

Dues

Hints and tips from the pros

Inform yourself

- Make sure you are familiar with the new Membership Update Center. A video tutorial can be found at kiwanisone.org within the 'Sponsorship Toolkit' section.

Don't send cash

- Your dues payment should be made in the form of a check or money order or by using a credit card.

Don't send your dues payment to your district treasurer

- The only place that accepts the dues payment is the International Office.
- Sending your dues payment to your district treasurer slows down the dues process, because they have to send the payment back to you, and you have to start all over again.

Don't mail a copy of the membership roster with your dues payment

- This is just one extra piece of paper that is unneeded.
- The International Office already has a copy of your roster located in the Membership Update Center and database.

Remember to update your roster

- Throughout the year, your club will lose and gain members. It's important that you update your club's roster accordingly 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.



Kiwanis
Service Leadership Programs

www.keyclub.org