

5. **Ensure dues/fees are paid for K-Kids.**

It's important to register your K-Kids club with Kiwanis International each year. Register online using the K-Kids club Renewal Center so the Kiwanis advisor receives needed materials for the K-Kids club.

In early August, Kiwanis International notifies your sponsoring Kiwanis club's secretary about completing the online K-Kids registration process. The letter will include the Club ID for each sponsored K-Kids club. To swiftly move through the registration process, make sure you have this information available:

- K-Kids club ID number (Example: P00245)
- Kiwanis advisor contact information and e-mail
- Faculty advisor contact information and e-mail
- Number of club members
- Contact name and address of where to mail membership supplies

You can access the Club Renewal Center at the K-Kids Web site, www.kiwaniskids.org. Once in the system, updates can be made and you have the option of paying sponsorship fees by credit card or check. Funds can be used from the Kiwanis club's service account.

Pay by credit card

This selection forwards the user to PayPal. While PayPal is our payment processor, you do not need a PayPal account to make your payment. Paying by credit card ensures quick delivery of the K-Kids program kit.

Pay by check

Selecting the pay-by-check option will generate an invoice that can be printed and mailed to Kiwanis with a check. Please allow at least four weeks to receive the program kit if paying by check.

Click on "Finish" before leaving the Club Renewal Center

Don't forget to click on the **Finish** button after completing the registration process! This sends the entered data to Kiwanis and generates a K-Kids program kit request.

Congratulations! You've updated contact information for the volunteers working with your K-Kids club and guaranteed that informative e-mails, club mailings and K-Kids Zone magazines will successfully reach your K-Kids club members.



Inactive Clubs

If a Kiwanis Club chooses not to renew a K-Kids club, the K-Kids club will become inactive on September 30. You are encouraged to contact Member Services at 800-KIWANIS, ext. 411(U.S. and Canada) or 317-875-8755, ext. 411 (worldwide) if you are being billed for a K-Kids club that is no longer in existence.

Reactivation

Once a K-Kids club has become inactive, it needs to be reactivated through Kiwanis International. You can download the form and payment information from www.kiwaniskids.org. Once processed at the Kiwanis International Office, the club will receive its annual membership supplies.

One last thought

Although the Kiwanis club is financially responsible for sponsoring the K-Kids club, there are other options for how the fee can be covered:

- The K-Kids and Kiwanis clubs can raise funds jointly to cover the annual renewal fee.
- The K-Kids club members could contribute a portion of the fee.

Having the K-Kids club members contribute to the renewal fee could increase their commitment to the club. Each club is special, so the Kiwanis club must determine the appropriate approach.

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).