



CNH | KEY CLUB

THE OFFICIAL CLUB TREASURER'S MANUAL

2018-2019

ALOHA TREASURERS,

Welcome to the wonderful world of fundraising, dues payments and budgeting! First and foremost, I would like to thank you for taking on a officer position within your club or division. This position is very important as you will need to work with your advisors as well as your fellow officers to ensure that you become a club in good standing. This includes paying your dues on time and fundraising for Key Club's preferred charities. Ultimately, as a club leader, you serve as their role model therefore, take it upon yourself to allow others to better themselves as a leader.

This manual consists of everything you will need to know as a Treasurer. From the basic duties to dues payment and even fundraising, this manual covers it all. Be sure to fully read over this manual. If you have any comments, questions or concerns, please do not hesitate to contact me and I will be happy to help you! Thank you for taking the time to read this manual and I look forward to a great year with you all!

It's always a beautiful day to save LIVES,

Kara Yoshiyama
District Treasurer

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



BASIC DUTIES

WEEKLY

- Attend all club and board meetings
- Keep track of and record all expenditures throughout the week
- Keep club officers, faculty, and Kiwanis advisors 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 your club Secretary to record members in the Membership Update Center (MUC) on 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 OTC's, RTC, DCM's and District Convention

DUES BREAKDOWN

INTERNATIONAL

\$7.00

Membership card & Pin

Administrative Budget

Officer and Board Budget
(International President, VP &
Trustees)

Key Club Magazine

Recognition Awards

And MORE!

CNH DISTRICT

\$4.50

Administrative Budget

Officer and Board Budget
(Executive Officers, LTG's,
Leadership & Coordinator
Team)

Key Leader Scholarships

Recognition Awards

And MORE!

TOTAL \$11.50

-
- Dues are \$11.50 per member
 - Send all dues payments to Key Club International
Key Club International
PO BOX 6069-Dept 123
Indianapolis, IN 46206-6069
 - Strive to recruit as many members as possible! (There's no such thing as a max amount of members)
 - Dues are annual therefore, members must renew their membership every year
 - **Utilize the dues manual on the cyberkey**

*You can submit dues **as many times as you need to**. Send in dues for **all** members who pay even if you need to submit multiple times.*

IMPORTANT DATES

SEPTEMBER 4TH, 2018 - MEMBERSHIP UPDATE CENTER OPENS

Use this time to ensure that your board has access to the Membership Update Center before the fall season hits. Work with your club advisors and Lieutenant Governor for assistance.

OCTOBER 1ST, 2018 - FIRST PAYMENT DATE

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

NOVEMBER 1ST, 2018 - EARLY BIRD DEADLINE

If your dues are sent and received by this date, congratulations! The club you serve is now considered Early Bird. You are now eligible to to receive an award from Key Club International.

DECEMBER 1ST, 2018 - REGULAR ON-TIME DEADLINE

This date is CRUCIAL. Make sure that Key Club International has received your dues by this date or else, the club you serve will be considered as delinquent.

FEBRUARY 1ST, 2018 - DUES RECOGNITION

Submit your club dues by this date to be recognized for awards.

NOTE: If the club you serve did not pay dues for the 2017-2018 year, you have until September 30th, 2018 to pay all dues or your charter will be revoked. Once a charter is revoked, you must pay reactivation fees plus your outstanding dues.

SCHOLARSHIPS & GRANTS

Youth Opportunities Fund

- The Youth Opportunities Fund is a fund for Key Club International within the Kiwanis International Children's Fund
- This fund is from International membership dues that help clubs monetarily for large service projects through grants
- Any dues paid club can apply for a grant from \$100 all the way to \$2000
- All grants must be turned in by October 15th!
- You can find more information [HERE](#)

CNH Foundation PTP Grant

- The CNH Kiwanis Foundation offers grants to assist clubs monetarily for service projects relating to the Pediatric Trauma Program
- This grant is meant to help clubs start up projects because many clubs do not have the funds to do so
- Clubs can apply for grants for up to \$250!
- Find the application [HERE](#)

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% 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 previous 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 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 and check out the recognition tab!

FUNDRAISING

PLANNING

- Ensure that all school paperwork is approved and taken care of before starting the fundraiser
- BEE proactive! Try to start a fundraiser 3 weeks before the date or even longer depending on the project
- Set a goal of how much you want to fundraise and establish where the money is being donated
- 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

ADVERTIZING

- For any fundraiser to be successful, you must advertise
- Use different methods such as word of mouth, posters and social media
 - Be sure to remain professionals on social media. Do not present any logistics on social media.
- Create fliers
- Promote it all over campus
- Get teachers to promote it within their classes
- Try to publicise every day leading up to the fundraiser
- Contact your Lieutenant Governor to possibly promote it to the entire division

RESOURCES

EXECUTIVES

Governor Jonathan Lum

cnhkc.dg1819@gmail.com

Secretary Zoe Yao

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Treasurer Kara Yoshiyama

cnhkc.dt1819@gmail.com

ADMINISTRATORS

District Administrator Doug Gin

dgin.kiwanis@gmail.com

Assistant Administrator Marshall Roberson

cnhadan@gmail.com

Assistant Administrator Alan Quon

alan@alanquon.com

SLP Director Bruce Hennings

bruce@cnhkiwanis.org

WEBSITES

Cyberkey

www.cnhkeyclub.org

Membership Update Center

www.keyclub.org/muc

Club Treasurer Google Reflector

www.groups.google.com/group/cnh-kc-treasurers

If you have any questions, comments or concerns, please feel free to contact anyone above and they will happily assist you.

YOUR TIME AND SERVICE IS TRULY APPRECIATED!