

The background features a light green color with decorative elements: two horizontal bars of varying lengths in the top left, a grid pattern in the top right, and a grid pattern in the bottom left.

# TREASURER TRAINING

***DISTRICT TREASURER  
ERIC LI***

**PACIFIC NORTHWEST DISTRICT  
DCON 2024**

# OVERVIEW

1. *DUES*
2. *FINANCIALS*
3. *CLUB STATUS*
4. *WORKING IN A TEAM*
5. *Q&A*

# ***DUTIES OF A TREASURER***

## ***FINANCIAL MANAGEMENT***

- Fundraising: strategically make a fundraising calendar for the club
- Bank Management (\$100 rule: always have at least \$100 in your club treasury)

## ***DUES COLLECTION***

- Make a plan with your advisor, officers, and bookkeeper at the beginning of the year

## ***TRANSPARENCY***

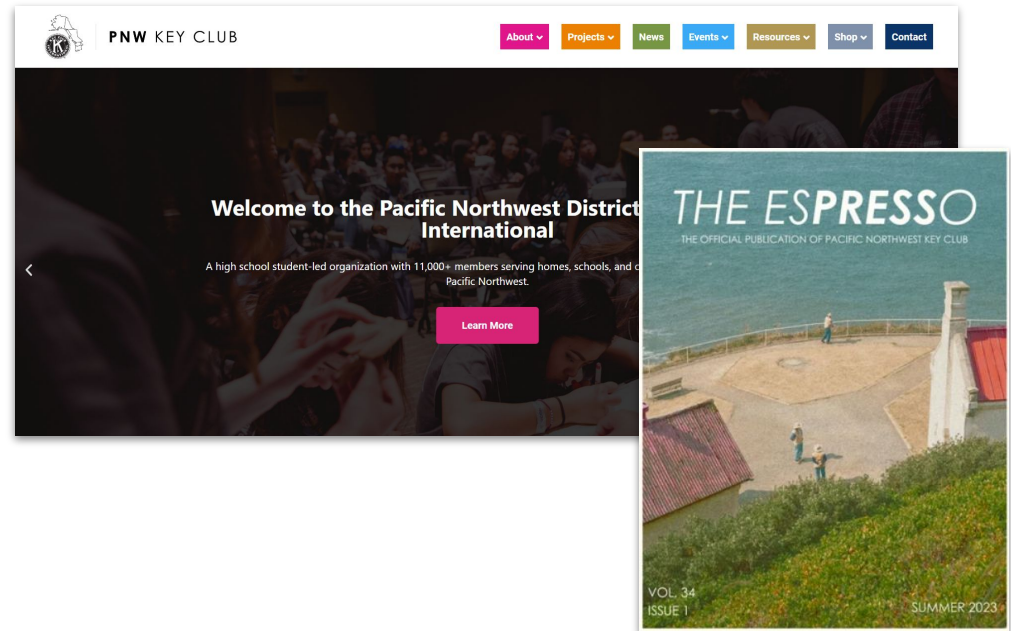
- Update club officers weekly, update club monthly
- Check on the bank account balance weekly

# *DUES*

# WHERE DO DUES GO?

## DISTRICT DUES SUPPORT...

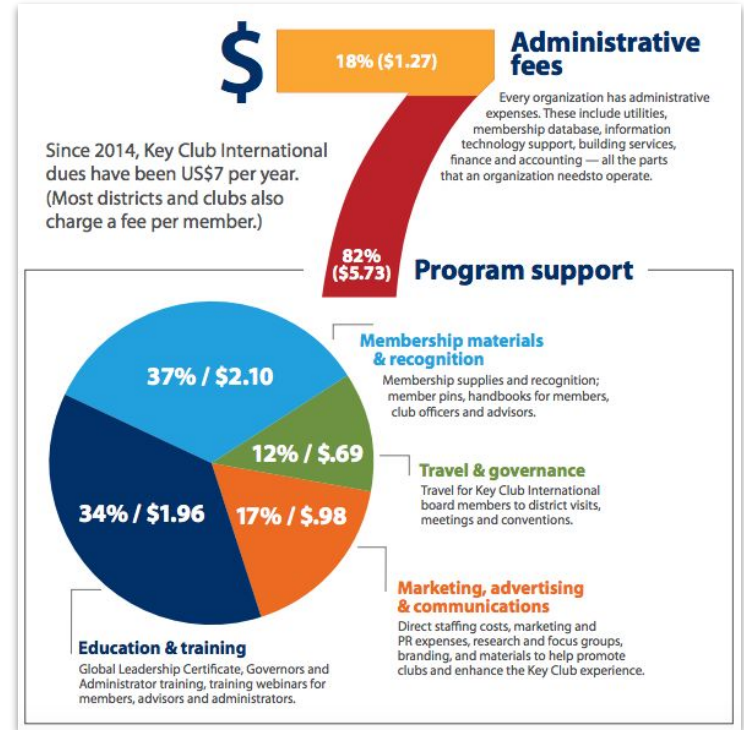
- Pacific Northwest Opportunities Fund
- The ESPRESSO
- Officer Resources
- Bi-weekly Updates
- [www.pnwkeyclub.org](http://www.pnwkeyclub.org)



# WHERE DO DUES GO?

## INTERNATIONAL DUES SUPPORT...

- Youth Opportunities Fund
- International Publications
- Membership Materials
- Liability Insurance
- Administrative Fees



# DUES

## DUES AMOUNT

**\$7.00** International + **\$5.50** PNW District = **\$12.50**

## DUES DEADLINE

- EARLY BIRD: **November 1st**
  - Earn an Early Bird Patch and look out for other District incentives!
- REGULAR: **December 1st**
  - Clubs must pay dues to attend DCON, participate in elections, and more!

# PAYING DUES

## STEPS TO PAYING DUES

- Have member turn in individual club dues to ASB/bookkeeper
- Register all dues paid member in the Membership Update Center (MUC)
- Finalize the invoice and pay by credit card or mail in a check/invoice
- As new members join, membership can be updated any time between the first time paying dues and February 1st.



# DUES TIMELINE

## **EARLY BIRD DUES:**

- November 1st
- Collect and send to bookkeeper by at least mid-October
- Qualifies you for early bird path, DCON recognition, etc.

## **REGULAR DEADLINE:**

- December 1st
- If you cannot get everyone in your club paid, send in your first payment anyways to avoid risking suspension

## **SUSPENSION:**

- February 1st
- Suspended clubs will not be eligible for scholarships or attend DCON
- Must pay before Oct. 1st to regain activity

# DUES

## COLLECTING DUES

- Acquaint yourselves with the school bookkeeper early
  - This way both of you are familiar with paying dues for Key Club and will ensure a smooth dues payment process in the future
- Officers need to collect member names, emails, and graduation year at meeting (this information is needed in the membership roster!)
- Dues can be paid starting October 1st, when the MUC opens.

# MUC

## MEMBERSHIP UPDATE CENTER (MUC)

- The MUC is Key Club International's Membership database
  - Dues payment
  - Club roster management (Member/advisor contact information)
- The faculty advisor, Kiwanis advisor, and club secretary should have access to the MUC
  - If the email or password needs to be reset, you will need to contact Kiwanis Member Services. *PNW Key Club cannot do this for you.*





# MUC

## *PAYING DUES IN THE MUC*

- The MUC can be found at: [keyclub.org/muc](https://keyclub.org/muc)
- The club secretary or faculty advisor will need to update the club roster (though you should help!)
  - Delete graduated members, input valid member information for dues paid members only
- Paying dues
  - Pay through the MUC with credit card
  - Mail a check and printed invoice from the MUC

# MUC

the better organization experience

 **Kiwaniis**   

## Kiwaniis Connect

**First time logging in?**  
You'll need to set your login credentials by registering your email address and password. Click the "Register/Reset Password" link below 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.](#)

Email:

Password:

remember me





[Login](#)


[Register/Reset Password](#)

# MUC

**Portalbuzz**  
the better organization experience

Monroe High School | Barbara | Sign Out

 **Kiwanis**   

  
Membership  
Update Cntr

## Welcome!

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](mailto:kiwanisone@kiwanis.org) for assistance.

# MUC

## KEY CLUB



Membership Update Cntr

[Dashboard](#) | [Members](#) | [Finances](#)

### Membership update center

#### Club Info

Club Name  
Monroe High School (H87820)

District  
Pacific Northwest

Club Status  
**Active**

Club Charter Date  
January 31, 1989

Sponsors  
Monroe (K01798)

#### Financial

Amount Owed  
\$132.00

#### Club Officers 2013 - 2014 (Current Year) ▼

President  
Vacant [\(add\)](#)

Vice President  
Vacant [\(add\)](#)

Secretary  
Vacant [\(add\)](#)

Treasurer  
Vacant [\(add\)](#)

#### Advisors

Barbara Goodwin (Faculty)

For changes to advisor information contact  
Kiwanis at 800-kiwanis or  
[memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

#### School Contact Info

School Address  
17001 Tester Rd  
Monroe, WA USA 98272-2896

School Phone Number

School Website  
[\(add\)](#)

Club Website  
[\(add\)](#)

#### Meeting Location [\(add\)](#)

# MUC

## KEY CLUB



Membership  
Update Cntr

[Dashboard](#) | [Members](#) | [Finances](#)

### Open Orders

Finances: View the open orders for your club.

Please send a detailed email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have any questions or comments.

Order No.	Order Date	Invoice Date	Amount
<input type="checkbox"/> 9000152922	10/3/2012	10/1/2012	USD 132.00
			<b>Balance Due: 132.00</b>

[Print Invoice and Pay by Mail](#)

[Pay Online by Credit Card](#)

[\*\*MUC VIDEO TUTORIAL\*\*](#)



# MUC

## ACCESSING THE MUC

- If you don't know the MUC username and password ask your faculty advisor or past club secretary
- If they don't know either...
  - Contacting member services by calling 1-800-KIWANIS between the hours of 5:00 AM and 1:30 PM PST or emailing [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) with your name/school/email

# MAILING DUES

## MAILING DUES

- Once you have inputted all member information into the MUC membership roster and finalized the invoice
- Work with your school bookkeeper to mail a check and copy of the invoice to:

Kiwanis Youth Programs  
P.O. Box 6069, Dept. 123  
Indianapolis, Indiana, 46206.

# TIPS FOR DUES COLLECTION

## STRATEGIES

- Collect them as soon as possible, this gets it out of the way early and you will have time to sort out any unexpected issues.
- Collect the first batch of dues at least TWO WEEKS before you want them to be received to account for time necessary for the school bookkeeper and Key Club International to process the payment
- Don't stress if not everyone has paid by the first batch! Remember you can add members throughout the year.

# *FINANCIALS*

# CLUB BUDGETING

## *BUDGET FOR...*

- How much goes towards fundraising? (supplies, venue, etc.)
- How much goes towards Kiwanis-family events?
- How much are you requesting from Kiwanis
- Consider:
  - Major projects that will require funding during the year
  - Projected number of members
  - Anticipated expenses for DCON, end-of-year banquets, etc.

# FUNDRAISING

## FUNDRAISING

- Set an overall fundraising goal for the year as well as a goal for each planned fundraising event
- Keys to a successful fundraiser
  - PLAN EARLY - Give yourself time to reach out to everyone you need in order to plan and collaborate
  - Delegate - no project is successful if one person does all the work
  - Prepare for unforeseen circumstances

# FUNDRAISING

## FUNDRAISING

- Reflect and improve - evaluating and learning from fundraisers will progressively make them more successful in the future

*Donations to PNW Key Club or The SEAD: End Youth Houselessness Initiative:*

- Through PNW Key Club Shop or mail a check to PNW Key Club

*Donations to Key Club preferred charity/partner organization:*

- Donate directly to the organization of choice
- Ensure there is record explaining the donations/a fundraiser description

# *CLUB STATUS*



# CLUB STATUS

## *ACTIVE*

- Dues paid before February 1st
- In good standing

## *SUSPENDED*

- If dues are not paid by February 1st
- Not in good standing (cannot attend DCON nor apply for scholarships)

## *INACTIVE*

- Moved to inactive status if dues are not paid before Sept. 30th
- \$23 reactivation fee
- Charter revoked after 2 years

# CHARTERING

## *HOW TO CHARTER*

- Find an interested school/advisor and at least 11 initial members
- Organize bylaws, fill out Petition to Charter, elect officers
- Connect with Kiwanis family and start serving!

## *CHARTER-REVOKED CLUBS*

- No longer a recognized Key Club
- Must recharter again at full cost to become active again

# ***WORKING IN A TEAM***

# WORKING IN A TEAM

## *REMEMBER TO ALWAYS...*

- Communicate
- Delegate appropriately
- Plan
- Support each other
- Consult and communicate with your advisors

***GOOD LUCK WITH YOUR UPCOMING TERM! YOU CAN DO THIS!***



# OPEN FLOOR Q&A



# QUESTIONS? CONTACT ME!

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**ERIC LI**

IG: @ericli06

E: [treasurer@pnwkeyclub.org](mailto:treasurer@pnwkeyclub.org)

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# OVERVIEW

## HEADING

- [TEXT]

# ***SUBTITLE***