



# THE OFFICIAL 2017 - 2018 CNH KEY CLUB CLUB TREASURER'S MANUAL

THE JOURNEY TO BEING A  
SUCCESSFUL TREASURER!



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

# INTRODUCTION



## Hello, CNH Treasurers!

Though this is long overdue, congratulations on being elected to serve as a club leader! The members of your home club have put their faith in you. Use this year to serve your community and to grow as a leader. As club treasurer, **you** are in charge of managing the members' dues and finances of the club. Ultimately, it is your job to ensure that dues are properly submitted and that the club you serve is raising funds for Key Club's preferred charities. On top of these responsibilities, take it upon yourself to give everyone a chance to improve their leadership skills and experience their Key Club moments.

It is an honor to present this manual which should serve as a vital tool for you to use throughout your term. From the basic duties to dues, this manual covers it all. Be sure to read over the Fundraising Manual and Dues Manual as well!

If you ever find yourself needing more assistance, please do not hesitate to contact me at [cnhkc.trs1718@gmail.com](mailto:cnhkc.trs1718@gmail.com)! It is an honor to be of any help.

Thank you for your time and I look forward to an amazing year with you all!

## Buzzing with Service,

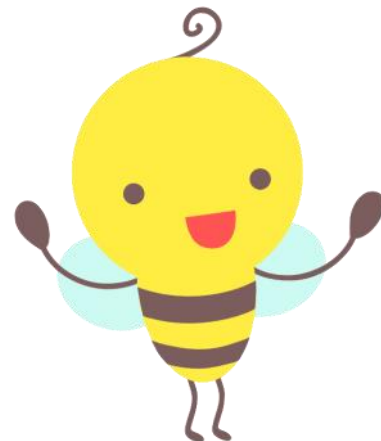
Vivian Chu

2017-2018 California-Nevada-Hawaii District Treasurer

## TABLE OF CONTENTS

Duties.....	3
Dues Breakdown.....	4
Dues Deadlines.....	5
Scholarships & Grants.....	6
Awards.....	7
Fundraising.....	8
Resources.....	9

**Don't forget to read the Fundraising Manual and Dues Manual on the CyberKey for more specific information on each topic!**



# 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!

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Don't let these outlines determine your year! Strive to go above and BEEyond to serve your home, school, and community!



# DUES BREAKDOWN

-----  
**\$11.50**  
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**\$7.00**

## FOR INTERNATIONAL

- 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**

## FOR DISTRICT

- 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 as possible! There is no such thing as a “max membership.”
  - \* Dues are annual; members must renew their membership every year.
  - \* Utilize the Dues Manual on the CyberKey!
  - \* **You can submit dues more than once!** Set up a monthly schedule with your board.

# DUES DEADLINES

**Sept 6th,  
2017**

## **MEMBERSHIP UPDATE CENTER OPENS**

Use this time to ensure that your board has access to the MUC before the fall season hits.

**Oct 1st,  
2017**

## **FIRST PAYMENT DATE**

The club you serve can now begin to pay dues. Work with your club to submit dues by the early bird deadline!

**Nov 1st,  
2017**

## **EARLY BIRD DEADLINE**

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.

**Dec 1st,  
2017**

## **REGULAR DEADLINE**

**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.

**Feb 1st,  
2018**

## **DUES RECOGNITION**

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

**If the club you serve did not pay dues last year, they have 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 plus a reactivation fee.**

# SCHOLARSHIPS & GRANTS

## 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](#).

Y.O.F



## CNH FOUNDATION PTP GRANT

- ⇒ 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

- ⇒ 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.

CNHKC1718

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

CNHF1718





# AWARDS

## Achieved Increased Membership Award

If you have paid dues by February 1st you qualify! Awards can be received for: 100% membership increase and at least 40 members, 50% membership increase and at least 20 members 25% membership increase and at least 8 members. No application is needed for this award, you are entered automatically!

## 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!



## Outstanding Treasurer Award

This award is based on a cumulative review of your term as a Key Club treasurer. To apply, 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!

## 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!

# 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 being donated to.
- If necessary, create a budget to sort out any expenses needed for the fundraiser.
- Keep an advisor in the loop to ensure that an adult is overseeing the fundraiser.



There are several preferred charities you can donate to! Refer to the Fundraising Manual for more information on fundraising.

## 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!
- Contact your Lieutenant Governor to possibly promote to the entire division.





# RESOURCES

## EXECUTIVES

**Governor Angelica Rose Garcia**

[cnhkc.gov1718@gmail.com](mailto:cnhkc.gov1718@gmail.com)

**Secretary Margaret Lee**

[cnhkc.sec1718@gmail.com](mailto:cnhkc.sec1718@gmail.com)

**Treasurer Vivian Chu**

[cnhkc.trs1718@gmail.com](mailto:cnhkc.trs1718@gmail.com)

**Website/CyberKey**

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

**Membership Update Center**

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

**Club Treasurer Reflector**

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

## ADMINISTRATORS

**District Administrator Doug Gin**

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

**Assistant Administrator Marshall Roberson**

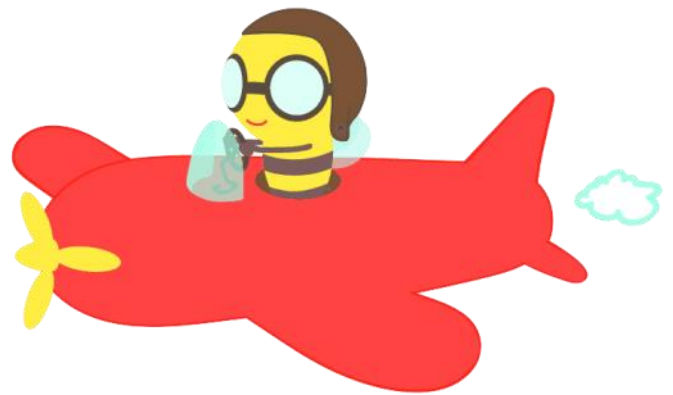
[cnhadan@gmail.com](mailto:cnhadan@gmail.com)

**Assistant Administrator Alan Quon**

[alan@alanquon.com](mailto:alan@alanquon.com)

**Director of SLP Bruce Hennings**

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



If you have any questions, comments, or concerns, please feel free to contact anyone above.

Thank you for reading! Your time and service is truly appreciated!