

## **5. Ensure dues and fees are paid for Key Club.**

### **Member responsibility**

To continue our global and local service, each member is expected to pay his or her annual membership dues. The Key Club district and international dues provide resources and support to continue developing leaders through the service. As a mentor and advisor, it is your responsibility to ensure club members understand their financial expectations and the benefits of paying their annual membership fees.

### **Who should pay Key Club dues?**

Key Club members should pay their own dues in order to provide a sense of ownership in the organization. A Kiwanis club should not pay the dues for the youth members; however, in hardship cases, the Kiwanis club may choose to assist or loan the Key Club funds. The dues payment is part of a learning process and dues collection should be the responsibility of the Key Club treasurer.

### **How much are Key Club dues?**

#### **International dues**

Key Club International dues for 2010-11 are US\$6.50 per member. (For updated dues information, visit [www.keyclub.org](http://www.keyclub.org).)

#### **District dues**

Individual district dues vary from district to district, but cannot exceed the international dues. District dues are posted at [www.keyclub.org](http://www.keyclub.org).

#### **Club dues**

Each club has the autonomy to set its club dues based on its programming for the year. Club member dues cannot exceed international dues.

#### **When are dues due?**

International and district dues are due annually by November 30 in US, Canada and the Caribbean (other nations establish separate timeframe). If a club wishes to receive the early-bird dues payment patch, dues must be received by Key Club International by November 1.



# KEY CLUB®

## Service Leadership Programs sponsorship toolkit

### **What do members dues provide?**

These materials and opportunities are provided to members and clubs:

- Member's subscription to Key Club magazine, published twice a year
- Leadership management and development resources, including the leadership handbook planners sent annually to each club
- Club service grants
- Ability to attend leadership conferences and conventions
- Service partner program materials and additional project opportunities
- Online video magazine, highlighting Key Club service and leadership stories
- Marketing materials, including brochures, posters, and PR tools
- Meeting management tools, including the Make your Meetings Move booklet
- For new members only: member pin, membership card and handbook

### **How do we pay our annual member dues and update the club membership roster?**

1. Each September, all clubs receive a unique password, mailed to the club's permanent address. If your club needs to get its password to access the online Membership Update Center, contact Member Services at 800-KIWANIS, ext. 411 (U.S. and Canada) or 317-875-8755, ext. 411 (worldwide). Note: each club will receive a new password each year.
2. Go to [www.keyclub.org](http://www.keyclub.org) and click on Dues & Reports at the top of the home page. Follow the links to the Membership Update Center Your club's password and club ID number will allow you access into the Membership Update Center.
3. Follow the step-by-step online process to update advisor information, enter new members and delete members.
4. You will be prompted to submit your roster and you will need to print your dues invoice. At this point you can pay online with either PayPal or by credit card. If you choose to by check, see No.5 below.
5. Mail your printed invoice along with the check for International and district dues for all members to:  
Key Club International Dues Processing  
3636 Woodview Trace  
Indianapolis, Indiana 46268 USA

### **Do you have questions?**

If you need assistance while completing the online Membership Update Center process, call Member Services at 800-KIWANIS, ext. 411 (U.S. and Canada) or 317-875-8755, ext. 411 (worldwide).