

# KEY CLUB

## Capital District Key Club Dues Guide

### WHY ARE DUES IMPORTANT?

From resources and grants to training and insurance, dues help you get the most memorable, fun experience during your time in Key Club. Without paying you are not eligible to go to DCON & ICON or run for office. Many clubs and districts aren't able to provide the large-scale benefits and support that you get from Key Club International. By paying international-level dues to Key Club, the following crucial resources are available for all members, advisors and clubs:

- Resources for club building, chartering and member recruitment
- District and club officer training materials
- Support for districts and divisions
- Official Key Club website and social media accounts
- Weekly updates to Key Club members and advisors
- **The Youth Opportunities Fund** endowment, which awards grants to clubs to fund service projects
- Key Club magazine (mailed to schools in September)
- Convention planning
- District and club awards
- Liability insurance

### DUES BASICS:

- Dues are \$11.50 total (\$4.50 to Capital District | \$7.00 to International)
- Dues can change based on how much the club decides they should be to account for t-shirts, food, etc. – minimum is \$11.50
- Dues must be turned in with an invoice from the Membership Update Center
- Send to Key Club International Office: (Use address listed on dues invoice)

Key Club International  
PO Box 6069 - Department 123  
Indianapolis, IN 46206-6069

### IMPORTANT DATES

**Early Bird:** November 1<sup>st</sup>, 2015

**Regular Deadline:** December 1<sup>st</sup>, 2015

**Dues become Delinquent (past due):** December 2<sup>nd</sup>, 2015

**Suspension:** February 1<sup>st</sup>, 2015

**Inactive status:** October 1<sup>st</sup>, 2016

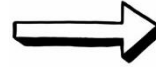
An inactive Key Club is one that has gone one to two years without paying its membership dues. To regain active status, the club must reactivate by paying a US\$100 reactivation fee plus the current year's dues (both international and district) for each member. If a club reactivates, it will become an active Key Club. After two years of inactive status, a club becomes charter-revoked. A charter-revoked Key Club is one that has lost its connection with Key Club. To become an "active" club again, a charter-revoked club must charter again at the full cost.

# KEY CLUB

## Capital District Key Club Membership Update Center Tutorial

### Step 1:

Log onto the Membership Update Center at [www.keyclub.org/MUC](http://www.keyclub.org/MUC) (Make sure you have gathered information on members including email addresses and grade)



Email:

Password:

Login

### Step 2:

Click the Membership Update Center button on the left side of the screen.



Kiwanis KEY CLUB CKI Action Club University of Wisconsin

Portabuzz the better organization experience

Kayla  
University of Wisconsin Platteville(C72534) | Member ID: [redacted]

Membership Update Ctr

This area of the Club Management System gives you access to special app club or district leadership position determines what applications are available. [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org) for assistance.

### Step 3:

Click on Members



Kiwanis KEY CLUB CKI Action Club

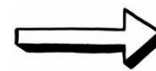
Dashboard Members Finances

Membership update center

Club Info School Contact

### Step 4:

a. You need to delete any members that have either graduated, stopped coming or haven't paid for this new term. To do this, either select the box following the names of past members and then select the delete button towards the top or you can use the drop down menu to select a graduation year.



Dashboard Members Finances

Add New Member Bulk Add Members Deletion History

Club Members

Export to Excel

Last name	First name	Member ID	Email	Grad year	Details	Del	Info
Altrns	Kayla			2015	Q d	<input type="checkbox"/>	<input type="checkbox"/>
Allen	Brene			2011	Q	<input type="checkbox"/>	<input type="checkbox"/>
Bartel	Kate			2014	Q	<input type="checkbox"/>	<input type="checkbox"/>
Deazo	Ashley			2015	Q	<input type="checkbox"/>	<input type="checkbox"/>

Graduation Year: Select all

b. To add members, click on "Bulk Add Members." Enter their first and last name, their email and the year they intend to graduate. At the bottom click "save."

c. You can get a list of your members in excel by clicking the "Export to Excel" button.

d. If you need to edit any information of existing or new members, click on the pencil next to the member's name.

e. Don't forget to update advisor and club officer information.



CAPITAL DISTRICT

### Step 5:

Make sure that all membership information has been completed properly. After you are done changing and adding new members, click on the Finances Button at the top. Generate an invoice by clicking “Roster Complete—Print Invoice.”

### Step 6:



After you get to this screen, check to make sure you are paying the correct amount of money. When everything is correct, you need to click “Print Invoice and Pay by Mail.” It is recommended to print 2 copies of the invoices. One of these is sent to international and the other one should be kept by your school for record keeping. Send your dues payment and invoice to Key Club International. Do not send the dues payment to your district treasurer or secretary-treasurer, because they cannot accept your money. Do not send dues in cash!

Provide payment according to directions on the website.

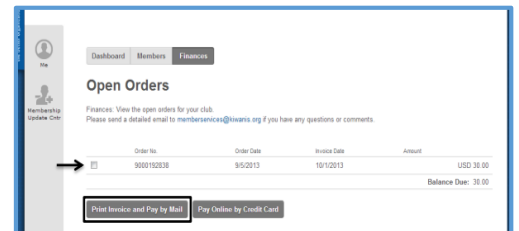
a. Mail your check or money order to the address shown on the invoice. (Bring the invoice and the money to the bookkeeper/treasurer in your school in order to get them to write a check and send the check along with the invoice to the address given.)

i. Include a copy of the invoice.

b. Pay using credit card or PayPal.

ii. Include a copy of the invoice.

Throughout the year, your club will lose and gain members. It's important that you update your club's roster accordingly throughout the year. After generating and printing an invoice, the invoice page is reset to zero so that new members can be added throughout the year. When adding new members, use the same steps as you did before, and make sure to generate an invoice at the end and mail your payment to Key Club International.



### HELPFUL TIPS FOR DUES!

- In order to be recognized for early bird dues and maximize the amount of DUES turned in at your school, you only need to turn in DUES for 15 people before November 1<sup>st</sup>.
- Make sure to confirm that you have indeed turned in your dues by calling Key Club International a few days after you send in your dues and invoice.
- Don't send your dues payment to the District Secretary-Treasurer
- Don't mail a copy of the membership roster with your payment
- Membership cards, pins, handbooks and certificates will be provided only for **NEW** Key Club members only. These will be mailed to the club address **upon receipt of** membership fees and member names.
- If you have any questions or problems, contact our team at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).