

KEY CLUB OFFICERS

2018  
2019

*Be the*

# TREA- SUREP

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### July

- 4–8 Key Club International convention
- 19–20 Leadership conference

### September

- 15 Fall mailing sent to clubs
- 21 Nickelodeon's Worldwide Day of Play

### October

- 1–31 Trick-or-Treat for UNICEF
- 15 Youth Opportunities Fund grant application deadline
- 27 Kiwanis One Day
- TBD Legacy of Play Contest – Each October, Landscape Structures hosts its Legacy of Play contest. Be on the lookout for more information.

### November

- 1 Early bird deadline for dues
- 3 Advisor Appreciation Day
- 1–30 Kiwanis Family Month
- 5–9 Key Club Week
- 17 Prematurity Awareness Day

### December

- 1 Final deadline for dues
- 31 Trick-or-Treat for UNICEF donations due in order to receive recognition

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### January

- 5 Key of Honor nominations due

### February

- 1 Unpaid clubs become suspended
- 1–28 Officer elections
- 1–28 Submit annual achievement report before your district convention. ([keyclub.org/districts](http://keyclub.org/districts))

### March

- 15 Officer training mailing sent to clubs
- TBD National Pancake Day – Start looking in November for the announcement for this year's National Pancake Day hosted by IHOP with benefits going to Children's Miracle Network.

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*Key Club important dates*

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## ***Be the Treasurer***

Congrats on being elected club treasurer. You're going to be awesome. This guide is full of tools and information to assist you throughout the next year, but the best advice we have is to believe in yourself. You were elected to this role because your club believes in you, and you should believe in yourself, too. You may feel some pressure to step into the shoes of last year's leader; it's only natural. But don't lose sight of your own gifts and skills. Be your best you and serve your club by serving others first. Good luck!

## Official duties

Your Key Club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

**Collect** dues. In coordination with the faculty advisor and club secretary, update the club roster and submit dues through the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc).

**File** the Employer Identification Number (EIN) form with the Internal Revenue Service by February 15 if money collected by the club is not deposited into the school account and reported as part of school-based funds. Forms can be found online at [irs.gov](http://irs.gov). For additional information or questions, contact member services. (For U.S. clubs only)

**Prepare** the club's budget, present it to the board for approval and ensure that club activities adhere to the budget.

**Transact** business through a bank or school account.

**Inform** the club of its financial strengths and weaknesses.

**Maintain** accurate financial records throughout the year, to be reviewed at any time by members, other officers, or administration.

**Inform** the sponsoring Kiwanis Club of the Key Club's financial status.

**Understand** school and club policies regarding student financial accounts relating to school organizations.

# Checklists



## weekly

- PAY ALL BILLS APPROVED BY YOUR BOARD AND ADVISOR.
- ATTEND ALL CLUB AND OFFICER MEETINGS.
- RECORD ALL THE EXPENDITURES AND INCOME FOR EACH WEEK.
- RECEIVE FINANCIAL ADVICE FROM YOUR FACULTY AND KIWANIS ADVISOR.

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NOTE TO SELF

## monthly

- COLLECT ALL FUNDS FROM CLUB PROJECTS.
- ALWAYS HAVE A FINANCIAL REPORT READY FOR BOARD MEETINGS.
- ATTEND BOARD OF DIRECTORS MEETINGS.
- COLLECT ANY DUES FROM NEW MEMBERS AND SEND TO KIWANIS INTERNATIONAL.
- RECONCILE ANY BANK ACCOUNT OR SCHOOL ACCOUNT INFORMATION.

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NOTE TO SELF

## annual

- KEEP A RECORD OF ALL RECEIPTS AND FILES.
- PREPARE AN ANNUAL BUDGET.
- ORGANIZE ALL FINANCIAL RECORDS.
- PLAN AND EXECUTE FUNDRAISING PROJECTS.
- ATTEND ANY DIVISION OR DISTRICT TRAININGS OR EVENTS.
- ASSIST IN TRAINING THE TREASURER-ELECT.

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NOTE TO SELF

## Be the Keeper

As the treasurer, you have been entrusted with keeping track of budgets, records, dues and financial records. You will need to be organized, proactive and persistent. You will need to be communicative and consistent. You will be awesome—so let's look at some of your most important activities:

- **Preparing the budget.** Basically, the budget should be a guide for planning the year's activities. The most important first step is getting everyone on the same page. If your club wants to have awesome projects and activities that cost "x" amount, they need to commit to raising "y" amount. If your budget doesn't reflect  $x \leq y$ , you have a problem.
- **Planning and tracking.** Once you have agreed on a budget, figure out how to keep track of incoming and outgoing funds. Come up with a plan to determine how much to spend on each project or activity. As club members work on projects, consistently keep them up to date on how much has been spent and how much is left in the budget. Keep track of records showing club's funds are being spent appropriately. There are lots of online tools and examples, and your district may even have some resources you can utilize.
- **Managing club accounts.** Key Club International is a nonprofit organization, receiving much of its receipts from the general public. The law requires two separate accounts for receipts and expenditures.

**Service account:** All monies collected from the general public must be returned to the general public. Such money can't be used for club administrative costs, such as printing, conventions and conferences, or travel to events other than service projects.

**Administrative accounts:** The administrative account is the club's operating account—used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds are collected from dues, Kiwanis-family members and school subsidies—and they are spent on club administration and/or members.

Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

Efficiency is doing the thing right.  
Effectiveness is doing the right thing.

PETER DRUCKER





It is helpful to note on each receipt into which account the money was deposited. And all checks should note from which account and line item, if appropriate, the money was drawn.

- **Keeping financial records.** You must keep a record of all transactions. You can create a journal, ledger or digital resource to track income, expenses, and balances for each account. The most important thing: record the transactions regularly. When making a payment or disbursing money, record the transaction amount and get a receipt or invoice.
- **Exploring options.** You might ask your faculty advisor: does our school allow Key Club to have an outside account with a bank or other financial institution? A bank account can be a safe place to keep club funds. If your club has or opens one, always deposit all funds raised or collected promptly and efficiently. Never hold cash personally for any length of time. And make sure the names of people who can write checks are updated. Typically, that's only the club advisor and the treasurer.

**Tip:** 

*If the club has a bank account, use it to certify your accuracy—reconcile the bank statement sent to you (or your club advisor) with your own records. Here’s how:*

1. *Verify all amounts on the statement with the amounts noted in your records.*
2. *Write the bank balance in the appropriate space on the back of the statement.*
3. *Add any deposits not noted on the statement.*
4. *Deduct all outstanding checks not yet cashed.*

*If something doesn’t add up, talk to your advisor about helping you check your work. You may also consider contacting the bank.*

## *Be the Collector*

One of the major roles of the treasurer is to collect money. You may be asked to collect and track contributions, payments or donations. You will also be responsible for collecting dues from club members. Key Club International dues are US\$7.

Your district also collects dues. Your club might too. The total district and international dues amount can be found at [keyclub.org/dar/mdcr](http://keyclub.org/dar/mdcr). If you collect club dues, make sure the amount is reflected in your club bylaws.

### **Paying dues**

There will probably be some questions about dues from your club. Most members want to know why they pay. Well, the answer is simple: they help pay for the things that make the program possible.

- Payment of dues is required for a student to be considered a member.
- A Key Club must pay club dues to be in good standing and eligible for awards and to attend district and international events.
- Your district dues help provide training to student leaders, support district programs and support general expenses.
- International dues help create resources to support the organization at every level. These resources include Key Club magazine, promotional materials, posters, membership cards and pins, awards, educational training, the Key Club weekly email and annual club support resources.

The fiscal year of Key Club International begins October 1 and ends September 30. **Annual dues are due December 1. Many clubs choose to pay by the early bird deadline of November 1.**

As you collect dues payments, the club secretary is gathering each member's information to update records on the Membership Update Center. Both the Key Club faculty advisor and club secretary have access to the online Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) to submit annual dues and add new members. Work with your faculty advisor and club secretary to complete the dues submission process.


## *Be the Fundraiser*

So where does the income that supports your club come from? Fundraising! Your club can utilize creative ideas to help support both your club and community.

The first step is to set goals. Have an idea about how much money your club will need for its service projects. If your club needs to raise money for social activities or events, that's okay—just make sure to let the public know where the money is going.

Be conscientious, ethical and responsible. Check with the Key Club Guidebook, school policies and your district contact for information on fundraising policies before you kick off a project.





The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly.

JIM ROHN

### Tips for successful fundraising

Decide exactly how long your group will spend on each fundraising project. Be sure everyone knows the project's timeline and keeps the commitment manageable. Keeping the project relatively short will typically keep members and the community from getting burned out.

Only involve group members who want to get involved and have a realistic expectation for participation. Encourage members to participate at a comfortable level. The project shouldn't stress out members or frustrate them.

Set your financial goals before you begin. Try to make sure goals are **SMART**:

Specific / Measurable / Achievable / Realistic / Timely

Throughout the project's progress, communicate. Update club members about what's happening, and check in with individual members on successes and challenges.

Be sure the activity or product sold is a good representation of your club. This means the activity or product is aligned with Key Club's values of inclusiveness, leadership, character building and caring.

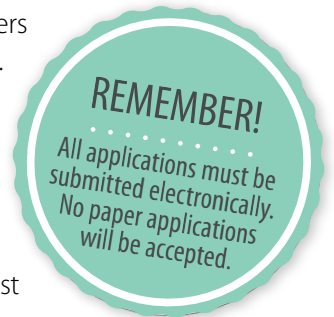
**Tip:** //

*There are tons of cool fundraising project ideas at [keyclub.org](http://keyclub.org). And there are even more on the Kiwanis Children's Fund website. But the very best source might be your own club. Asking members for ideas helps identify a project they're excited to work on. And when they are excited, the sky's the limit. Take suggestions. Hold a fundraising brainstorm meeting. Above all, allow members to take ownership and be creative!*

## Be the Encourager

So what else can you do to help your club achieve big annual goals? One great way is to apply for a Youth Opportunities Fund grant. That means letting fellow club members know—and inspiring them to put together a great application for the grant.

The YOF is an endowed grant supporting projects designed by individual members and clubs. It is funded by the contributions of Key Club members and supporters. YOF grants are given only to Key Clubs or club members. **The application must be received by October 15 at 11:59 p.m. EST.** Clubs may request funding assistance ranging from US\$100 to US\$2,000. The committee typically awards grants to clubs asking for a portion of a project's total cost—and to clubs that are also working with other organizations to fund and complete the project. Notification of the Key Club International Board's decision will be mailed no later than the first week of January. The application is online at [keyclub.org/yof](http://keyclub.org/yof).



**Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish.**

SAM WALTON

## Know your resources

Key Club International wants to help you succeed—so we’re providing as many resources as possible. Listed below are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at **keyclub.org** or through the weekly Key Club email. Not receiving the weekly email? Have your club advisor or secretary update your email address in the **Membership Update Center at keyclub.org/muc.**

### Service ideas

- Idealist.org – **idealist.org**
- Volunteer Match – **volunteermatch.org**
- Hands on Network – **handsonnetwork.org**
- Youth Serve America – **ysa.org**
- National Youth Leadership Council – **nylc.org**
- Project Happiness – **projecthappiness.org**
- Volunteer Canada – **volunteer.ca**
- Canadian Volunteer Directory – **canadian-universities.net/Volunteer**

### Partners

Did you know Key Club International has preferred charities and partnerships that can offer you great opportunities for service to your community or abroad?

For more information on partnerships and preferred charities visit: **keyclub.org/partners**

### Key Leader

Key Leader is a weekend experiential leadership program for today’s youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. By participation in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. The program is designed to identify and empower emerging student leaders and move them beyond where most other leadership programs end. Thousands of students on four continents have and will become Key Leaders. Learn more about Key Leader and what programs are happening in your area at **key-leader.org.**



#### Key Club acronyms:

Below is a list of our most commonly used acronyms.

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| <b>AAR</b> — Annual Achievement Report  | <b>IP</b> — Immediate Past               |
| <b>CKI</b> — Circle K International     | <b>KCI</b> — Key Club International      |
| <b>CMN</b> — Children’s Miracle Network | <b>LTG</b> — Lieutenant Governor         |
| <b>DCON</b> — District Convention       | <b>OTC</b> — Officer Training Conference |
| <b>ICON</b> — International Convention  | <b>YOF</b> — Youth Opportunities Fund    |

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