



cali-nev-ha key club

TREASURERS 2023-2024 MANUAL

REVISED BY 2023-2024
DISTRICT TREASURER CHLOE WU



letter of introduction

Buzz Buzz CNH Treasurers!

Congratulations on being elected club treasurer! My name is Chloe Wu, and I proudly serve you as the CNH District Treasurer for the 2023-2024 term! This manual will guide you in successfully maneuvering through your role this the term and provide you direction in paying dues on-time, fundraising for preferred charities, applying for scholarships and awards, etc. Please rely on this manual as a resource to help support you in achieving your goals as a club treasurer. Thank you for all that you do, and I can't wait to see what you accomplish this term

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

Tying The Knot of Service,

Chloe Wu



table of contents

PG. 2	GENERAL RESPONSIBILITIES & EXPECTATIONS
PG. 4	DUES & THE MEMBERSHIP UPDATE CENTER
PG. 6	SCHOLARSHIPS & GRANTS
PG. 7	RECOGNITION & AWARDS
PG.9	FUNDRAISING
PG.13	SUSPENDED CLUBS
PG.15	RESOURCES
PG.16	APPENDIX

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 of funds raised and funds donated to charity 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, 2023**. 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.

DUES & THE MEMBERSHIP UPDATE CENTER

basics of dues payment

- Membership dues are a total of **\$12.50 per member** -- \$7.00 for international dues and \$5.50 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 2024 - July 2024**.

where does it go?

\$7.00 *int.*

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

\$5.50 *district*

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

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 is explained more in detail in the **Dues Manual** linked **HERE**
- Link to MUC: www.keyclub.org/muc

important dates

**SEPTEMBER 1, 2023:
MUC OPENS**

Ensure you have access to the MUC account, and start adding members at this time! However, an invoice will not be generated until October 1st.

**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 and extra AAR points! 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
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, 2023 @ 11:59 PM, EST (First Round)**
 - **March 1, 2024 @ 11:59 PM, EST (Second Round)**
- Applicants will be notified of results four weeks after the respective application deadline

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, 2024
- 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, 2023
- Maintain membership from 2022-2023 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:

- Cover Page
- 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 (15 pts. max)
- Fundraisers (10 pts. max)
- Kiwanis Relations (10 pts. max)
- Communication (5 pts. max)
- Miscellaneous (10 pts. max)
- Graphic Standards (10 pts.)
- File Size

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

section 5:

FUNDRAISING

preferred charities/ PTP

- Key Club International has **4 preferred charities** - UNICEF, March of Dimes, the Children's Miracle Network, and the Thirst Project
- Our district mainly provides funding for the **Pediatric Trauma Program (PTP)** which is not a charity recognized by international.
- Our district also supports the **YES! Initiative** which provides flexible support for the most pressing, ongoing priorities of the Cal-Nev-Ha Children's Fund.

fundraising goals

CNH DISTRICT FUNDRAISING GOAL

\$200,000 *for ptp/YES! Initiative*

- 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.
 - **CNH Kiwanis Children's Fund Tax ID: 94-1623498**
- **Fill out the [restaurant fundraiser report form](#) if the fundraiser hosted was a restaurant fundraiser**

fundraising ideas

- Post **bingo** fundraisers on social media.
- Hold **food or boba** fundraisers
- 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.
- Hold **bake sales** or **car washes**
- Collect donations at your events
- Ask for donations when hosting activities like **carnivals** or **night markets**
- **More ideas can be found in the Fundraising Manual on the CyberKey**

submitting donations

Steps to submitting check donations:

1. Write a check
 - Payable to: Cali-Nev-Ha(CNH) Key Club
 - NOTE: If you need/want a receipt, include a slip requesting a receipt and make the check payable to “Cal-Nev-Ha Children’s Fund” instead.
 - MEMO Line: Division ##, PTP/YES
 - Ex: Division 90E, PTP/YES
2. Complete the PTP Donation Form
 - [LINKED HERE](#)
3. Sending the Check
 - Put the check in an envelope
 - Make sure the MEMO line has correct information

To:

ATTN:

Tim Cunning, Key Club PTP
Donation
Cali-Nev-Ha (CNH) District
Office
P.O. Box 1327
Rancho Cucamonga, CA
91729

From:

High School Name
Division ##, Region ##
Street Address
City, State Zip Code

Example:

Busy Bee High School
Division 90E, Region 76
1925 Beehive St.
Beeville, BE 12345

submitting donations cont.

Steps to submitting online donations:

1. Navigate to cnhfoundation.org
2. Click **DONATE** on the top right of the website
3. Choose whether to donate to the **YES! Initiative** or **Pediatric Trauma Program**
4. Fill out the form below
 - YES! Initiative should be titled YES! Initiative and PTP should be titled Pediatric Trauma Program

YES! Initiative [Close]

\$ 10.00

Amount
 Make this donation monthly

Personal Info

First Name * [Field] Last Name * [Field]

Email Address * [Field]

Kiwanis Club of * [Field] Comments [Field]

Credit Card Info

This is a secure SSL encrypted payment.

Card Number * [Field] CVC * [Field]

Cardholder Name * [Field] Expiration * [Field]

Billing Details

Country * [Dropdown: United States]

Address 1 * [Field]

Address 2 * [Field]

City * [Field]

State * [Dropdown] Zip / Postal Code * [Field]

I'm not a robot

Donation Total: \$10.00

Donate Now

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 2022-2023 term yet**.
- You must pay dues by **September 30, 2023** to be removed from suspended status.
- In order to **activate** the club and remove the suspended status, you will need to submit dues for the 2022-2023 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 (H#####) 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 \$12.50. 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.

RESOURCES

district executives

- Governor Justin Kuo: dgov@cnhkeyclub.org
- Secretary Abigail Jensen: dsec@cnhkeyclub.org
- Treasurer Chloe Wu: dtreas@cnhkeyclub.org

district administrators

- District Administrator Doug Gin: da.dgin@cnhkeyclub.org
- Assistant Administrator Marshall Roberson: adan.mroberson@cnhkeyclub.org
- Assistant Administrator Geoff Tobias: adas.gtobias@cnhkeyclub.org

links

- CyberKey: [LINK HERE](#)
- Membership Update Center: [LINK HERE](#)
- Dues Manual: [LINK HERE](#)
- Suspended Club Roster: [LINK HERE](#)
- Fundraiser Report Form: [LINK HERE](#)

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

addt'l.

ACKNOWLEDGEMENTS

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this manual over the years.

Marcus Fang, District Treasurer 2022-2023

Chloe Wu, District Treasurer 2023-2024



THANK YOU FOR READING