

When a student decides to take part in the service of his local Key Club, he's joining more than just his school's premier service organization. He's becoming a part of the world's oldest and largest high school-based service-leadership organization, and the only international club led entirely by its students. However, it takes more than just a dedication to the four core values to be considered a member of Key Club International. **The difference is in the dues.**

Club officers should collect dues and begin building a general membership base in the early months of the school year—aim for August or September. Once dues are collected for these members, it becomes the responsibility of the club treasurer and advisors to report the club's new membership to Kiwanis International, and send in the club's dues payment. To do so, follow these four easy steps:

step 1: LOG ON

Using the username and password you were mailed at the beginning of *this* year, log on to the Kiwanis International Member Update Center at www.soapmu.kiwanis.org. Click "Begin" to start the dues paying process!

step 2: CLUB UPDATE

Follow the on-screen directions to add new members and delete graduated ones. Be sure to include all available information when adding new members, this will allow Key Club International to compile an accurate member database. When you've completed your club update, answer "Yes" to step four and click "Submit."

step 3: INVOICING

A list of all club members currently listed as active will appear. Ensure the box to the left of each name is checked **only** for members you wish to pay dues for on this invoice. When all the right members are selected, press "Continue." Answer "Yes" to step five and click "Click here" at step six to generate an invoice.

step 4: MAILING

Print one copy and complete section one. Mail your invoice, along with a check or money order (made payable to "Key Club International" in the amount of shown in section two) to the P.O. Box address shown. You may also choose to pay by credit card by completing the appropriate section near the bottom of the invoice. Allow 3-4 weeks for processing.

FAQ

When are Key Club dues due?

Dues must be received by Key Club International by December 1, but clubs have the option of sending them in to be processed by Kiwanis International before October 31 to be considered "Early Birds."

Can we still recruit?

Yes! Send dues for at least 15 members prior to the deadline, and add more members later by completing the same four steps.

Contact your lieutenant governor or the district treasurer with any other dues-paying questions and concerns.