



CNH | KEY CLUB

# TREASURER'S MANUAL 2019-2020

BEE GREEN AND DO NOT PRINT THIS MANUAL OUT

# INTRODUCTION



## **Greetings Treasurers!**

Congratulations on your election! You all should be honored to be chosen by the membership to serve as a club leader. 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. If you ever find yourself needing more assistance, please contact me at [cnhkc.treas@gmail.com](mailto:cnhkc.treas@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!

**Kristie Poon**  
District Treasurer  
Cali-Nev-Ha Key Club

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# SECTION 1: DUTIES & EXPECTATIONS



## WEEKLY

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- Attend all club and board **meetings**
- **Record all expenditures** throughout the week
- Keep club officers, faculty, and Kiwanis advisor up to date with **financial statements**
- **Pay any bills** in a timely manner upon club board approval

## MONTHLY

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- **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

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- **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!



# SECTION 2: DUES & THE MUC



# \$11.50

## \$7.00

### 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

### CNH 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.

# IMPORTANT DATES

## SEPTEMBER 4, 2019 MUC 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 1, 2019 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 1, 2019 EARLY BIRD DUES

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 receive an award from Key Club International.

## DECEMBER 1, 2019 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 will be considered as delinquent. Remember to pay dues for any additional members if your club paid early-bird dues.

## FEBRUARY 1, 2019 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 2018-2019 year**, you have until September 30th, 2019 to pay all dues or your **club will become inactive**. Once a club is inactive, **you must pay reactivation fees (\$100) plus your outstanding dues**. After 2 years, the charter will be revoked.

The page features a vertical stack of four green rectangular bars on the left side. The top two bars are light green, and the bottom two are a darker shade of green. A wide, medium-green horizontal band spans the width of the page, containing the section title.

# SECTION 3: SCHOLARSHIPS & GRANTS



# 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](#).

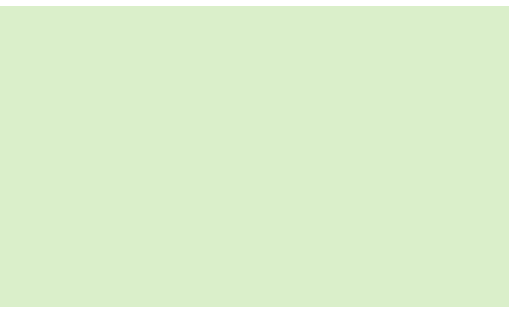
## CNH FOUNDATION PTP GRANT

- 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 \$500!
- Any new service project that addresses sudden,unintentional physical injury to a child.
- Find the application [here](#).

## KEYLEADER DISCOUNT

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

**CNHF1920**



# SECTION 4: 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

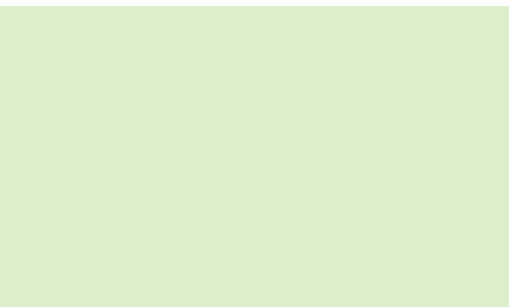
This award is based on the club you serve **keeping 100% of the membership** from the previous term. These dues must be sent in by December 1st. **No application is needed** for this award either!

## 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](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!



**SECTION 5: 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.
- 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!
- Contact your Lieutenant Governor to possibly promote to the entire division.



**KIWANIS**  
Cal-Nev-Ha Foundation  
Pediatric Trauma Program



**Children's  
Miracle Network®**



**MARCH  
OF DIMES**



**unicef**



# SECTION 6: RESOURCES

# RESOURCES

## EXECUTIVES

**GOVERNOR CHUOFAN YU** | [cnhkc.gov@gmail.com](mailto:cnhkc.gov@gmail.com)

**SECRETARY LAWRENCE GUITTAP** | [cnhkc.gov@gmail.com](mailto:cnhkc.gov@gmail.com)

**TREASURER KRISTIE POON** | [cnhkc.sec@gmail.com](mailto:cnhkc.sec@gmail.com)

## 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)

**SLP Director Bruce Hennings** | [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)

## WEBSITES

**Cyberkey** | [www.cnhkeyclub.org](http://www.cnhkeyclub.org)

**Membership Update Center** | [www.keyclub.org/muc](http://www.keyclub.org/muc)

## GOOGLE REFLECTOR

**Club Treasurer Google Reflector**

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

## REMIND 101

**Send to the Number** 81010

**Text the Message** @cnhtrs1920