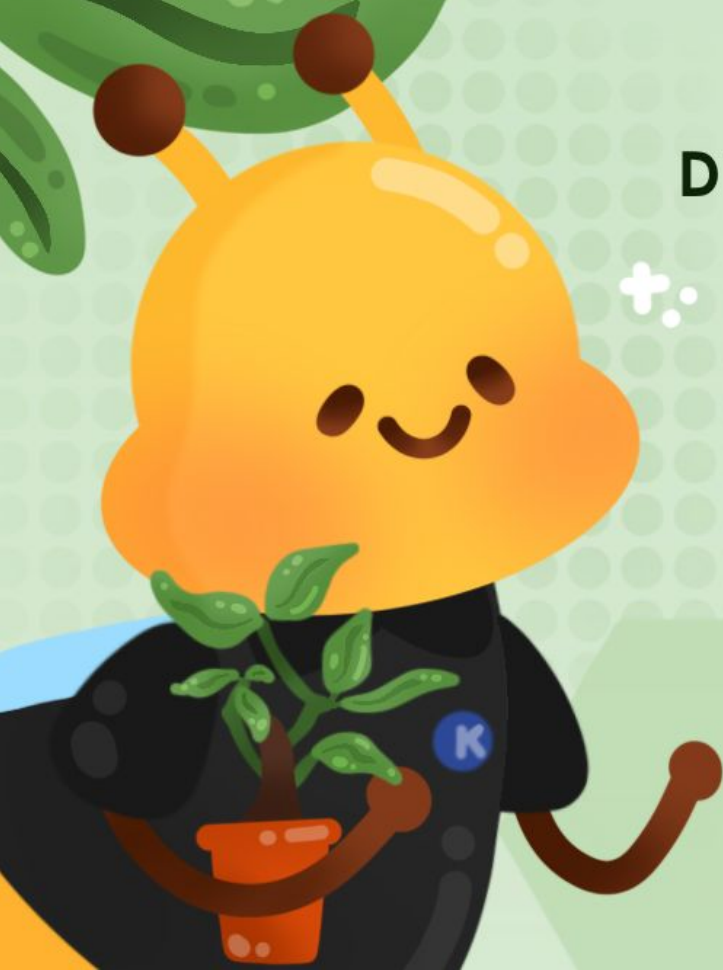




cali-nev-ha key club

DUES 2023-2024 MANUAL

REVISED BY 2023-2024
DISTRICT TREASURER CHLOE WU



letter of introduction

What's BUZZIN' CNH Treasurers!

My name is Chloe Wu, and I proudly serve the California-Nevada-Hawaii Key Club District as their District Treasurer for the 2023 to 2024 term! This Dues Manual will focus on all the ins and outs of paying dues, chartering clubs, reactivating inactive clubs, and more! Please remember that the ultimate goal is to have your club meet the **ON TIME** dues deadline! If you are mailing a check, make sure it is mailed at least two weeks in advance. As the club treasurer, you want to make sure that the dues are fully paid and processed by the December 1 deadline.

Although paying dues may seem like a difficult process, you're not alone! If you need any help during the term, please don't hesitate to contact me at dtreas@cnhkeyclub.org!

Tying The Knot of Service,

Chloe Wu



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THE BASICS

important dates

- ★ This guideline of the important dates is from the Treasurer's Manual. Make sure you know these dates very well to ensure your club meets the **Early Bird** or **On-Time** deadline!

**OCTOBER 1, 2023:
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, 2023:
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, 2023:
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, 2024:
RECOGNITION DEADLINE**

The dues report from this date will be used to calculate the A.I.M. award, so make sure your dues are received and processed by February 1.

Note: Members can continue to pay their dues throughout the ENTIRETY of the term. Clubs **MUST** send in the dues collected for members who joined after the initial or subsequent dues payments.

the three steps

- ★ Here are the three basic steps to paying dues! We'll go in depth to each of the three steps (and more information after that) in the following sections.

1 RECRUITING MEMBERS

Before we pay dues, we need to make sure to recruit new members and retain our old members!

2 UNDERSTANDING DUES

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

3 COLLECTING DUES

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

4 LOGGING INTO THE MUC

The Membership Update Center (MUC) can be confusing to use for some new officers, so we will go over every step!

5 SUBMITTING DUES

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

MEMBER RECRUITMENT

Our membership count depends on the number of DUES PAID members, which is why member recruitment is closely related to the dues payment process. Please try your very very best in increasing your club membership by AT LEAST 10% this year!

recruitment ideas

- ★ **Open leadership positions:** Elect or appoint a sub-board of officers (class representatives, fundraising coordinator, spirit coordinators, etc.) for new members. Make sure they are dues-paid members!
- ★ **Create club committees:** Another example on how you can provide for leadership opportunities!
- ★ **Message people personally:** Reach out to new or potential members to build an inclusive environment! YOU can be the one to begin their Key Club journey and change their life!
- ★ **Host a NewBEE social:** Host a social for all new members by providing food and allowing everyone to bond! (Receive AAR points)
- ★ **Host an induction ceremony:** Similar to the social, formally introduce the members into the club by giving their member pin, member ID card, and a certificate! (Receive AAR points)

- ★ **Subsidize dues:** Members may feel discouraged to join Key Club because of the cost of dues. Subsidize (lower) the cost of dues by fundraising or asking for help from your Kiwanis club.
- ★ **Create a friendly competition:** Challenge members to see who can recruit the most people! Reward the winning officer (with a gift card or other small prize)! You can also create a point system to reward members that are most active and participate in service events, DCMs, etc.
- ★ **Encourage a buddy system:** Ask current members to bring friends to a meeting. Reward members for bringing friends!
- ★ **Advertise at school:** Whether it's by using your school's bulletin/morning announcements or by asking teachers (preferably from underclassmen) to post on Google Classroom, publicize throughout your school!
- ★ **Use virtual backgrounds:** Create a virtual background to display in class and spread the news to join Key Club!
- ★ **Host an event with another large club:** Collaborate with a club with a larger membership at school to host a service project or fundraiser together.
- ★ **Utilize social media:** Although it may be more of an obvious method of member recruitment, use social media to your advantage!
- ★ **Participate in CNH's JoinOurHive campaign:** Request an overlay for the JOH campaign to show everyone why YOU joined!

reasons to join

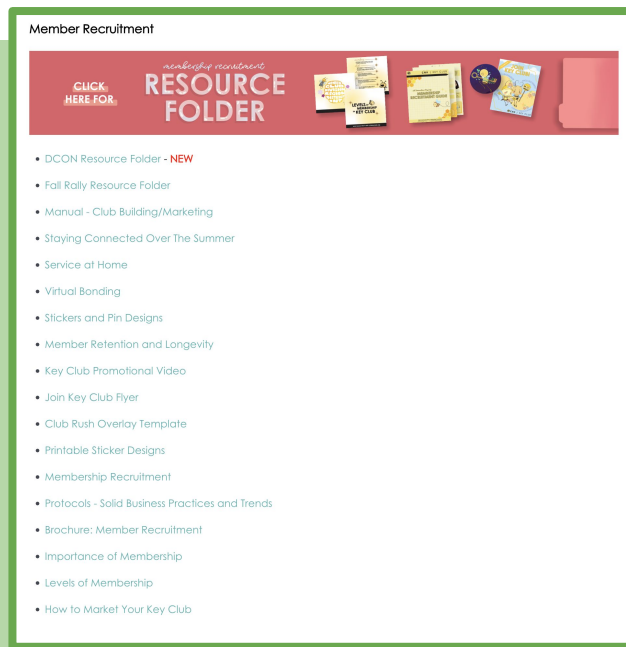
These reasons can be used in promoting Key Club and persuading students to join in slide presentations, on social media, etc.!

- ★ **Earning service hours:** Key Club offers so many community service opportunities that they should join for!
- ★ **Building leadership skills:** We are more than another service organization: we grow student leaders and help everyone cultivate leadership (one of our core values!).
- ★ **Earning recognition/awards:** Members can earn recognition from their club (school), division (local), district (state), and international levels!
- ★ **Connecting with members:** Through Key Club, students can meet other members from other schools in their division, all over the three states of the CNH district, and over Key Club International!
- ★ **Learning professionalism:** Students learn to become more professional and are prepared to pursue their dreams after high school in a professional workforce!
- ★ **Applying for grants:** Clubs can apply for grants, like the Youth Opportunities Fund, to start large scale service projects.
- ★ **Applying for scholarships:** Seniors can earn up to \$20,000 for scholarships from their home Kiwanis club, Kiwanis division, CNH District, and Key Club International!

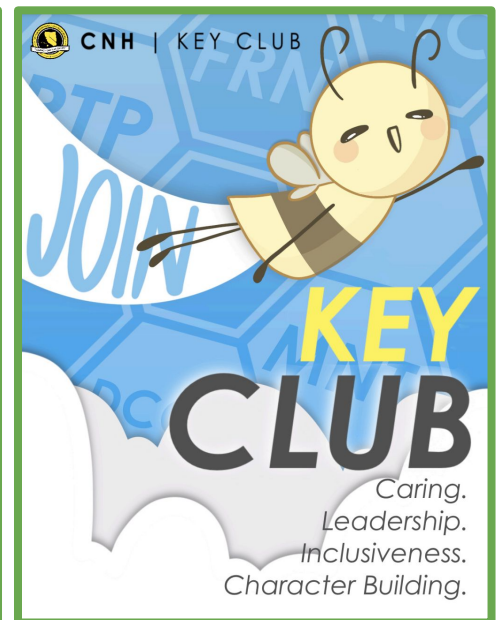
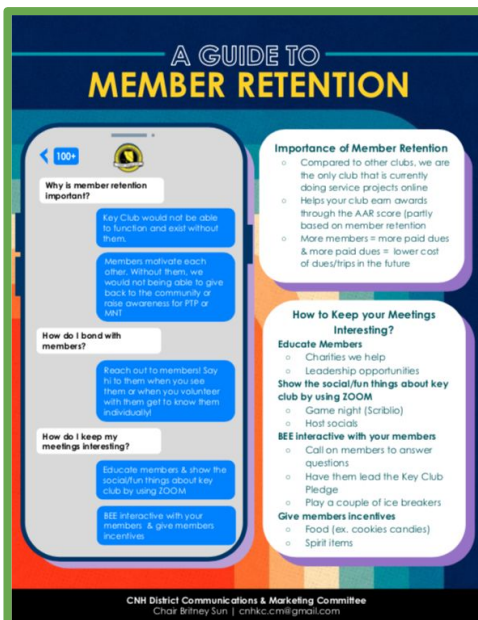
resources

Below are examples of resources (pamphlets, guides, fliers, videos, etc.) created by the Communications and Marketing Committee! To find more resources for member recruitment and retention, navigate to the CyberKey (cnhkeyclub.org)

Resources → Graphics and Marketing → Member Recruitment



- ★ The left image is a screenshot of the CyberKey section with these resources.
- ★ The bottom left and middle images are examples of member recruitment guides.
- ★ The bottom right image is a brochure clubs can use for member recruitment!



UNDERSTANDING & COLLECTING DUES

understanding

- ★ Each member pays a total of **\$12.50** for Key Club International and the CNH District **every term (annually)**.
- ★ A club can choose to charge more (up to \$23 total) and have the remaining dues go towards **club funds**. For example, if a club asks members to pay \$13.00 each, the remaining 50 cents will go towards club funds for future service projects, senior graduation stoles, socials, etc.

\$7.00 *int.*

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

Make sure to educate members on WHY they need to pay dues and WHERE the money goes to!

\$5.50 *district*

- ★ Administrative budget
- ★ District Board budget - travel, training conferences, other division expenses from Lieutenant Governor
- ★ Funding for LTGs to hold divisional events (DCMs) and other projects
- ★ Recognition awards (from DCON)

collecting

- ★ **COLLECTING MEMBERSHIP INFO:** Create a club Google Form that asks for the member's name, grade, and contact information (for the MUC). This form isn't required, however, it is an organized and efficient way to collect dues and input information into the MUC.
- ★ **PROMOTING BENEFITS:** Promote the benefits of paying dues to the members you serve! When you are a dues paid member, you can run for leadership positions, vote during elections season, attend District Convention, and much more!
- ★ **COLLECTING DUES:** Be 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.
- ★ **FOLLOWING SCHOOL REGULATIONS:** Make sure to follow all school regulations. Some schools may require you to go through the ASB, Activities Office, etc.
- ★ **COLLECTING AND SUBMITTING DUES AGAIN:** 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.

dues increase

- ★ **District Convention 2022:** The House of Delegates voted to increase the California-Nevada-Hawaii District Membership dues fee by \$0.50 for the next three terms.
 - 2022-2023 Term: \$12.00
 - 2023-2024 Term: \$12.50
 - 2024-2025 Term: \$13.00
- ★ This decision was made after a majority vote of yes during the House of Delegates session held during District Convention 2022 chaired by 2021-2022 District Governor, Amy Wang.
- ★ **Purpose:** Due to the recent membership decline (excluding the 2021-2022 term) the California-Nevada-Hawaii Key Club District has chosen to propose this amendment to the District Bylaws in order to maintain the administrative budget needed to run and oversee the district's function. Rising costs necessary for operating and administering our CNH Key Club District is due to the inflation in the economy in recent years. This budget contributes to administrative travel, scholarships, awards, and more.

tips & reminders

IF YOUR CLUB IS SMALLER IN SIZE...

Have club advisor collect individual dues by mail. Club officers update the MUC and the advisor needs to write the final check and mail with the invoice.

IF YOUR CLUB IS LARGER IN SIZE... (*ALSO WORKS FOR SMALLER CLUBS!)

- 1) Have club advisor collect dues by Venmo, Paypal, etc. Again, club officers update MUC and advisor mails check + invoice.
- 2) Officers and club advisor collect dues together with a drop off system for members. Members drop off dues at a nearby park or at school. You can try to make it an easy drive through drop off system so that members do not need to leave their car!

IF YOUR SCHOOL IS INACTIVE / CANCELLED CLUB ACTIVITIES:

Ask your sponsoring Kiwanis club for assistance! They may be willing to collect the dues and write the final check. OR even pay for the dues beforehand to prevent delinquency.

ASKING SPONSORING KIWANIS CLUB FOR HELP:

↳ If you are not very connected with your sponsoring Kiwanis club, this is the perfect opportunity! If you need contact information for your sponsoring club, email your Lieutenant Governor or me! Make sure to stay kind and explain your situation clearly.

tips & reminders

COLLECTING INDIVIDUAL DUES BY MAIL:

↳ Make sure to communicate with the members whose dues have been received by mail! You should provide an electronic receipt for record!

COLLECTING BY VENMO/PAYPAL:

↳ Although there will be a record of payment left in the app, still send a quick confirmation receipt or message to the members whose dues have been received.

IF YOUR SCHOOL HAS AN ONLINE PAYMENT SYSTEM...

Use the online paying system your school offers and go through the ASB to pay the dues. Make sure you work proactively as schools may take longer to process the check and invoice than expected.

USING A DROP OFF / PICK UP SYSTEM:

↳ Minimize human contact by making the drop off system completely drive through or at least have everyone wear masks! Collect members' information for the MUC beforehand, print out the list, and highlight the names as you go. This will make inputting the information into the MUC much easier for you! Make sure the last station or drop off zone distributes the receipts.

LOGGING INTO THE MUC

what is the muc?

- ★ The Membership Update Center (MUC) is where you find the **directory of the members** in your club and **generate the invoice** to pay dues.
- ★ It plays a critical role in keeping track of members!
- ★ Each club has an account for the MUC.
- ★ Login by using your designated club advisor or secretary's email account.

front page

- ★ Link to MUC: <https://tinyurl.com/kcmuc>
- ★ This is what the first page should look like:

English ▾

Welcome to the Kiwanis International sign-in page — Kiwanis Connect

First time here? [Set your password here.](#)

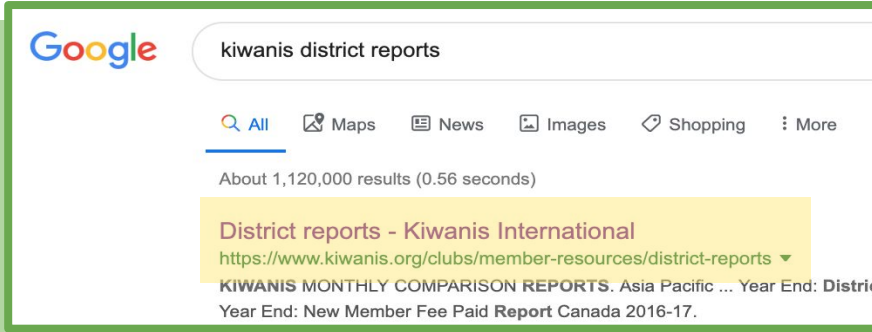
Sign in

Email [Forgot your password? Change the password.](#) Have a paid Portalbuzz subscription?

Password

- - who has access to the account? - -

★ To find out who has access to the MUC account, follow the steps below:



1. Look up “Kiwanis District Reports”.



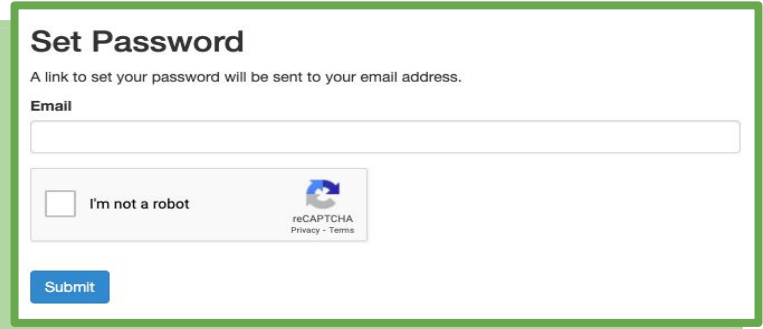
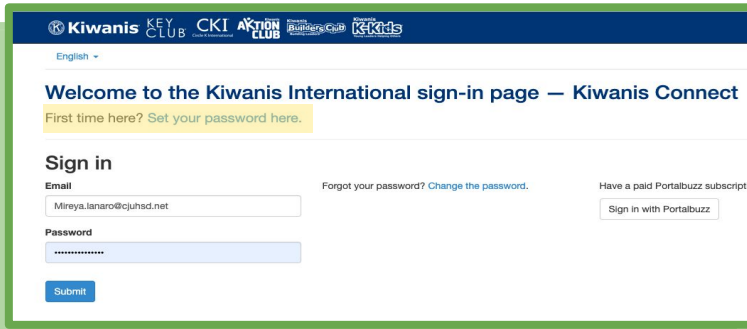
2. Scroll to Key Club International (2nd section on the left column) and click on “Club Information Listing”.

3. Use Command/Ctrl + F your club number or name to find your club. Look under the column for “Club Advisor” for who has access to the MUC.



new advisor?

- ★ If you have a new club advisor this term and need to create a new MUC account, follow the steps below:



**1. Click the blue link
“Set your password here.”**

**2. Enter email of new advisor
to receive login information.**

changing designated advisor

- ★ If you need to change the designated advisor that has access to the MUC, you need to contact Member Services.

MEMBER SERVICES:

EMAIL: memberservices@kiwanis.org

PHONE: 1 (800)KIWANIS

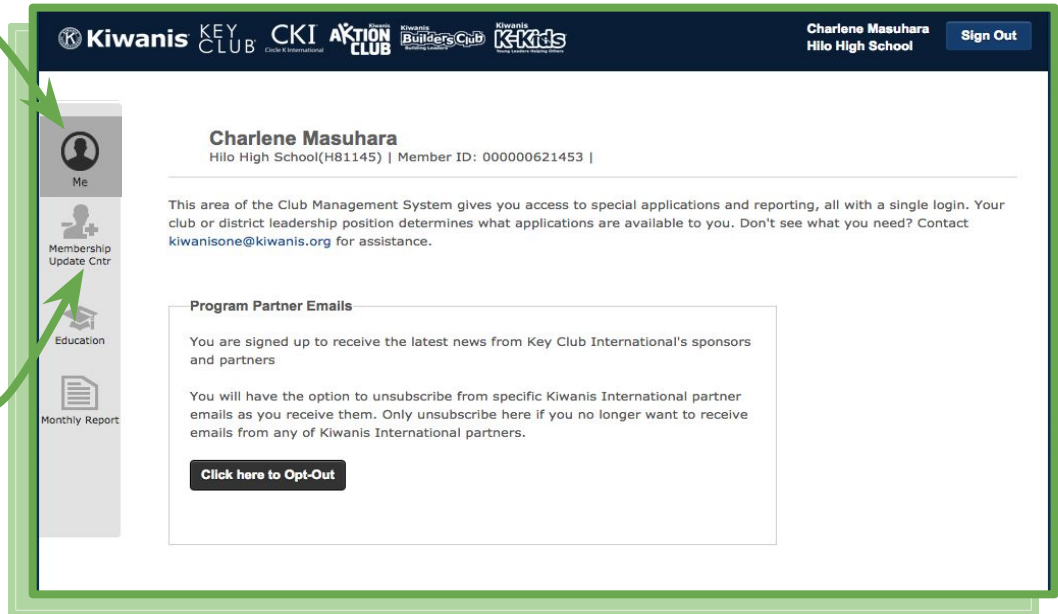
- ★ **Make sure to have your Club ID whenever you are calling Member Services.**
- ★ **You can find your Club ID on the dues report. Ctrl F your Club name!**

setting up the muc

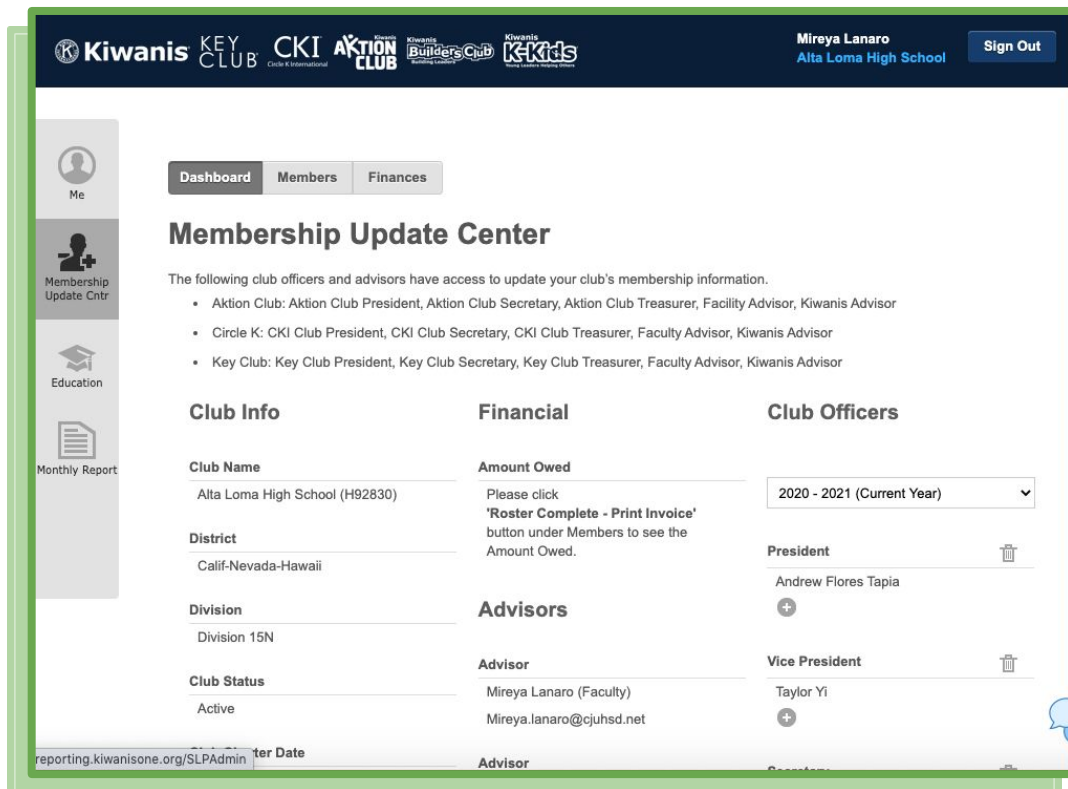
- ★ Before we set up the MUC, familiarize yourself on how to navigate the tabs.

This is the tab (Me) you are on when you first log in and what is shown to the right.

This is the only tab (Membership Update Cntr.) you will need to use.



- ★ On the Membership Update Cntr. tab, we will go over a few housekeeping items before actually paying the dues.



- ★ Here's the 3 housekeeping items to take care of before adding new members into the system and paying dues.

Club Officers

2018 - 2019 (Current Year)

President

Steven Chung

Vice President

Casydee Demattos

Secretary

Ashley Lavarias

Treasurer

Julian Nelson

Class Director - 1st year

Vacant

Class Director - 2nd year

Vacant

Class Director - 3rd year

Vacant

Class Director - 4th year

Vacant

Class Director - 5th year

Vacant

1. Update your club officers for the current year

- Officers can be deleted by clicking the trash can icon
- All officers must be dues paid members!

2. Make sure all other information (meeting location, Kiwanis advisor, sponsoring Kiwanis club, etc.) on the home page is correct

Club Info

Club Name
Alta Loma High School (H92830)

District
Calif-Nevada-Hawaii

Division
Division 15N

Club Status
Active

Club Charter Date
November 15, 2010

Sponsors
Upland-Foothill (K06068)

Financial

Amount Owed
Please click 'Roster Complete - Print Invoice' button under Members to see the Amount Owed.

Advisors

Advisor
Mireya Lanaro (Faculty)
Mlanaro@alhsd.net

Advisor
Michael Frayer (Kiwanis)
mfrayer@alhsd.net

If the advisors information listed above is incorrect, please send a detailed email to memberservices@kiwanis.org explaining

Club Officers

2020 - 2021 (Current Year)

President

Andrew Flores Tapia

Vice President

Taylor Yi

Secretary

Eric Nguyen

Treasurer

3. Sort the list of members by graduation year, select all the members from previous graduation years, and then delete!

Export To Excel

Last name	First name	Member Id	Email	Gender	Grad Y
Ahuna	Makena	000004516027	makenaahuna1@gmail.com	F	2018
Balagot	Jojo	000004239730	jbalagot2@gmail.com	M	2018
Di...	Bro...	000004874040	bro...@alhsd.net	F	2000

Graduation Year:

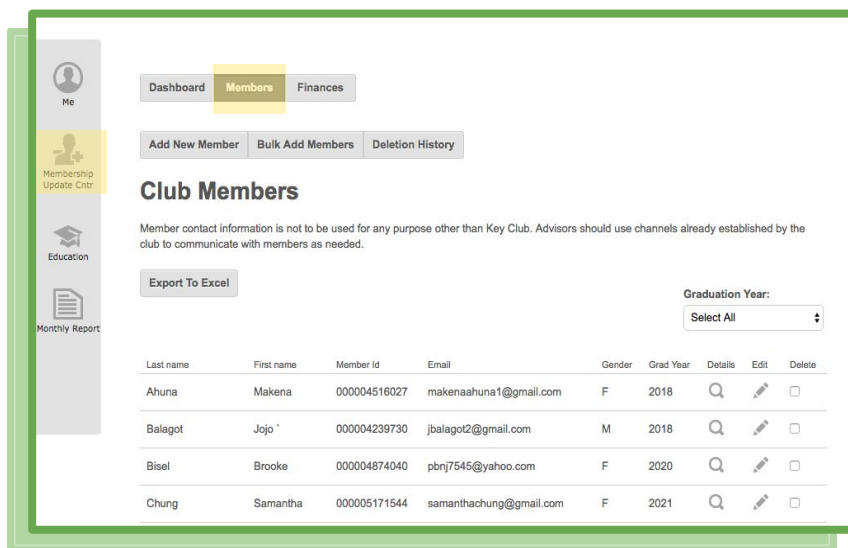
- ✓ Select All
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023
- 2024

SUBMITTING DUES

adding new members

★ We need to first add in the information of new members so that they can become official members. We will first update the MUC with **each member's information** and then pay the final amount of dues for the club.

★ Go to the MUC tab on the left and the Members tab on the top as shown to the right.



★ You can add members in **two different ways**: 1) Add new members, one member at a time OR 2) Bulk add members, multiple members at a time.

★ When you add one member at a time, you need each member's address, which is more information to input. Therefore, I **recommend bulk adding** all members.

1) ADD MEMBER

The screenshot shows the 'Add member' form in the Kiwanis system. The form is titled 'Add member' and includes a navigation bar with 'Dashboard', 'Members', and 'Finances'. Below the navigation bar are tabs for 'Add New Member', 'Bulk Add Members', and 'Deletion History'. The form itself has a header with a note: 'Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.' Below this is a 'Required' section with the following fields: Club Name (Alta Loma High School), First name, Last name, Nickname, Suffix, Email, Address 1, Address 2, City, State (California), Country (United States), Postal code, Graduation Year, Area code, and Phone Number. There are 'Save' and 'Cancel' buttons at the bottom.

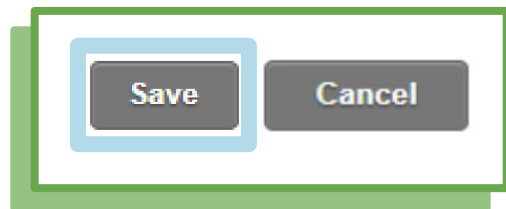
2) BULK ADD

The screenshot shows the 'Bulk Add' form in the Kiwanis system. The form is titled 'Bulk Add' and includes a navigation bar with 'Dashboard', 'Members', and 'Finances'. Below the navigation bar are tabs for 'Add New Member', 'Bulk Add Members', and 'Deletion History'. The form itself is a table with the following columns: First name, Last name, Email, Birth Date, Gender, and Grad year. There are 10 rows of input fields. There are 'Save' and 'Cancel' buttons at the bottom.

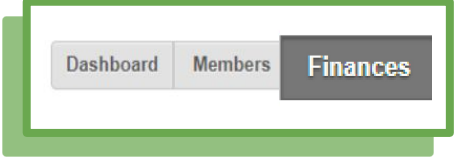
★ Click on “add new member”
to add ONE new member

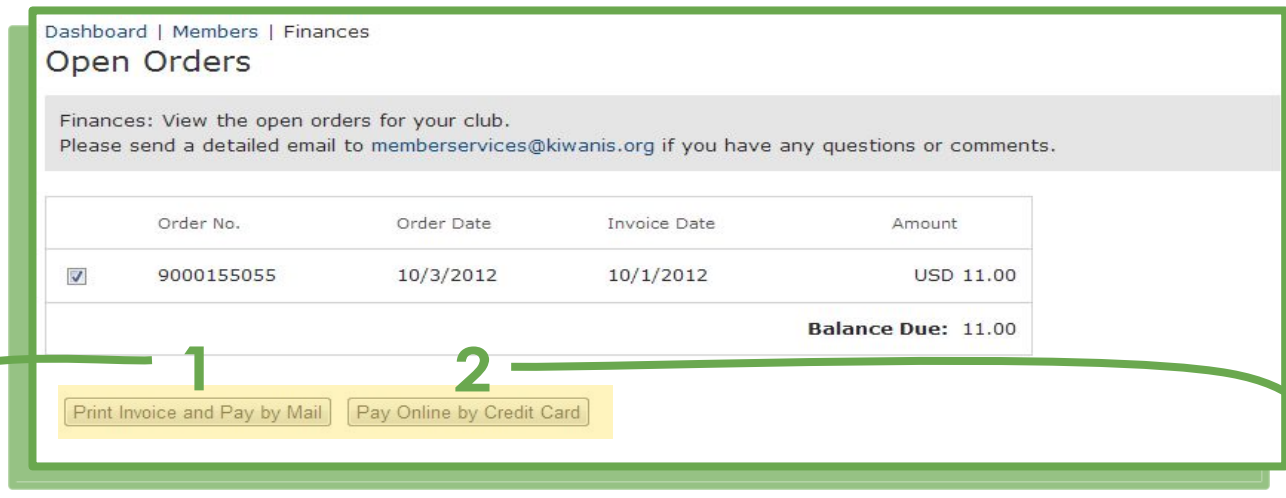
★ Click on “bulk add members”
to add MULTIPLE new members
all at once

DON'T FORGET TO ALWAYS SAVE!



submitting the money

- ★ Now that we have updated the members' information, we now need to **submit the total amount of dues** for your club.
- ★ After checking the members' information for any errors, move onto the third button (Finances).
- ★ You can submit the money in **two different ways**: 1) Pay by check and send it via mail OR 2) Pay online with a credit card
- ★ If possible, I **recommend using the first method to pay online** with a credit card because the process is much simpler and the membership dues report will be updated automatically.



Dashboard | Members | Finances

Open Orders

Finances: View the open orders for your club.
Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.

Order No.	Order Date	Invoice Date	Amount
<input checked="" type="checkbox"/> 9000155055	10/3/2012	10/1/2012	USD 11.00

Balance Due: 11.00

1 Print Invoice and Pay by Mail 2 Pay Online by Credit Card

1) Print the generated **invoice** and provide copies of the invoice to your advisor and school bookkeeper (if applicable). Mail the check and invoice to:

Kiwanis International
PO Box 6069, Dept 112
Indianapolis, IN 46206-6069

2) Input the **credit card** information as the instructions guide you.

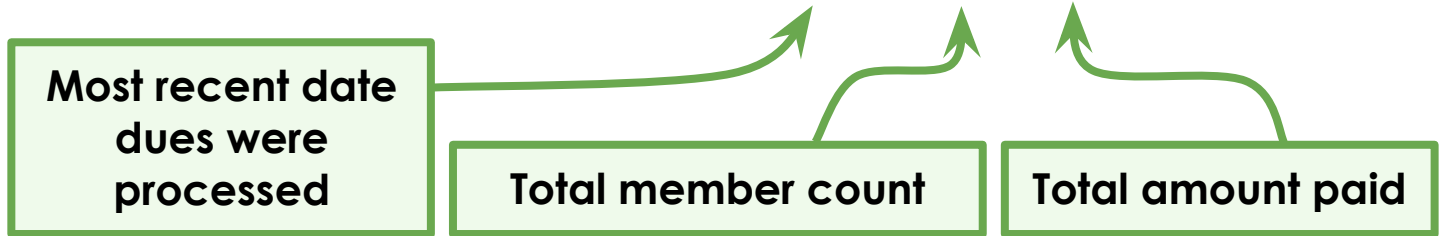
checking status of dues

- ★ Around November and December, I will be sending out the **CNH Dues Report** approximately every two weeks. However, you can also check the status of your dues on the **KCI Club Information Listing** (refer to pg.16 for instructions on where to find it!)
- ★ For both reports, use Command/Ctrl + F to find your club!

1) KCI CLUB INFORMATION LISTING

Keep in mind that this shows the latest information, including the dues paid from the 2023-2024 term. Therefore, make sure to carefully check the DATE dues were processed!

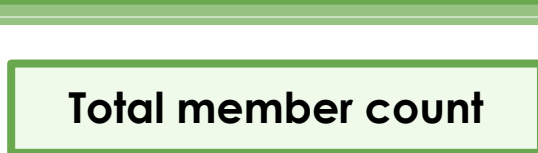
Club Name	State	Club ID	Sts	Club Advisor	Pd Date	Mbr Cnt	Pd Amount	Kiwanis Sponsor	Club ID
H02 - Calif-Nevada-Hawaii									
Abraham Lincoln High School	CA	H84833		Kenneth Pringle	05/30/2023	20	140.00	West San Jose	K04397
Abraham Lincoln High School	CA	H94605		Avery Balasbas	01/30/2023	9	63.00	San Francisco	K00267
Academy of the Canyons	CA	H94817		Jeremy Sparage	11/29/2022	65	455.00	Santa Clarita	K01766
Acalanes High School	CA	H91442		Erin Barth	11/02/2022	59	378.00	Moraga Valley, Moraga	K07490
Advanced Technologies Academy Hiç	NV	H89616		Condra Scott	11/21/2022	54	378.00	Las Vegas Strip	K07250



2) CNH DUES REPORT

A new column for the 2023-2024 term will be added to the left of the ID# column. If the membership count is shown as 0, then your dues were NOT paid/processed. If you see your total membership count there, then (congratulations!) your club's dues are paid!

Club Name	Div.	ext	Reg.	KI Sponsor Club	Status	2015-16	2016-17	2017-18	2018-19	2019-20	ID #	Chartered
West Torrance	19	S	8	Torrance		256	145	149	49	63	H89752	02/25/97
Fortuna Union	20		15	Fortuna		0	0	25	25	25	H91693	11/06/17
Humboldt County Homeschoolers	20		15	North Coast		13	9	9	4	12	H90993	04/12/01
McKinleyville	20		15	McKinleyville		7	5	5	8	2	H82797	04/07/62
High Tech High	21		2	Point Loma, San Diego		26	25	17	26	12	H91822	11/03/14
Clairemont	21		2	Clairemont Hills, San Diego	Re-Activated	13	29	28	30	24	H88701	10/20/92
Hoover	21		2	Tierrasanta, San Diego		73	47	47	30	26	H93732	08/04/15
Junipero Serra	21		2	Tierrasanta-San Diego		149	158	136	81	64	H85859	06/23/78



CHARTERING & REACTIVATING

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/](http://store.kiwanis.org/KeyClub/)

For more information and forms, visit:

<http://www.kiwanis.org/clubs/memberresources/service-leadership/start-a-service-leadership-program-club/start-a-clubschool-or-community-organization>

reactivating

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 AND REMINDERS!

- ★ Rebuilding a club can be difficult because you are essentially starting from scratch.
- ★ Communicate with your division Lt. Governor to ensure that you and your officers 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.
- ★ Reach out to a local Kiwanis Club for assistance.
- ★ Seek out advisors early and have a meeting with your school's administrative team to ensure that everyone is on the same boat.

CONSEQUENCES

delinquent

- ★ A club is considered delinquent if they have **not submitted dues by December 1st** (on-time dues deadline).
- ★ Paying dues on time is a prerequisite for many recognition contests. Being a delinquent club may **disqualify** your club or members/officers of your club from applying for some contests.

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, 2023 nor did they submit dues by February 1st, 2024.
- ★ Removing Suspension Process: Contact your Lieutenant Governor or District Treasurer for the roster form.
- ★ This puts you at risk of inactivation, which is not an issue you want to later face!

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, 2024 and were suspended for the 2022-2023 term. They did they submit dues the fall season of 2023. They are considered inactive for the 2023-2024 term.
- ★ **Reactivation Process:** Complete the reactivation form and submit the \$23 reactivation fee. More specific directions are on the form itself. Please ask me or your LTG for more help!
- ★ 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 was inactive for the 2023-2024 term. If they do not submit dues by the fall season of 2024 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

addt'l.

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THANK YOU FOR READING