

DUES SUBMISSION PROCESS

www.nydkc.org

“Caring - Our Way of Life”

From District Treasurer Teri Bunce (teribunce.treasurer@nydkc.org)

Every member of New York District Key Club must pay a minimum of **\$11.50** for membership dues (\$6.50 for International dues and \$5.00 for District dues). Each individual club may charge an additional few dollars for club dues. After the club treasurer has collected all the dues from his or her club members, he/she must access the Membership Update Center online to update the membership roster and generate an invoice. Then, the school generates **ONE** check with the amount on the invoice made out to *Key Club International*. Please make sure a printer is available before you start the dues submission process.

1. Visit our **District website:** www.nydkc.org, click on *Leadership* (from the top menu) and then *Membership Update Center* (from the side menu); or direct link: <http://www.nydkc.org/leadership/membership-update>
2. Click the **blue banner** that says Kiwanis International: Service Leadership Program Membership Update
3. Type in your **“Club Key Number” and “Password”** that was mailed to your club advisor in September from the Key Club International office. If you are missing this information, please contact District Administrator Mr. Andrew Lowenberg at alowenberg.admin@nydkc.org before continuing.
4. Did your club get a new faculty advisor this year? If yes, before you start to update your club roster, click on “Club Advisors” from the top navigation menu, and follow the directions to **update the advisor information**. Click on “Main” to go back to the main page.
5. Click the “Click here to begin” link on the main page to **begin the process**.
6. Click “yes” or “no” to select if you wish to **delete members** from the roster (seniors who graduated, et cetera). If yes, follow the directions on the page. Click the link on the bottom to move to the next page.
7. Click “yes” or “no” to select if you wish to **add/edit new members** to the roster. If yes, follow the directions on the page. Click “add” and enter new member’s information, and “update” to finish the process. Click the link on the bottom to move to the next page.
8. **Confirm** that you have made all the necessary changes to the roster by clicking “yes”.
9. Please **review the list** of members that need to be invoiced on the list shown on the page. Click “continue”.
10. When you are ready to **generate your invoice**, click “yes” to submit it to Key Club International. *Only generate your club invoice once you are completely done deleting/adding/editing member and advisor information*. Please read the information on the page, and click “print” (Step 6) to move to the roster page. Use your browser to **print off 3 copies** of this roster; you will NOT be able to print additional copies later.
11. **LAST STEP: Do NOT forget to click the link in the YELLOW BOX to complete the submission process.**

Final Steps

The school makes **1 (one) check payable to Key Club International** with the amount written on the invoice. A copy of invoice *and* a copy of the check must be mailed to the New York District Financial Advisor Mr. Jim Farrell. Finally, send the actual dues check and a copy of the invoice to the Key Club International Office (**no money is sent to the District**) via *Certified Mail with a Return Receipt* by **November 30th, 2009!**

NY District Financial Advisor Mr. Jim Farrell

P.O. Box 237
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Key Club International

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