



## THE OFFICIAL 2016-17 CNH CLUB TREASURER MANUAL

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

*Planting the seeds of...*  
BEING A SUCCESSFUL TREASURER



# INTRODUCTION



Hello CNH Club Treasurers!

Congratulations on your election! You all should be honored to be chosen by the membership to serve as a club leader. This year is truly **yours**, and by that, I mean a year to grow as a leader, a friend, and most of all, a Key Club member. As a treasurer, **you** are in charge of managing the members' dues and the finances of the club. Ultimately, it is your job to make sure that dues are collected on time. With this responsibility, you are sure to give everyone a chance at becoming a Key Club member and a leader.

It is my honor to present you all with this manual, a vital tool for you to use throughout your term. Whether it be your duties, or even dues collection, we will cover it all. If you are ever unsure of something, I promise that referencing this guide will be of utmost use.

Never forget that you are a **leader**. Always remain as a great example to other members of your home, school and community. Although you may be a leader, remember that you are indeed a member first! With this, strive to accumulate over fifty hours of service a year. Let's show everyone that treasurers can go above and BEEyond!

If you ever find yourself needing more assistance, please contact me at [cnhkc.trs1617@gmail.com](mailto:cnhkc.trs1617@gmail.com)! It is always an honor to be able to help and serve fellow treasurers in the CNH District. I am so excited to see all the amazing things you will all accomplish!

At your service,

Shahrukh Shaikh

2016—2017 California-Nevada-Hawaii District Treasurer

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# DUTIES

## ◦ WEEKLY ◦

- Attend all club and board meetings
- Keep track of and record all expenditures throughout the week
- Keep club officers, faculty, and Kiwanis advisor up to date with financial statements
- Pay any bills upon club board approval

## ◦ MONTHLY ◦

- Collect any funds made from club projects/fundraisers
- Prepare financial club reports for board meetings
- Collect and send dues to the Kiwanis International office
- Work with the club secretary to record members in the Membership Update Center (MUC) on [www.keyclub.org/muc](http://www.keyclub.org/muc)

## ◦ ANNUAL ◦

- Keep records of all transactions, receipts and files
- Prepare an annual club budget
- Compile financial records to aid the school year
- Plan and execute successful fundraisers
- Serve over fifty service hours
- Attend OTCs, RTC, DCMs and District Convention!

# MEMBERSHIP UPDATE CENTER



## Kiwanis Connect

### First time logging in?

You'll need to set your login credentials by registering your email address and password. Click the "Register/Reset Password" link below to get started.

### Login not working?

If your current or previous KiwanisOne credentials will not work, re-register to reset your login for the new system. This is a one-time adjustment.

Still not working? [Get help](#).

Email:

Password:

Login

[www.keyclub.org/muc](http://www.keyclub.org/muc)

**Step 1.** Work with your faculty advisor to receive log-in information.

**Step 2.** Go to [www.keyclub.org/muc](http://www.keyclub.org/muc)

**Step 3.** Login to the Membership Update Center. The password should be the same as last years.

**Step 4.** If you do not know the password, or your faculty advisor has changed, contact Key Club International at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) or 1-800-KIWANIS. Please provide your clubs full name, club ID#, faculty advisor's name, email and phone number.

**Step 5.** Begin filling out information and recording members!

# DUES

**INTERNATIONAL**

**\$11.50**

**DISTRICT**

**\$7.00**

- 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**

- 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 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!**

# DUES DEADLINES

October 1st, 2016

## First Payment Date

The club you serve can now begin to pay dues. Work to send your first batch of dues to Key Club International!

November 1st, 2016

## Early Bird Dues

If dues were sent in by this time, then congratulations! The club you serve is now considered Early Bird! This is also considered an award from Key Club International.

December 1st, 2016

## On Time Dues

THIS DATE IS **CRUCIAL**. Make sure that Key Club International has received your dues by this date, or else the club you serve is recognized as **delinquent**.

February 1st, 2016

## Dues Recognition

Submit your dues from the club you serve so it can be recognized for awards or in a recognition program!

Did the club you serve not pay dues last year?

The club you serve has until September 30th of the following year to pay all of its dues to avoid getting its charter revoked. Once revoked, you must pay those outstanding dues with an \$100.00 reactivation fee.

***ALL MEMBERS MUST PAY DUES!***

# SCHOLARSHIPS & GRANTS

## Y.O.F

### YOUTH OPPORTUNITIES FUND

- ⇒ YOF is a fund created by Key Club International membership dues that helps clubs monetarily for large service projects through grants.
- ⇒ A club can apply for a grant from \$100 all the way to \$2000!
- ⇒ All grants must be turned in by October 15th!
- ⇒ Find more information [here](#).

- ⇒ The CNH Kiwanis Foundation offers grants to assist monetarily for service projects pertaining to the Pediatric Trauma Program.
- ⇒ Clubs can apply for grants for up to \$250!
- ⇒ Find the application [here](#).



### KEYLEADER DISCOUNTS



### CAL-NEV-HA FOUNDATION PTP GRANT

- ⇒ Use the following code to receive a \$35 scholarship to any Key Leader camp in CNH. The first fifteen Key Club members to use it will receive the scholarship.

**CNHKC1617**

- ⇒ Also, the CNH Foundation has committed to giving out 10 \$35 scholarships at a Key Leader Camp with the following code:

**CNHF1617**



# AWARDS

## Achieved Increased Membership Award

If you have paid dues by February 1st you qualify! Awards can be received for: 100% membership increase, 50% membership increase, 25% membership increase (some limitations apply). No application is needed for this award, you are entered automatically!

## Outstanding Treasurer Award

This award is based on a cumulative review of your term as a Key Club treasurer. To enter, you must compile an e-portfolio and submit it. For more information on receiving this award, head to [cnhkeyclub.org](http://cnhkeyclub.org) and check out the "recognition" tab!

## Membership Retention

This award is based on the club you serve keeping 100% of the membership from the preceding term. These dues must be sent in by December 1st. No application is needed for this award either!

## Distinguished Treasurer Award

This award is for the few treasurers that truly went above and BEEyond in their term as a treasurer. To enter, you must compile an e-portfolio and submit it. For more information on receiving this award, head to [cnhkeyclub.org](http://cnhkeyclub.org) and check out the "recognition" tab!

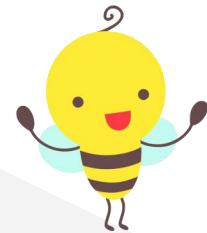




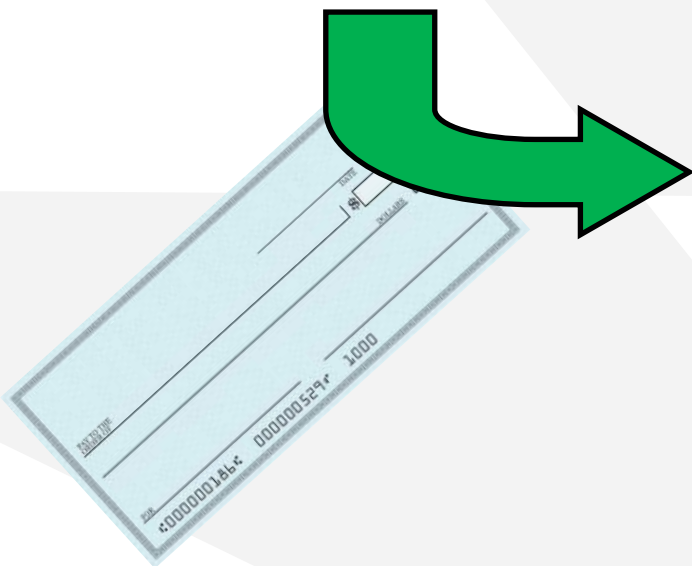
# PTP DONATIONS

## PTP DONATION PROCESS

HOLD FUNDRAISERS FOR PTP!



WRITE A CHECK!

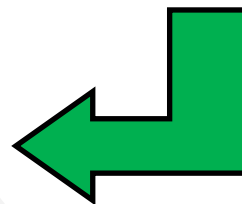


Make check payable to: Cali-Nev-Ha (CNH) Key Club

Memo: Division XX, \_\_\_\_\_ High School

Ensure that you are **not** writing a check yourself. Work with your Kiwanis or faculty advisor!

MAIL THE CHECK!



TO: ATTN: Bruce Hennings, Key Club PTP Donation

Cali-Nev-Ha (CNH) District Office

8360 Red Oak Street #201

Rancho Cucamonga, CA 91370

FROM: \_\_\_\_\_ High School

Division ##, Region ##

1234 Bee Street

Beetown, BE 12363

*If you are fundraising for Fall Rally, please send in your donations **seven days** before the date!*

Fall Rally North: October 22

Fall Rally South: November 12

# FUNDRAISING

## PLANNING

- ⇒ Ensure that all school paperwork is approved and taken care of BEFORE starting a fundraiser.
- ⇒ BEE proactive! Try to start a fundraiser 3 weeks before the date, or even longer before depending on the project.
- ⇒ Set a goal of how much you want to fundraise and establish where the money is going to.
- ⇒ If needed, create a budget to sort out any expenses needed for the fundraiser.

## ADVERTISING

- ⇒ For ANY fundraiser to be successful, you must advertise.
- ⇒ Use word of mouth, posters, and social media!
  - Be sure to remain professional on social media and **do not** present any logistics on social media.
- ⇒ Create fliers.
- ⇒ Promote it all over campus!
- ⇒ Get teachers to promote it to their classes.
- ⇒ Try to publicize every day leading up to the fundraiser!

*What are our preferred charities?*



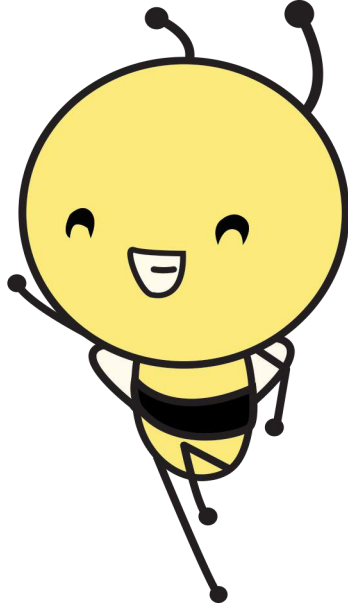
Children's  
Miracle Network  
Hospitals

march  of dimes®

unicef 

*The possibilities for a fundraiser are ENDLESS! Get creative!*

# RESOURCES



## *Executive Board*

**Governor Kevin Myron**

[cnhkc.gov1617@gmail.com](mailto:cnhkc.gov1617@gmail.com)

**Secretary Angel Lau**

[cnhkc.sec1617@gmail.com](mailto:cnhkc.sec1617@gmail.com)

**Treasurer Shahrukh Shaikh**

[Cnhkc.trs1617@gmail.com](mailto:Cnhkc.trs1617@gmail.com)

## *Administrators*

**District Administrator Marek LeBlanc**

[cnhkcsa@gmail.com](mailto:cnhkcsa@gmail.com)

**Assistant Administrator Doug Gin**

[dgin.kiwanis@gmail.com](mailto:dgin.kiwanis@gmail.com)

**Assistant Administrator Marshall Roberson**

[cnhkcsa@gmail.com](mailto:cnhkcsa@gmail.com)

**Director of SLP Bruce Hennings**

[bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)

## *Website:*

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

## *Membership Update Center:*

[www.keyclub.org/muc](http://www.keyclub.org/muc)

## *CNH Club Treasurer Reflector*

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

**Thank YOU for your service! If you ever have any questions, please contact anyone above.**