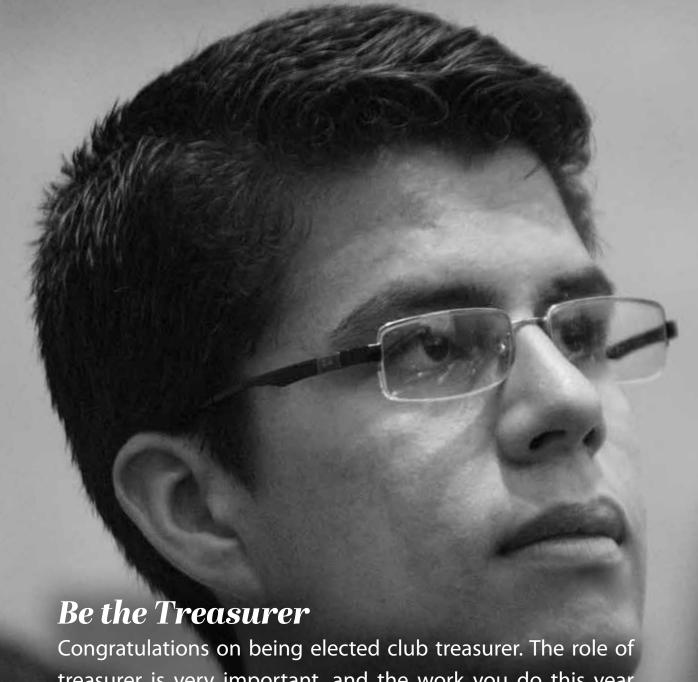
Be the



Congratulations on being elected club treasurer. The role of treasurer is very important, and the work you do this year will help bring more recognition to your club and members. Your job as treasurer is to ensure that the Membership Update Center is always current, set the year's budget and help your club raise money for international and district-specific causes. Make sure to sit down with your advisor and other officers to determine additional responsibilities for your position. Good luck and have a wonderful year.

Official duties

Your Key Club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

Collect dues. In coordination with the faculty advisor and club secretary, update the club roster and submit dues through the Membership Update Center at keyclub.org/muc.

File the Employer Identification Number (EIN) form with the Internal Revenue Service by February 15 if money collected by the club is not deposited into the school account and reported as part of school-based funds. Forms can be found online at irs. gov. For additional information or questions, contact member services. (For U.S. clubs only)

Prepare the club's budget, present it to the board for approval and ensure that club activities adhere to the budget.

Transact business through a bank or school account.

Inform the club of its financial strengths and weaknesses

Maintain accurate financial records throughout the year, to be reviewed at any time by members, other officers, or administration.

Inform the sponsoring Kiwanis Club of the Key Club's financial status. **Understand** school and club policies regarding student financial accounts relating to school organizations.

Checklists

KEY CLUB

weekly PAY ALL BILLS APPROVED BY YOUR BOARD AND ADVISOR. ATTEND ALL CLUB AND OFFICER MEETINGS. RECORD ALL THE EXPENDITURES AND INCOME FOR EACH WEEK. RECEIVE FINANCIAL ADVICE FROM YOUR FACULTY AND KIWANIS ADVISOR. NOTE TO SELF

monthly

- COLLECT ALL FUNDS FROM CLUB PROJECTS.
 - ALWAYS HAVE A FINANCIAL REPORT READY FOR BOARD MEETINGS.
- ATTEND BOARD OF DIRECTORS MEETINGS.
- COLLECT ANY DUES FROM NEW MEMBERS AND SEND TO KIWANIS INTERNATIONAL.
- RECONCILE ANY BANK ACCOUNT OR SCHOOL ACCOUNT INFORMATION.
- .
- ____
- ____

NOTE TO SELF

annual

- KEEP A RECORD OF ALL RECEIPTS AND FILES.
- PREPARE AN ANNUAL BUDGET.
- ORGANIZE ALL FINANCIAL RECORDS.
- PLAN AND EXECUTE FUNDRAISING PROJECTS.
- ATTEND ANY DIVISION OR DISTRICT TRAININGS OR EVENTS.
- ASSIST IN TRAINING THE TREASURER-ELECT.
- -
- .
- -
- ____

NOTE TO SELF

Be the Keeper

As the treasurer, you have been entrusted with keeping track of budgets, records, dues and financial records. You will need to be organized, proactive and persistent. You will need to be communicative and consistent. You will be awesome—so let's look at some of your most important activities:

- **Preparing the budget.** Basically, the budget should be a guide for planning the year's activities. The most important first step is getting everyone on the same page. If your club wants to have awesome projects and activities that cost "x" amount, they need to commit to raising "y" amount. If your budget doesn't reflect x ≤ y, you have a problem.
- Planning and tracking. Once you have agreed on a budget, figure out how to keep track of incoming and outgoing funds. Come up with a plan to determine how much to spend on each project or activity. As club members work on projects, consistently keep them up to date on how much has been spent and how much is left in the budget. Keep track of records showing club's funds are being spent appropriately. There are lots of online tools and examples, and your district may even have some resources you can utilize.
- Managing club accounts. Key Club International is a nonprofit organization, receiving much
 of its receipts from the general public. The law requires two separate accounts for receipts and
 expenditures.

Service account: All monies collected from the general public must be returned to the general public. Such money can't be used for club administrative costs, such as printing, conventions and conferences, or travel to events other than service projects.

Administrative accounts: The administrative account is the club's operating account—used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds are collected from dues, Kiwanis-family members and school subsidies—and they are spent on club administration and/or members.

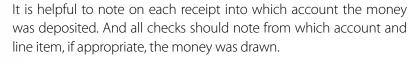
Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

Efficiency is doing the thing right. Effectiveness is doing the right thing.

PETER DRUCKER







- Keeping financial records. You must keep a record of all transactions. You can create a journal, ledger or digital resource to track income, expenses, and balances for each account. The most important thing: record the transactions regularly. When making a payment or disbursing money, record the transaction amount and get a receipt or invoice.
- Exploring options. You might ask your faculty advisor: does our school allow Key Club to have an outside account with a bank or other financial institution? A bank account can be a safe place to keep club funds. If your club has or opens one, always deposit all funds raised or collected promptly and efficiently. Never hold cash personally for any length of time. And make sure the names of people who can write checks are updated. Typically, that's only the club advisor and the treasurer.

Tip: ///

If the club has a bank account, use it to certify your accuracy—reconcile the bank statement sent to you (or your club advisor) with your own records. Here's how:

- 1. Verify all amounts on the statement with the amounts noted in your records.
- 2. Write the bank balance in the appropriate space on the back of the statement.
- 3. Add any deposits not noted on the statement.
- 4. Deduct all outstanding checks not yet cashed.

If something doesn't add up, talk to your advisor about helping you check your work. You may also consider contacting the bank.

Be the Collector

One of the major roles of the treasurer is to collect money. You may be asked to collect and track contributions, payments or donations. You will also be responsible for collecting dues from club members. Key Club International dues are US\$7.

Your district also collects dues. Your club might too. The total district and international dues amount can be found at keyclub.org/dar/mdcr. If you collect club dues, make sure the amount is reflected in your club bylaws.

Paying dues

There will probably be some questions about dues from your club. Most members want to know why they pay. Well, the answer is simple: they help pay for the things that make the program possible.

- Payment of dues is required for a student to be considered a member.
- A Key Club must pay club dues to be in good standing and eligible for awards and to attend district and international events.
- Your district dues help provide training to student leaders, support district programs and support general expenses.
- International dues help create resources to support the organization at every level. These resources include Key Club magazine, promotional materials, posters, membership cards and pins, awards, educational training, the Key Club weekly email and annual club support resources.

The fiscal year of Key Club International begins October 1 and ends September 30. **Annual dues are due December 1. Many clubs choose to pay by the early bird deadline of November 1.**

As you collect dues payments, the club secretary is gathering each member's information to update records on the Membership Update Center. Both the Key Club faculty advisor and club secretary have access to the online Membership Update Center at *keyclub.org/muc* to submit annual dues and add new members. Work with your faculty advisor and club secretary to complete the dues submission process.

Be the Fundraiser

So where does the income that supports your club come from? Fundraising! Your club can utilize creative ideas to help support both your club and community.

The first step is to set goals. Have an idea about how much money your club will need for its service projects. If your club needs to raise money for social activities or events, that's okay—just make sure to let the public know where the money is going.

Be conscientious, ethical and responsible. Check with the Key Club Guidebook, school policies and your district contact for information on fundraising policies before you kick off a project.



Tips for successful fundraising

Decide exactly how long your group will spend on each fundraising project. Be sure everyone knows the project's timeline and keeps the commitment manageable. Keeping the project relatively short will typically keep members and the community from getting burned out.

Only involve group members who want to get involved and have a realistic expectation for participation. Encourage members to participate at a comfortable level. The project shouldn't stress out members or frustrate them.

Set your financial goals before you begin. Try to make sure goals are **SMART**:

Specific / Measurable / Achievable / Realistic / Timely

Throughout the project's progress, communicate. Update club members about what's happening, and check in with individual members on successes and challenges.

Be sure the activity or product sold is a good representation of your club. This means the activity or product is aligned with Key Club's values of inclusiveness, leadership, character building and caring.

Tip:

There are tons of cool fundraising project ideas at keyclub.org. And there are even more on the Kiwanis Children's Fund website. But the very best source might be your own club. Asking members for ideas helps identify a project they're excited to work on. And when they are excited, the sky's the limit. Take suggestions. Hold a fundraising brainstorm meeting. Above all, allow members to take ownership and be creative!

Be the Encourager

So what else can you do to help your club achieve big annual goals? One great way is to apply for a Youth Opportunities Fund grant. That means letting fellow club members know—and inspiring them to put together a great application for the grant.

The YOF is an endowed grant supporting projects designed by individual members and clubs. It is funded by the contributions of Key Club members and supporters. YOF grants are given only to Key Clubs or club members. **The application must be received by October 15 at 11:59 p.m. EDT.** Clubs may request funding assistance ranging from US\$100 to US\$2,000. The committee typically awards grants to clubs asking for a portion of a project's total cost—and to clubs that are also working with other organizations to fund and complete the project. Notification of the Key Club International Board's decision will be mailed no later than the first week of January. The application is online at *keyclub.org/yof*.



Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish.

SAM WALTON

ey Club Officer and Advisor guides are printed on Lynx EarthChoice® paper from Domtar. EarthChoice® neans increasing responsibility throughout the entire paper life cycle—from the forest, through repossible production, usage and ecycling Domtar works closely with leading NGOs—including the

Know your resources

Key Club International wants to help you succeed—so we're providing as many resources as possible. Listed below are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at **keyclub.org** or through the weekly Key Club email. Not receiving the weekly email? Have your club advisor or secretary update your email address in the **Membership Update Center at keyclub.org/muc.**

Service ideas

Idealist.org – idealist.org
Volunteer Match – volunteermatch.org
Hands on Network – handsonnetwork.org
Youth Serve America – ysa.org
National Youth Leadership Council – nylc.org
Project Happiness – projecthappiness.org
Volunteer Canada – volunteer.ca
Canadian Volunteer Directory –

canadian-universities.net/Volunteer

Partners

Did you know Key Club International has preferred charities and partnerships that can offer you great opportunities for service to your community or abroad?

For more information on partnerships and preferred charities visit:

keyclub.org/partners

Key Leader

Key Leader is a weekend experiential leadership program for today's you leaders. It focuses on service leadership as the first, most meaningful leadersh development experience. By participation in a hands-on, weekend event, k Leaders learn that leadership comes from helping others succeed. The programs designed to identify and empower emerging student leaders and move the beyond where most other leadership programs end. Thousands of students four continents have and will become Key Leaders. Learn more about Key Leaders and what programs are happening in your area at **key-leader.org.**

Key Club acronyms:

Below is a list of our most commonly used acronyms.

AAR — Annual Achievement Report

CKI — Circle K International

CMN — Children's Miracle Network

DCON — District Convention

ICON — International Convention

IP — Immediate Past

KCI — Key Club International

LTG — Lieutenant Governor

OTC — Officer Training Conference

YOF — Youth Opportunities Fund















