



# CNH KEY CLUB'S *DUES manual*



# DEFINING 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.”

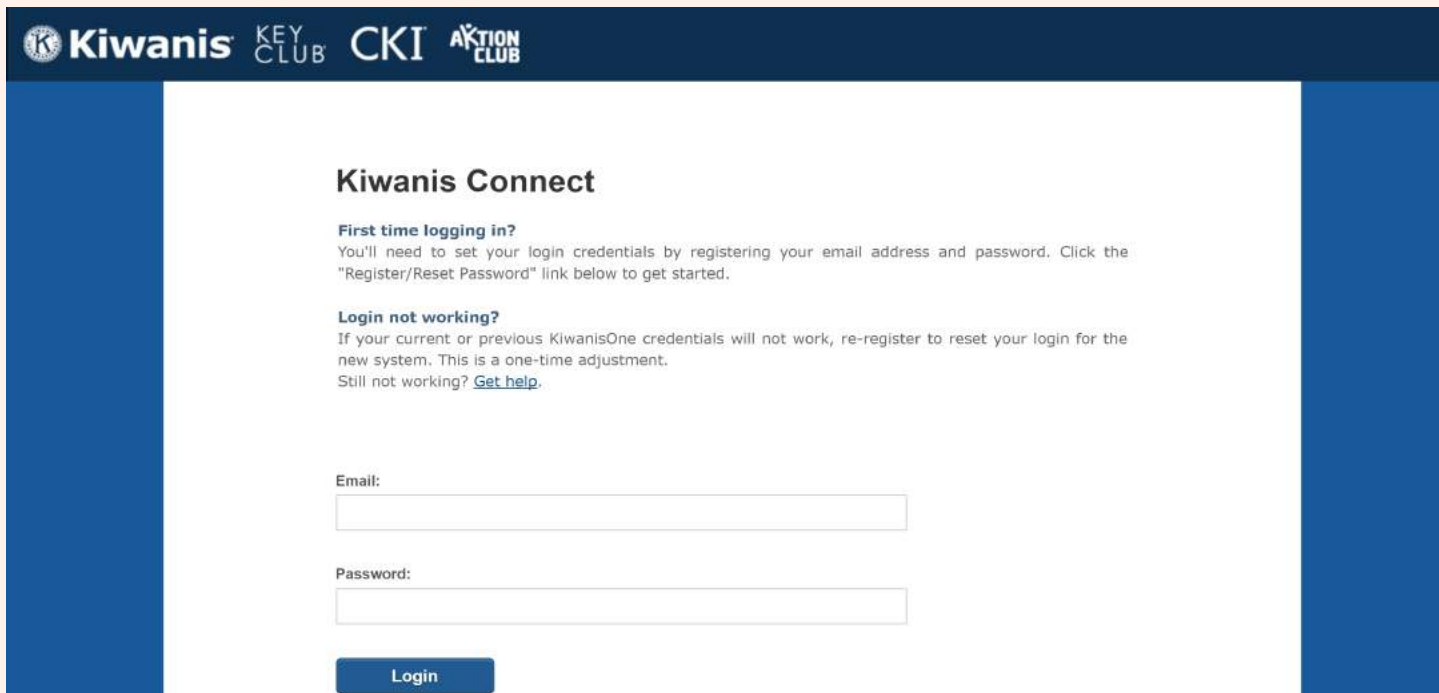
⇒ Dues are annual; members must renew their membership every year.

⇒ **You can submit dues more than once!**

# HOW TO PAY DUES

1.

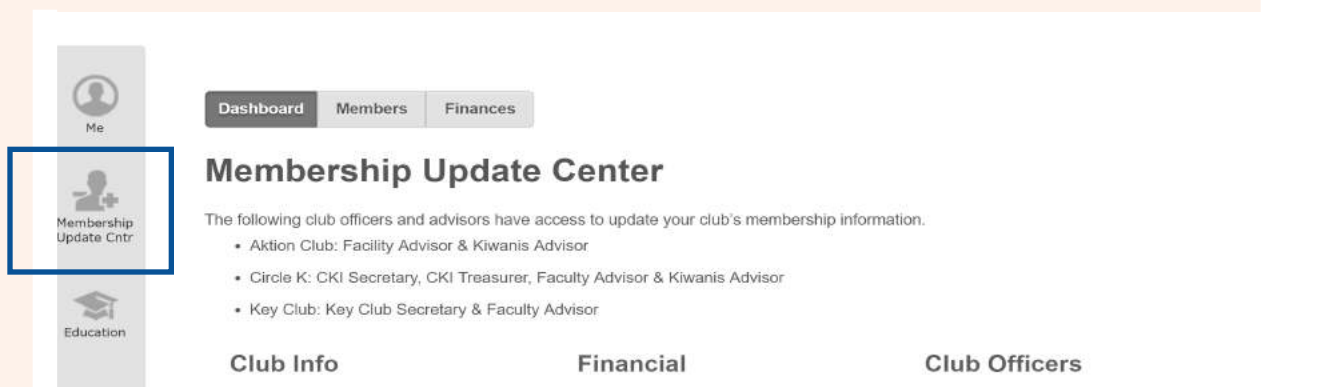
- Go to [www.keyclub.org/muc](http://www.keyclub.org/muc).
- Sign into the Membership Update Center.



- If you do not have your log-in information, talk to you Kiwanis/faculty advisor or immediate past club board. If you need to create a new account, work with your faculty advisor to set up a new account. If you ever have issues with the Membership Update Center, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

2.

- Click on the “Membership Update Cntr” icon.



3.

- Click on “Members.”
- You will be navigated to the membership roster.

The screenshot shows the 'Membership Update Center' dashboard. On the left is a sidebar with 'Me', 'Membership Update Cntr', and 'Education' options. The main area has tabs for 'Dashboard', 'Members' (highlighted with a blue box), and 'Finances'. Below the tabs is the title 'Membership Update Center' and a list of club officers with access to update membership information: Aktion Club, Circle K, and Key Club. At the bottom are three sections: 'Club Info', 'Financial', and 'Club Officers'. A yellow cartoon bee character is on the right side of the dashboard.

4.

- Remove **ALL** graduated and non-returning members.
- Click on “Add New Member” to begin registering new members.

The screenshot shows the 'Club Members' page. The sidebar is the same as in the previous screenshot. The main area has tabs for 'Dashboard', 'Members' (highlighted with a blue box), and 'Finances'. Below the tabs are three buttons: 'Add New Member' (highlighted with a blue box), 'Bulk Add Members', and 'Deletion History'. The title is 'Club Members'. Below the title is a paragraph: 'Click the roster submission button to finalize your roster. You can return to the system at any time to add new members or edit club information.' There are two buttons: 'Export To Excel' and 'Roster Complete - Print Invoice'. On the right is a 'Graduation Year:' dropdown menu with 'Select All' and a downward arrow. Below is a table with columns: Last name, First name, Member Id, Email, Gender, Grad Year, Details, Edit, Delete. The table content is redacted with black bars.

# 5.

- Begin filling out required information for each member.
- Once you are done with this, be sure to click “Save” so that the members get registered!

Dashboard Members Finances

Add New Member Bulk Add Members Deletion History

### Add member

Please send a detailed email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have any questions or comments.

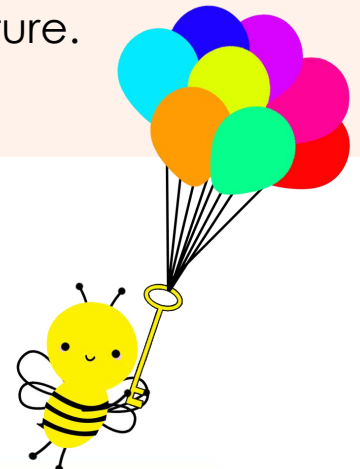
**\*Required**

Club Name Santa Susana High School	Address 1: <input type="text"/>	* Graduation Year Select <input type="text"/>
* First name <input type="text"/>	Address 2: <input type="text"/>	Phone Number <input type="text"/>
* Last name <input type="text"/>	* City <input type="text"/>	Birth Date <input type="text"/>
Nickname <input type="text"/>	Country* United States <input type="text"/>	Gender Select ... <input type="text"/>
Suffix <input type="text"/>	State* California <input type="text"/>	
Email <input type="text"/>	Postal code <input type="text"/>	

Save Cancel

# 6.

- If you would like to add multiple members at a time, use the “Bulk Add Members” feature.



Dashboard Members Finances

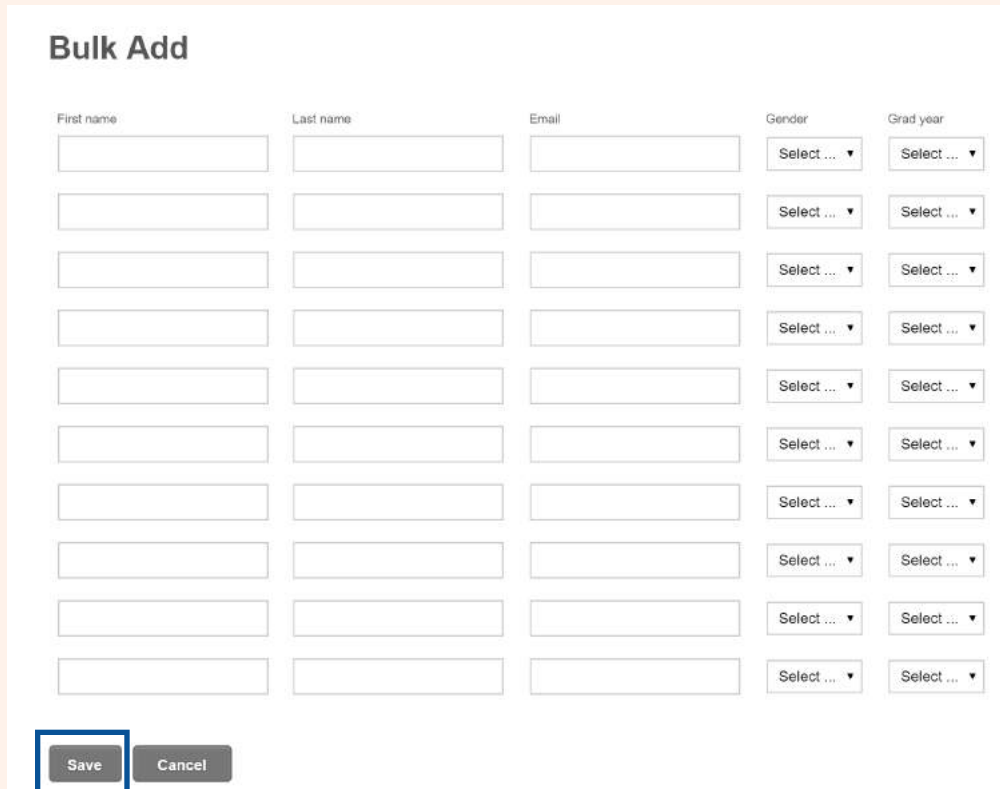
Add New Member Bulk Add Members Deletion History

### Add member

Please send a detailed email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have any questions or comments.

7.

- Begin filling out required information for each member and ensure that you “Save” after finishing.
- Just like the previous step, make sure that you spell all names right!



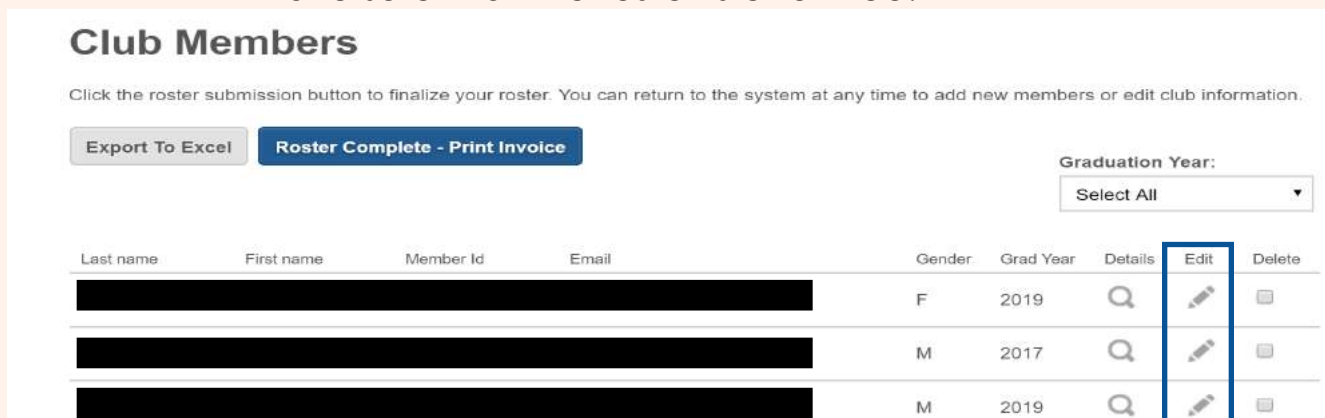
**Bulk Add**

First name	Last name	Email	Gender	Grad year
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ... ▼	Select ... ▼



8.

- Proofread your new and updated membership roster.
- If you notice any mistakes, use the pencil icon to edit information.
- Make sure that the roster is error-free!



**Club Members**

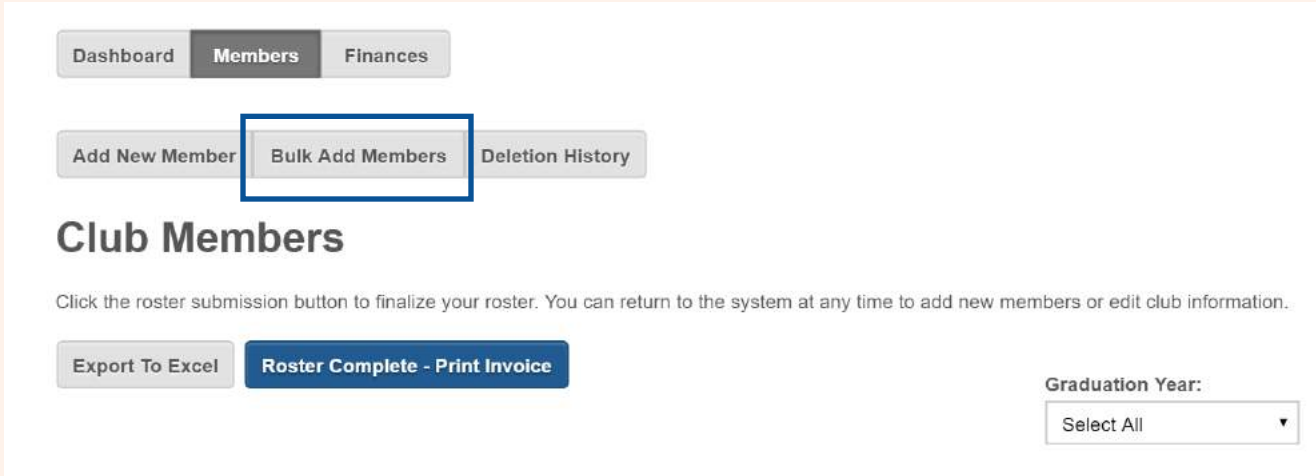
Click the roster submission button to finalize your roster. You can return to the system at any time to add new members or edit club information.

Graduation Year:

Last name	First name	Member Id	Email	Gender	Grad Year	Details	Edit	Delete
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	F	2019	🔍	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	M	2017	🔍	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	M	2019	🔍	<input type="button" value="✎"/>	<input type="button" value="🗑"/>

9.

- Once you have ensured that the roster is error-free, click on the “finance” icon.
- Work with your Kiwanis/Faculty advisor to generate the invoice and ultimately pay for the dues.



10.

- If paying by check, mail your dues payment and invoice to:

**Kiwanis International**  
**PO Box 6069 Dept 123**  
**Indianapolis, IN 46206-6069**



- Congratulate yourself! You have paid your dues!

## DATES TO REMEMBER

<b>MUC Opens</b>	<b>September 6th, 2016</b>
<b>Clubs Can Start Paying Dues</b>	<b>October 1st, 2016</b>
<b>Early Bird Deadline</b>	<b>November 1st, 2016</b>
<b>Regular Dues Deadline</b>	<b>December 1st, 2016</b>
<b>Dues Recognition Deadline</b>	<b>February 1st, 2017</b>

# TIPS

1.

Create a “Membership Application” of some sort in which a member can fill out all information needed for the MUC such as: name, gender, city, etc.

2.

You can pay by credit card too! If this seems like something you would like to do, work out the specifics with your faculty advisor and ASB bookkeeper.

3.

You do not have to add ALL members in one sitting, you can take breaks and even record members over a few days!

4.

If you serve a larger club, consider using the “Bulk Add” feature as it will be much more quicker to register members.

5.

Do *not* procrastinate! Dues should be **received by** the due dates!

**Questions? Contact either your Lieutenant Governor, District Treasurer (cnhkc.trs1617@gmail.com), or memberservices@kiwanis.org!**