

Dues

Hints and tips from the pros

Alert clubs

- Make sure that schools know to expect the letter with the confidential password in it.
- This letter often gets thrown away or lost because it seems unimportant, which is a great hindrance in the dues process.

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 or PayPal.

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.



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