or member must submit a final report of the project by January 2022.

--- cnh foundation ptp grant ---

- ★ Grant created by the **Cal-Nev-Ha Children's Fund**
- ★ Aids clubs in financing service projects for the Pediatric Trauma Program by addressing the issue of sudden, unintentional physical injury of children
- ★ Clubs can apply for a grant up to **\$500**

For more information on both of these grants, along with the application, visit our **CyberKey (cnhkeyclub.org) > Resources > Club > Treasurers**. The last section called "Grants" will have links to these grants!

section 4:

RECOGNITION & AWARDS

In this section, I included the recognition for clubs that treasurers are responsible for and the awards specifically for club treasurers as well.

club awards

A.I.M.

The **Achieved Increased Membership (A.I.M.) Award** recognizes clubs who saw a significant increase in **dues-paid membership** count.

Criteria:

- Pay dues by February 1, 2021
- Meet one of the following requirements:
 1. 100% membership increase and 40+ new members
 2. 50% membership increase and 20+ members
 3. 25% membership increase and 8+ members

MEMBERSHIP RETENTION

The **Membership Retention Award** recognizes clubs who maintained at 100% of the membership from the previous term.

Criteria:

- Pay dues by December 1, 2020 (on-time deadline)
- Maintain membership from 2019-2020 term

BOTH ARE AUTOMATIC AWARDS:

This means you do not need to submit an application! They will be automatically calculated!

--- treasurer officer awards ---

You will submit one E-portfolio to be considered for the Outstanding and Distinguished awards. If you pass the first threshold of points, you will receive the **Outstanding Treasurer** award. If you pass the second threshold of points, you will receive the **Distinguished Treasurer** award. Therefore, you should try your best to earn the maximum number of points!

OUTSTANDING & DISTINGUISHED

These two awards recognize club treasurers who have done an exceptional job at fulfilling their responsibilities throughout the term. To be considered, the club treasurer must first be a dues-paid member with a minimum of 50 service hours.

Judging Rubric Components:

- Nomination Form (5 pts. max)
- Divider pages in E-portfolio (5 pts. max)
- Letter(s) of Recommendation (10 pts. max)
- Treasurer Checklist (10 pts. max)
- Proof of Attendance (10 pts. max)
- Financial Records, Fundraisers (15 pts. max)
- Kiwanis Relations, Communication (10 pts. max)
- Miscellaneous (10 pts. max)
- Graphic Standards (10 pts.)
- File Size (5 pts.)

All details for this contest, including the submission overview, contest guidelines, judging rubric, FAQ, checklist and entry form, nomination form, and proof of attendance sheet can all be found on the CyberKey (cnhkeyclub.org):

Recognition > Contests > Officer | Treasurer

why apply?

to **stand**
out.

There were
785
clubs in our
Cali-Nev-Ha district
in the 2019-2020
term.

There were
5,349
clubs in
Key Club
International
in 2018.

You can add these
awards to your **college**
applications and resumes!
Outstanding/Distinguished
awards are considered
multi-state awards, which
would make you more
unique and
accomplished!

While being a club
treasurer is already
impressive, you can stand
out from the other
thousands of club
treasurers in Key Club
International by **earning**
Outstanding and
Distinguished awards!

section 5:

FUNDRAISING

preferred charities

- ★ Our district focuses on **4 preferred charities**, which are the Pediatric Trauma Program, UNICEF, March of Dimes, and the Children's Miracle Network.
- ★ Of these 4 charities, we focus on the **Pediatric Trauma Program** (PTP) the most.

fundraising goals

CNH DISTRICT FUNDRAISING GOAL

\$260,000 *for ptp*

- ★ Set **club goals** for fundraising too! Think about how much your club has fundraised in the past and also account for time lost due to the pandemic.
- ★ Ask your Lieutenant Governor about the **division** fundraising goal.

reminders

- ★ Follow school and Key Club **protocols** while planning a fundraiser with the proper paperwork
- ★ Keep track of both **expenses** and **revenue** from fundraisers
- ★ **Publicize** your fundraisers for maximum attendance, which would lead to a more successful fundraiser
- ★ While fundraising, some locations may ask for the **Tax ID**. The CNH Key Club Tax ID should be used when fundraising for PTP and the Key Club International ID should be used when fundraising for the Eliminate Project (an extension of UNICEF).
 - **CNH Key Club Tax ID**: 94-1623498
 - **Key Club International ID**: 36-6072042

fundraising ideas

- ★ Post **bingo** fundraisers on social media.
- ★ Hold **food or boba** fundraisers for online/call orders.
- ★ Collect pennies or any **loose change** -- it all quickly adds up!
- ★ Make **DIY crafts**, like friendship bracelets, at home to receive donations for.
- ★ Collect donations for **admission at games** (Kahoot, Jeopardy, etc.).
- ★ Plan **Kiwanis takeover** meetings with fundraiser activities, like auctions, with your sponsoring Kiwanis club.

These fundraising ideas are particularly for in quarantine and while social distancing measures are in place. Again, remember that I will also be releasing a fundraising manual later on in the year!

section 6:

SUSPENDED CLUBS

This section only applies to the club treasurers that are currently serving a suspended club. If you are a club treasurer with a suspended club, please make it your priority to remove the suspension status!

definition

- ★ A club is considered suspended if they **did not submit dues for the 2019-2020 term yet.**
- ★ You must pay dues by **September 30, 2020** to be removed from suspended status. If not, your club will be **inactive** and need to pay a **\$100 reactivation fee.**
- ★ In order to **activate** the club and remove the suspended status, you will need to submit dues for the 2019-2020 term. The steps to this can be found on the next page.

checking status

- ★ You can check the most recent **dues report** available on the CyberKey (cnhkeyclub.org).
- ★ If you have paid dues, but it indicates you are suspended, contact **membership services** for more information at (memberservices@kiwanis.org or 1-800-KIWANIS). Make sure to have your club ID when contacting.

submitting dues

Steps to submitting dues:

1. Accurately complete the roster form attached to this email.
2. Print out the roster.
3. Have an adult write a check to Kiwanis International. The total amount should be the number of members on the roster multiplied by \$11.50. Please be sure to write the club name and club ID on the memo line of the check.

Address for Kiwanis International:

Kiwanis International

PO Box 6069 Dept 123

Indianapolis, IN 46206-6069

Both the dues report and the roster form needed for submitting dues can be found on the CyberKey (cnhkeyclub.org) > Resources > Club > Treasurer. Look under the "More Resources" section for both of the resources.

section 7:

RESOURCES

district executives

- ★ Governor Daniel Min: dgov@cnhkeyclub.org
- ★ Secretary Grace Yim: dsec@cnhkeyclub.org
- ★ Treasurer Yena Suh: dtreas@cnhkeyclub.org

district administrators

- ★ District Administrator Doug Gin: da.dgin@cnhkeyclub.org
- ★ Assistant Administrator Marshall Roberson: adan.mroberson@cnhkeyclub.org
- ★ Assistant Administrator Alan Quon: adas.aquon@cnhkeyclub.org

links

- ★ CyberKey: www.cnhkeyclub.org
- ★ Membership Update Center: www.keyclub.org/muc
- ★ Club Treasurer Google Reflector:
www.groups.google.com/group/cnh-kc-treasurers

remind101

- ★ Send a text to 81010. Text this message **@cnhtrs2021**

addt'l.

APPENDIX

common acronyms

CNH	California-Nevada-Hawaii
DA	District Administrator
DCM	Division Council Meeting
DCON	District Convention
DGOV	District Governor
DSEC	District Secretary
DTREAS	District Treasurer
ICON	International Convention
INT'L	International
KCI	Key Club International
LTG	Lieutenant Governor
MRF	Monthly Report Form
OTC	Officer Training Conference
PTP	Pediatric Trauma Program
RA	Region Advisor
RTC	Region Training Conference
YOF	Youth Opportunities Fund

tips and advice

These tips and advice were given from Outstanding and Distinguished Treasurers from the 2019-2020 term!

"In terms of planning I would say plan **fundraisers for every month** and have "back up" fundraisers, like spirit gear.

I think reaching out to **chain restaurants** for fundraisers, like Ding Tea, 7Leaves, Raising Cane's, etc. is a good way to fundraise. In terms of the **Distinguished award**, I would say screenshot everything and make sure historians take a lot of pictures that proves the treasurer was at events."

Grace Nguyen
IP Oxford Key Club Treasurer

"I would just say **staying organized** is a really important thing especially since you ideally want to be hosting at least one fundraiser a month, maybe two. Also, **communicating with ASB student accounts** is crucial if you want to be able to host successful fundraisers."

Maggie Vannavong
IP Katella Key Club Treasurer

[Google Doc Link](#)

Ayaan Ekram
IP Whitney Key Club Treasurer

"Try and hold a fundraiser every single month and plan them ahead of time! **Detailed planning** helps your events go so much smoother and takes away a lot of stress. When planning fundraisers, **don't be afraid to try new things!** Every school is different and sometimes classic fundraisers such as a milk tea fundraiser aren't as successful. Try to analyze what works with your school and **cater to the members** that you serve!

Make sure to communicate with your school's ASB or principal and learn all of their policies about holding fundraisers. Having their support and kindness will make your term 10x easier! They also have lots of resources that you and your club can ask for such as paint, paper, etc.

Celebrate all of your successes no matter how big or small. Not every fundraiser will be extremely successful, but they all count in helping better our community and the world. Recognize all the hard work you are doing and this will help you from burning out during your term!"

Emily Vu
IP Piedmont Hills Key Club Treasurer