



CNH | KEY CLUB

THE OFFICIAL DUES MANUAL 2018-2019

GO GREEN CNH & DO NOT PRINT THIS MANUAL

ALOHA TREASURERS,

Welcome to the mysteries behind the dues payment process and the Membership Update Center. In this manual, you will find a step-by-step explanation on the dues payment process as well as navigating through the Membership Update Center.

Dues season can seem intimidating and stressful but do not fret... this manual will help to ease your stress. The process is all about proactiveness. If you have not already done so, please attempt to login to the MUC and follow the steps found in the manual. I encourage all clubs to aim for the early bird dues deadline of November 1st to ensure proactive dues payment.

Throughout the manual, I have included tips and tricks that I have learned through the years. If you ever have any questions, comments, or concerns, feel free to contact me and I will be happy to provide you assistance! As always, thank you for all that you do for your club, division, and out California-Nevada-Hawaii District. I commend you for all of your hard work this term.

It's always a beautiful day to save LIVES,

Kara Yoshiyama
District Treasurer

cnhkc.dt1819@gmail.com



TABLE OF CONTENTS

Dues Breakdown	2
Important Dates	3
Collecting Dues	4
How to: MUC	4
Troubleshooting	10
Resources	13

Don't forget join the Treasurers google reflector for email updates and reminders



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

*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 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.

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. Clubs are allowed to pay their dues after the December 1st on-time deadline!

COLLECTING DUES

PROMOTE

- Promote the benefits of dues payment
 - Running for office
 - Apply for awards
 - Member Recognition Program
 - Attend events

COLLECTING INFORMATION

- Create a member application or recommitment form that holds all the necessary information needed for the Membership Update Center

MEMBERSHIP UPDATE CENTER

STEP #1

Login to the Membership Update Center (MUC). Your designated advisor should have this information!



Kiwanis Connect

Email

Password

Remember me [Forgot Password?](#)

LOGIN

First time logging in?

You'll need to set your login credentials by registering your email address and password. [Click here](#) to get started.

Login not working?

If your current or previous KiwanisOne credentials will not work, re-register to reset your login for the new system. This is a one-time adjustment.

Still not working? [Get help.](#)

<http://keyclub.org/muc>

MEMBERSHIP UPDATE CENTER

STEP #2: HOME PAGE

HOME PAGE

**T
A
B
S**

Me

Membership Update Cntr

Education

Monthly Report

Kiwanis **KEY CLUB** **CKI** **AKTION CLUB** **Builders Club** **Kiwanis Kids**

Bumble Bee **Sign Out**

Bumble Bee

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact kiwanisone@kiwanis.org for assistance.

Program Partner Emails

You are signed up to receive the latest news from Key Club International's sponsors and partners

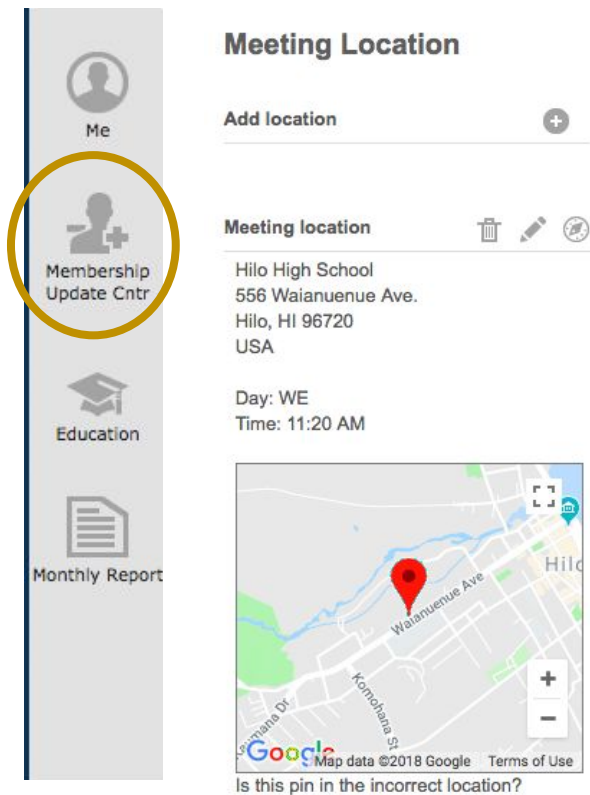
You will have the option to unsubscribe from specific Kiwanis International partner emails as you receive them. Only unsubscribe here if you no longer want to receive emails from any of Kiwanis International partners.

Click here to Opt-Out

MAKE SURE YOUR ADVISORS NAME IS HERE!

MEMBERSHIP UPDATE CENTER

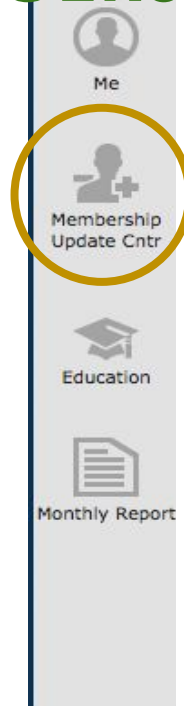
STEP #3: MEETING LOCATION



Add or update your meeting location

STEP #4: UPDATE OFFICERS

- Update your club officers for the current year (2018-2019)
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Class Directors
- Officers can be deleted by clicking the trash can
- All officers must be dues paid members!

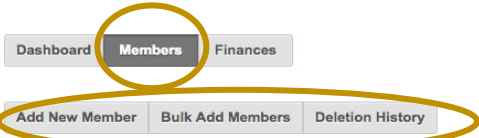
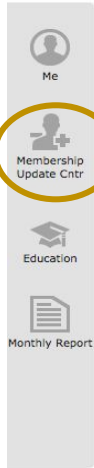


Club Officers

2018 - 2019 (Current Year)	
President	
Steven Chung	
Vice President	
Casydee Demattos	
Secretary	
Ashley Lavarias	
Treasurer	
Julian Nelson	
Class Director - 1st year	
Vacant	
Class Director - 2nd year	
Vacant	
Class Director - 3rd year	
Vacant	
Class Director - 4th year	
Vacant	
Class Director - 5th year	
Vacant	

MEMBERSHIP UPDATE CENTER

STEP #5: ADD NEW MEMBERS



CLICK TO ADD MEMBERS, BULK ADD AND SEE DELETION HISTORY!

Club Members

Member contact information is not to be used for any purpose other than Key Club. All members should use channels already established by the club to communicate with members as needed.

Export To Excel

Graduation Year:
Select All

Last name	First name	Member Id	Email	Gender	Grad Year	Details	Edit	Delete
Bee	Bumble	9847208	bumblebee@gmail.com	F	2018	🔍	✎	🗑️
Bee	Honey	3342974	honeybee@gmail.com	M	2018	🔍	✎	🗑️
				F	2020	🔍	✎	🗑️
				F	2021	🔍	✎	🗑️
				M	2019	🔍	✎	🗑️
				F	2020	🔍	✎	🗑️
				M	2018	🔍	✎	🗑️

Add member

Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.

*Required

Club Name Hilo High School	Address 1: <input type="text"/>	* Graduation Year Select
* First name <input type="text"/>	Address 2: <input type="text"/>	Area code <input type="text"/>
* Last name <input type="text"/>	* City <input type="text"/>	Phone Number <input type="text"/>
Nickname <input type="text"/>	Country* United States	Birth Date <input type="text"/>
Suffix <input type="text"/>	State* Hawaii	Gender Select ...
Email <input type="text"/>	Postal code <input type="text"/>	

- Click on “Add new member”
- Add in member information
- Save!

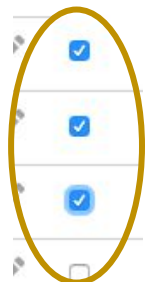
Save Cancel

MEMBERSHIP UPDATE CENTER

STEP #6: DELETE MEMBERS

- Delete members who have graduated or are no longer in your club
- Deleting Single Names: Click on the box to the right of each member's row then press "delete"
- Deleting by class: Sort by graduation year and press "select all" then delete

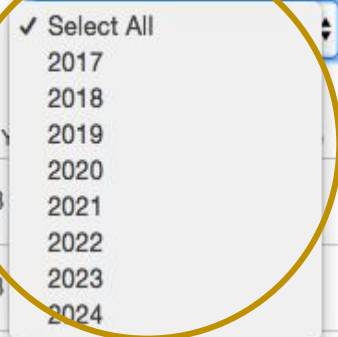
it Delete



Export To Excel

Last name	First name	Member Id	Email	Gender	Grad Y
Bee	Bumble	24393857	busybee@gmail.com	F	2018
Bee	Honey	49349874	beesarebuzin@gmail.com	M	2018

Graduation Year:



STEP #7: INVOICE

Dashboard | Members | Finances

Open Orders

Finances: View the open orders for your club.
Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.

Order No.	Order Date	Invoice Date	Amount
<input checked="" type="checkbox"/> 9000155055	10/3/2012	10/1/2012	USD 11.00
			Balance Due: 11.00

Print Invoice and Pay by Mail

Pay Online by Credit Card

- After all members are inputted into the MUC, you can generate an invoice
 - Copies of invoice should be provided to book keeper and faculty advisor
- Follow up with school bookkeeper to see if check mailed
 - Lack of communication = LATE DUES

MEMBERSHIP UPDATE CENTER

STEP #8: SEND IN DUES

- Send a copy of the printed [invoice](#), along with a [check](#) payable to Key Club International to (Keep a copy for records!)

Key Club International

PO Box 6069, Dept 123

Indianapolis, IN 46206-6069

- If paying via credit card, pay on the MUC
- *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.***

STEP #9: CHECK THE DUES REPORT

The image shows a Google search result for "key club slp dues report" on the left and a screenshot of the Kiwanis website on the right. The search result for "Service Leadership club reports - Kiwanis International" is circled in yellow. The website screenshot shows a navigation menu with "NEWS", "ABOUT", "CLUBS", and "FEATURED". The main heading is "SERVICE LEADERSHIP CLUB REPORTS". Below this, there are links for "Paid Membership", "Charters to Date", and "District Dues Paid Report". A yellow arrow points from the "Paid Membership" link to the text "Membership count". Another yellow arrow points from the "District Dues Paid Report" link to the text "Invoice date, last paid date, billed members, breakdown of dues".

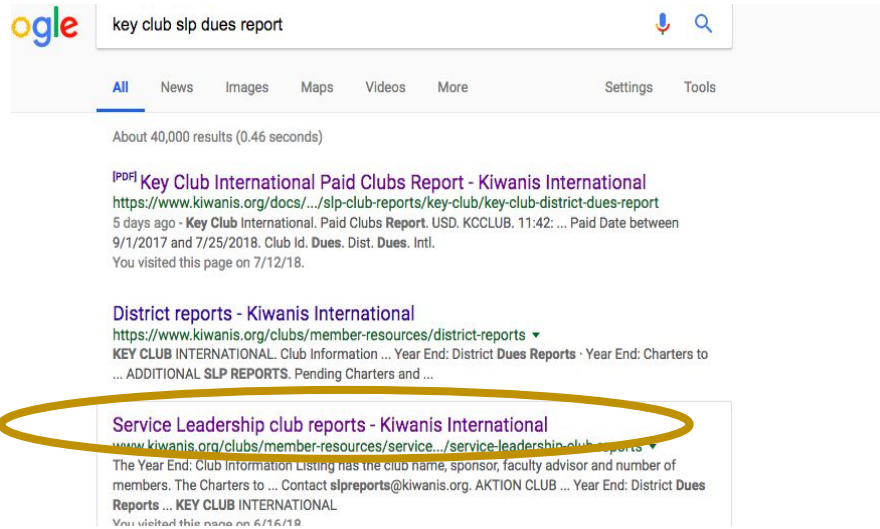
- Search up “Key Club SLP Dues Report” and click on “Service Leadership Club Reports - Kiwanis International”
- Scroll down to Key Club International and click on desired link

TROUBLESHOOTING

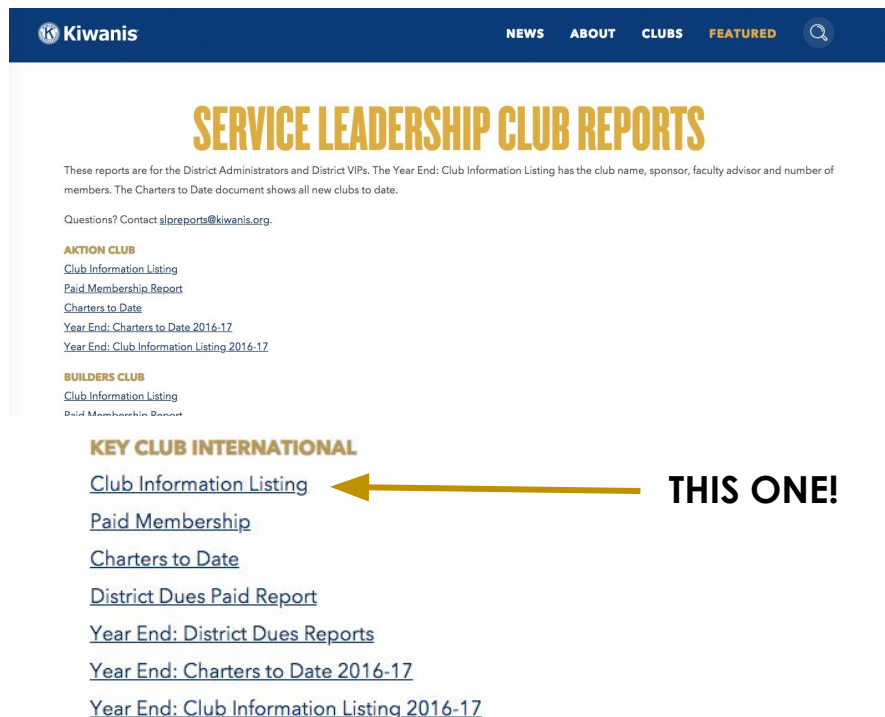
HOW DO I KNOW WHO MY DESIGNATED ADVISOR IS?

Designated Advisor = Advisor that is in charge of helping your club pay their dues and knows the MUC login information

#1: Look up “Key Club SLP Dues Report”



#2: Scroll down to “Club Information Listing”



TROUBLESHOOTING

HOW DO I KNOW WHO MY DESIGNATED ADVISOR IS?

Designated Advisor = Advisor that is in charge of helping your club pay their dues and knows the MUC login information

The screenshot shows the Kiwanis website navigation bar with links for NEWS, ABOUT, CLUBS, and FEATURED. Below the navigation bar is a section titled 'SERVICE LEADERSHIP CLUB REPORTS'. Under this section, there are three main categories: 'AKTION CLUB', 'BUILDERS CLUB', and 'KEY CLUB INTERNATIONAL'. Each category lists several report types. A yellow arrow points from the text 'THIS ONE!' to the 'Club Information Listing' link under the 'KEY CLUB INTERNATIONAL' category.

#3: Locate your club and advisor's name

Club Name	State	Club ID	Sts	Club Advisor	Pd Date	Mbr Cnt	Pd Amount	Kiwanis Sponsor	Club ID	Div
Hilo High School	HI	H81145		Charlene H Masuhara	10/11/2017	60	420.00	East Hawaii	K05796	K0222

This is the advisor that has access to the MUC!

TROUBLESHOOTING

WHAT DO I DO IF I NEED TO CHANGE THE ADVISOR NAME?

Former Advisor should Contact Member Services

- memberservices@kiwanis.org
- 1 (800)KIWANIS

TIP: For faster member service, call! As it gets closer to the dues payment dates, member services tend to get busy so bee PROACTIVE!

NEW ADVISOR?

Kiwanis Connect

Email

Password

Remember me [Forgot Password?](#)

LOGIN

First time logging in?
You'll need to set your login credentials by registering your email address and password. [Click here to get started](#)

Login not working?
If your current or previous KiwanisOne credentials will not work, re-register to reset your login for the new system. This is a one-time adjustment.
Still not working? [Get help](#).

Set Password

Please enter your email address below and we will send you a link to set your password.

Email

SUBMIT

CLICK "HERE"

**ENTER EMAIL TO
RECEIVE LOGIN
INFORMATION**

RESOURCES

EXECUTIVES

Governor Jonathan Lum

cnhkc.dg1819@gmail.com

Secretary Zoe Yao

cnhkc.ds1819@gmail.com

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!