Treasurer Handbook
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Duties of a Club Treasurer

Yearly Duties

- Obtain any material passed down to you by the previous treasurer
- Attend district events
- Fulfill any duties delegated to you by the President and assist other Executive Board Officers
- Make a dues payment plan
- Collect dues throughout the year
- Make sure your club pays dues (District & International) each year and maintains active status by **October 31st** (Early Bird) and by **November 30th** (Regular) Deadlines!
- Update the Membership Update Center (MUC)
- Maintain an up-to-date club roster
- Create and track goals
- Attend Club Fair at the beginning of Fall and Spring semester to recruit new members!
- Organize and maintain a budget for your club with your college/university’s Student Association/Government
- Develop New Leadership
  - Find a Successor!

Monthly Duties

- Communicate with your Lieutenant Governor (LTG), District Treasurer, and other District Officers as necessary!
- Attend Executive Board meetings
- Fundraise!
  - Be responsible for planning, running and managing fundraisers
  - Collect money generated from fundraisers and secure it (whether with your school, or through a club’s bank account)
  - NOTIFY Club Secretary of any money fundraised (to be included in the Monthly Report Form)
- Track your goal progress
- Attend Kiwanis family events
- Keep in touch with sponsors and with your local Kiwanis for news and participation for upcoming events
Weekly Duties

- Help with organizing service projects!
- Communicate with your Executive Board and New York District counterpart
- Wear Your Circle K International apparel to promote Circle K!
- Promote CKI on campus by encouraging more members to join. Recruiting should occur ALL THE TIME. There are no bad times to recruit! You should STILL be recruiting throughout both Fall and Spring semesters!
- Recruit perspective members through our magical powers and benefits of becoming a dues paid member and charm them with the tenets of Circle K - service, leadership, and fellowship!
Roles

The Executive Board / Club Officers

• **President**
The President is “the face” or “the head” of the club. Presidents oversee meetings (general and board meetings), represent the club on campus and throughout the New York District, and essentially run the club. It is the responsibility of the President to stay on top of all club activities, no matter how “large” or “small” each task may be. Some clubs may have two Presidents with separate responsibilities, such as one focusing on Service and the other dealing with Administration.

• **Vice President**
The Vice President is the “right hand man/woman” of the club. Vice Presidents manage meetings when the President is absent or unavailable. Some clubs require that the Vice President also acts as the head of the committee structure and serves as an ex-officio member of club committees. Some clubs may have also have two Vice Presidents, such as a Vice President of Service and a Vice President of Administration.

• **Secretary**
The Secretary is the “recorder” of the club. Secretaries have two main responsibilities: taking minutes of general club meetings (and club board meetings) and filling out Monthly Report Forms (that are sent to the District Secretary every month). The Secretary may also help with updating the member roster, alongside with the Treasurer, since both officers have access to the MUC roster. These duties are necessary so that club members and district officers are aware of what the club is doing!
• **Treasurer (that’s you!)**

The Treasurer is the “money manager” of the club. The Treasurer often oversees the budget, cuts reimbursement checks, and manages fundraiser. If it has to do with money, it typically has to do with the treasurer! The Treasurer may also help with membership recruitment and retention throughout the year. One of the most important duties of the Treasurer is the collection of dues, which occurs in the beginning of every fall semester. If a club doesn’t pay its dues, the club risks losing their charter, so this is extremely crucial!

• **Editor / Webmaster**

The Editor/Webmaster is the “tech-master” of the club. Some clubs separate the positions of Editor and Webmaster, where the Editor focuses on creating newsletters/emails and the Webmaster in charge of social media. The Editor/Webmaster oversees a club website and the use of various social media, such as Twitter and Facebook. They are also responsible for sending out emails and updates to inform general members of upcoming club meetings, special events, and relaying any information from other Circle K officers. Sometimes, these responsibilities are delegated to another officer or a committee.

**Other Leaders**

• **Faculty & Kiwanis Advisor**

The Faculty and Kiwanis advisors are the “guides” of the club. Don’t be afraid to approach and speak with them! Unlike club officers, these two advisors stay the same year after year, so they come with a lot of knowledge about past club officers, events that worked (and didn’t work) and other important tidbits. Utilize them as a resource for advise, tips and help throughout the CKI year, as they will provide incredible resources and knowledge!

• **Committee Chairs**

Committee chairs are the “specialists” of the club, overseeing a variety of committees with different specializations, including (but not limited to) fellowship, service projects, specific events, publicity and Kiwanis-Family relations. Not all clubs have committee chairs, but those who do often use them as a way to increase leadership potential in the club.
• Project Leaders
Project leaders are a great way to get members, especially new ones, involved. Instead of having officers run all the service projects, some clubs delegate the responsibility to members who are interested in leading a project on. This encourages more members to get involved, and encourages more leadership potential.
Terminology

One of the most confusing things about Circle K is the different abbreviations and terminologies you may have never heard of or are still unsure about. Don’t feel bad because everyone feels overwhelmed and confused in the beginning. No worries though, this should definitely get you caught up on the basics of what you need to know.

• **Monthly Report Form (MRF):** This is a report that each club’s Secretary must fill out on the 5th of every month. They input service hours, events, and how much your club has fundraised and what goals you have in regards to fundraising, service hours, etc.

• **Club Status:** Every club has an indication of their status, updated regularly by Kiwanis International, depending on when in the year they paid their dues. A trick to maintain active club status every year is to send in dues for returning members + officers before October 30th, and send payment for new members as they roll in, by November 30th.
  * **Active** – Paid on time
  * **Inactive** – No payment has been made since September 30th of the following year (a club can reactivate it’s status by making a full dues payment, submitting a corresponding roster, and paying a $100 reactivation)
  * **Retained** – Paid for at least one member by September 30th of the following year (a club can stay retained indefinitely until any payment is made annually)
  * **Suspended** – No payment by November 30th (a club can move from suspended to retained with any payment)
• **Charter Revoked** – No payment has been made for more than two years (Must charter the club all over again in order to regain active status)

• **Membership Update Center (MUC)**: The online system which contains the form that has to be filled online with all the names of the dues paid members in your club and their information. It calculates how much dues you have to pay and generates an invoice, which you have to attach with payment and mail to Kiwanis International.

• **Club Information Listing (CIL)**: A informative report, released by Kiwanis International, listing the club status of all clubs in Circle K, member counts, and respective sponsoring Kiwanis clubs.

• **District Project**: A project, that the district comes up with, that the rest of the clubs in the district are encouraged to support by fundraising, volunteering, and general promotion

• **Governors Project**: A project, that the Governor comes up with, that the rest of the clubs in the district are encouraged to support by fundraising, volunteering, and general promotion

• **International Project**: Kiwanis International comes up with a project to support about every five years that the rest of the Kiwanis Family is encouraged to support and fundraise for.
Dues 101

Membership dues are crucial for the continuation of Circle K International and it is one of your main responsibilities as Treasurer to ensure dues are paid fully and promptly. It is important to recognize that while Circle K International is a service-based organization, the benefits of membership extend far beyond our service initiative. It is also your responsibility, as Treasurer, to be fully aware of these benefits for both recruitment purposes and to ensure that members are taking advantage of the benefits for which they paid. This membership dues system is unique to our organization and truly defines Circle K International from other service-based organizations. It can be daunting to tell new members that we have dues, but be confident, because everything paid is given back and so much more.

Finally, as Circle K members, it is important to keep in mind that we are really part of a larger Kiwanis Family ❤️, and that our membership fuels their efforts, which, in turn, support and promote our endeavors.

Important Dues Timeline:

a. Early Bird Deadline: **by October 1st**
b. Regular Deadline: **by November 1st**
c. Last day to pay dues before getting suspended - **November 30th**
• **International dues**: Paid by each club annually; separate from district dues:
  • 4 year institution w/5,000 or more students - $600 (min. of 20 members)
  • 4 year institution w/5,000 or less students - $450 (min. of 15 members)
  • 2 year institution per capita gross national income of $10,000 or more - $300
  • 2 year institution per capita gross national income less than $10,000 - $150

• **NY District Dues**: $8.00 that every official member has to pay every service year. Things you need to do:
  • Find out which category of International dues your club is under
  • Make a dues payment plan
  • Figure out if you need extra money for dues from your Student Activities department or Kiwanis
  • Calculate the minimum amount of members needed
  • Make a deadline for when you want dues fully paid (at least the minimum amount of members and international dues)

Typically, International dues and New York District dues are paid together. Club dues can also be collected with this, but the club keeps that money.

**Member Benefits**

• **Club Benefits**:
  • Attending club events and having your service hours counted for
  • Ability to run for Club Office
  • Member Benefit Program - each member is presented with a pin, a membership card with a specific membership number, and a membership handbook
  • You can make a difference in this world because you have the opportunity to reach so many lives in your community.
· **District Benefits:**
  · Ability to run for District Office!
  · Attend district events, such as District Convention!
  · Great personal interactions with Kiwanians throughout the entire district
  · Work with clubs outside of your own school!
  · Meet with CKI members who have similar interests as you and the same desire to serve!

· **International Benefits:**
  · Ability to run for International office
  · Receive free program and public relation information materials developed by the international office to assist club administration, growth, and development
  · Scholarship and networking opportunities
  · Insurance at CKI events

The membership dues system in Circle K International has a long, evolving history. Initially, dues consisted of members individually paying one annual fee that covered all expenses, i.e. each member would pay $25 annually. This system was in place until October 1, 2004 when we switched to our current system, which involves a distinct club and member fee. While this payment distinction exists today, the purpose of dues has not changed much since that time.

Here is a rough dues breakdown:
The **Membership Update Center** is the main database Kiwanis International and Circle K International use to record membership rosters and track dues. You can access the MUC at [www.circlek.org/muc](http://www.circlek.org/muc). Here are some important things you should know about the MUC:

1) You have to update the email to your account before you move further! Every year, the new Treasurer must submit their email and password (in the “Forgot Password?” link) for the account so they can access it. This should be done by the immediate past Treasurer or Secretary updating the officer list and information; this should grant access to the Treasurer to the MUC.

2) If you have any members that want to pay dues during the summer or early on during the year, keep the money safe somewhere so you can keep it for when you collect dues for the next CKI year. Or you can generate a new invoice and send in dues at the end of the semester.

3) **TIP** - If you have an advisor you can use their email and password and not have to worry about constantly changing the sign-in account information every year! If you don’t have one, try looking for one and you can send their information over to Kiwanis, or if your faculty advisor has changed, make sure you let Kiwanis know by emailing the member services department at memberservices@kiwanis.org. Make sure to include the name of the new Circle-K club, club number, school name (if different from the club name) and the new faculty advisor’s name and email address.

4) Keeping the names of people who pay dues as they pay (for you own records).

5) To register click on “register/reset password”. Enter the same email address you gave your president when you got elected. An email will be sent to you so you can verify you account. Sometimes it will go to your spam or junk folder so be sure to check that! If you can’t remember the
email you gave or aren’t able to log in, call CKI International at 1-800-549-2647 ext. 411.

The Payment Process

Members must be formally registered online with Circle K International prior to submitting the dues amount. Please review the following instructions for completing the formal dues process:

1. Access the Membership Update Center:
   a. Go to www.circlek.org and click on MEMBERSHIP UPDATE CENTER.
   b. Click on Membership Update Center.

2. Enter the Membership Update Center:
   a. Enter your Club Key Number and Password.
   b. Click to enter the Membership Update Center.

3. Update Advisor Information:
   a. If your club has a new club advisor, please begin by clicking on Club Advisors. Otherwise, skip to Step 4.
   b. To update current advisor’s information, click on their name, or click Add to enter new advisor information.
      Click on the bottom link when finished.
   c. Enter advisor information, and then click update.

4. Delete old members:
   a. If you have any members who did not return to Circle K, select Yes and click Submit. Otherwise, click no and continue to Step 5.
   b. To delete a member, click delete next to their name. Click on the bottom link when finished.

5. Adding new members:
   a. If you have any new members to add or new member information to update, select Yes and click Submit.
      Otherwise, click no and continue to Step 6.
   b. To add new members, click Add. To update existing members, click on their name. Click on the bottom link if finished.
c. Enter member’s information, and then click Update.
d. The new members will now appear on the list; you can continue to add or update members. Click on the bottom link when finished.

6. Generate the invoice:
   a. If you have made all of your necessary membership changes, please select Yes and click Submit.
   b. Check to ensure all members are invoiced and checked. Click continue.
   c. If you are ready to generate an invoice, select Yes and click Submit.

7. Print Invoice:
   a. Print invoice. You must then click on the link inside of the yellow box. Neatly print your club information on the lines provided before mailing to CKI.
   b. Select Yes and click Submit if invoice successfully printed.

8. Exit the Membership Update Center:
   a. When you see this page, you are done! Please log out.

9. Mail a copy of your invoice with the check for the full dues amount to:

   Kiwanis International
   3636 Woodview Trace
   Indianapolis, IN 46268 USA
Sample Dues Collection Plan

Do the DUES
the PLAN

1. Calculate support expected from your Kiwanis club - _____
2. Calculate support expected from your SA/budget - _____
3. Calculate support expected from fundraisers to - _____
4. Calculate the international dues your club owes - _____
5. Subtract the total amount of (1+2+3) from 4 = ___________

- If result is zero, the minimum you can charge your members simply $8.00, for New York District dues.
- If result is positive, that means you need increase your club membership fee. You can calculate the exact amount by this simple formula:

\[
\frac{([\text{Difference calculated in Line 5}] + (\text{Estimated # of members } \times \$8))}{(\text{Estimated # of members})}
\]

Do the DUES
the PLAN

EXAMPLE: if you’re a club in 4 year institution with more than 5,000 students and estimate to have 25 members.
1. Calculate support expected from your Kiwanis club - $300
2. Calculate support expected from your SA/budget - $0
3. Calculate support expected from fundraisers to - $150
4. Calculate the international dues your club owes - $600
5. Subtract the total amount of (1+2+3) from 4 = (300+ 0 + 150) = $150

\[
(\$150) + (\$8 \times 25 \text{ members})
\]
25 members
= $14/member
The budget is what keeps the club afloat. The Treasurer carries the team when it comes to handling the money aspects of your fundraisers, events, dues, transportation costs, etc. Ultimately, the responsibility will be yours to make sure the event coordinators or volunteers, that are buying supplies or planning fundraisers/projects, aren’t going over budget. Some CKI clubs have their own bank accounts and some are handles by their school’s student government/student activities department. Regardless of where your money is stored, it is your main concern to keep record of everything coming in and out of your account.

Sometimes a budget is more of a trial and error process by fitting things you need with what can be supported, fundraised, taken from dues, or paid out of pocket. It can be a lengthy process, but most importantly it is just taking experiences and events from the past and keeping what works. Don’t hesitate to reach out to your District Treasurer, predecessor, or student government/student activities department if you need help planning your budget.

Here are some basic things to identify before you start your budget:

• Do you have your own bank account or does the Student Government handle your money?
• Do you get a certain amount of money every year (and if so, how much and can you appeal for more) or do you have to fundraise all your money? Does that money rollover at the end of the school year to your next year?
• Does your school give you additional money for your net profit? For example, give you 50 cents for every dollar of net profit you fundraised.
• Has your account ever been overspent or in risk of being overspent?
• Do you have any priorities your club keeps annually? For example, certain events, socials, fundraisers, etc.
Financial Stability and Maintenance

Events are a crucial aspect of every active Circle K club. Success in these endeavors requires effective planning, open communication, and appropriate monetary support. The Treasurer serves as the lead financial manager of any organization, taking on the responsibility of garnering and allocating funds to bring club ideas to fruition. Even in clubs in which, ultimately, advisors balance the bank accounts, the treasure must be aware of the club’s needs in order to communicate with advisors and ensure the success of events.

With such a large responsibility, Treasurers should create and adhere to a budget in order to develop an awareness of fundraising needs. The most difficult aspect of the Treasurer’s duty is keeping the club’s vision grounded within the limits of your budget without stifling the creativity of your membership. Usually, it is much easier, and at times more tempting, to completely reject an idea instead of tweaking it to make it work. Consider giving it some thought and problem-solve. Instill motivation in your members by taking their ideas seriously and enabling them to participate actively in club decisions. Before you know it, you will have cultivated your organization into a community.

There is a very simple rule of thumb with handling a budget: the rate of expenses accumulated should be at most equal to the rate of revenue generated. Please make note of the difference between equating two rates,
a certain amount of money, let us say $1000, ideally, you should be left with at least $1000 by the end of the semester. Achieving this is by no means trivial, but instead requires a great deal of planning and effective money management.

First, you need to identify your starting capital. If you are starting fresh with no inheritance funds from the year before, fundraisers will take priority over major events in the beginning of the year. (Please see the next section on Fundraising 101 for more details.) Regardless of your specific situation, your initial capital will give you a starting point, from which you may determine reasonable, reachable goals for the semester. Realizing those goals is the next step. Ask yourself: What events would I like to hold this year? In what events would my members like to participate? What image on campus am I striving to obtain for my Circle K club? Brainstorm a list of events with your fellow executive board members, and determine: size of event, targeted audience, cost of event (including food, venue, transportation, and equipment), planning time, and potential funding sources. Collaborate with your board to identify the priority level for each event. Several factors should go into determining a priority level, but most importantly, the eagerness of the members for this type of event, the feasibility, and the probability of success. This should help you structure a calendar of events for the year, from which you may start developing your skeleton budget. A skeleton budget is important in determining the general flow of funds at any given time of the year. Skeleton budgets are also great tools to use in proposals when seeking sponsorship from outside sources, such as local Kiwanis Clubs or companies in town. For this reason, I would suggest creating a table in Microsoft Word, as this document would likely be used in a formal presentation or report. The more detailed your skeleton budget is, the more useful it will become.
Fundraising 101

Decide What Cause Are You Fundraising For?


Decide What to Do

- Figure out what activity or event can bring awareness and raise money to support the cause! Taking things like weather, money, size and intended purpose are important in actually deciding what kind of fundraiser you will be organizing. For example, it would be very difficult to organize a snow ball fight for April if there’s no snow. Similarly, hosting a 300 person event for a club of 20 or 30 might cause problems in the long run.

Delegate Tasks & Set Goals

- This is a crucial step in the organizing process, since work should be distributed between all the organizers. If one person were to take charge of everything, s/he might not be able to get everything done in time.
- During this time, the organizing group should also iron out the details of what the fundraiser should be like, when the fundraiser should be, where the fundraiser should be, and overall goals of the fundraiser. Are you trying to raise awareness, recruit new members, or is the purpose to create some Circle K bonding moments?

Fundraise / Find Sponsors

- Securing money for your fundraiser is the next step in organizing a truly successful event. Expensive events may be a lot of fun, but the bill won’t be if you can’t pay up!
- Figure out the total cost of the fundraiser, and where the money is coming from. Are you having club members pay? Will you fundraise for the money? Are you getting a school grant?
· Some venues are willing to provide a discount because you are a community service organization, or a college club, so always check out all your options.

Publicize

· In order for people to come to your fundraiser, they have to know about it. Announcing them during club meetings are a great step, but make sure that members are continually reminded! Creating a Facebook event, hanging posters, and sending email reminders are a great way to keep your members clued in.
· Publicizing is especially crucial if you are trying to recruit members to your club. Publicizing outside of the club will definitely help you get more members to the event.

The Event

· During the event, you should be making sure everything runs smoothly, staying to your organized schedule and making sure that there are more than enough organizers to make sure everything stays on time. For example, if you have a raffle or drawing, make sure it starts the time you say it will. People are depending on you to keep to the schedule, and you don’t want to disappoint!

Review

· The last step to any event is evaluating its success, seeing if you made your goal(s) and making note of things to remember for future fundraisers. Was it a big hit? Do you have room to improve?
Goals

Goals are easier to understand and accomplish when broken down into categories. This way, it is easier to delegate responsibilities and understand the best way to achieve them. The goals that you come up with will help you keep track of your progress, celebrate what you have achieved, and continue striving for what you still want to accomplish. These are some specific goal examples you may have or that may inspire you to have different ones that will help your club out during your term.

Goals on Campus:
1) Do you want to increase representation and awareness of your club, a certain event, a new program or service project?
2) Do you want to pay dues earlier this year?
3) Do you want to increase membership?
4) Do you want to increase attendance to a particular event or service project?
5) Do you want to increase attendance to your meetings?
6) Do you want to increase attendance to volunteering events?
7) Do you want to work more on your fellowship or social event(s)?
8) Do you want to start a project that will help the community around your campus? If you already have one, do you want to continue it or change it?
9) Do you want to get more support or start getting support from your SA?

Goals in Circle-K International:
1) Do you want to be mentioned in the CKI magazine for your efforts as a club?
2) Do you want to submit an article for a fundraiser or creative idea that was successful to your club?
3) Do you want to do more inter-clubbing events?
4) Do you want to increase leadership workshops for your e-board or start having them?
5) Do you want to start having committee chairs, change positions, add positions, or organize it better?
6) Do you want to start inviting or increasing Kiwanians to come to more of your meetings or events?
7) Do you want to have a better relationship with your Kiwanis or get to know more Kiwanis clubs around your area?
8) Do you want to increase Kiwanis Family participation, or participate in more events with your Key Club or Builders Club near you?
9) Do you want to get more support or start getting support from your Kiwanis sponsors or Kiwanis clubs near you?
Kiwanis and Student Association Relations

Kiwanis

DO NOT JUST TALK TO YOUR SPONSORING KIWANIS CLUB WHEN YOU AND YOUR CLUB NEED MONEY! Kiwanis is your biggest supporter. This is the most important thing you should always remember; the Kiwanians in your sponsoring club are there to help you, no matter what. Yes, you should be in discussion with them when looking at how your club will pay dues and how can they help out, but, they should be invited to your meetings and service projects/fundraisers. If you’re struggling with anything, don’t hesitate to reach out to them to help you and your club out.

It’s important to also remember that they are a resource for you, but not your only resource. Kiwanis International is a family, the Kiwanis Family. Each branch is here to help you with any initiative you have AND you should help them with some initiatives they have, as well. The Kiwanis Family is broken up into six (6) branches:

• Kiwanis (adults)
• Aktion Club (adults with disabilities)
• Circle K (college students)
• Key Club (high school students)
• Builders Club (middle school students)
• K-Kids (elementary school students)
Student Association / Government (or another related name)

The Students’ Association Government (SAG) is another great resource for you and your club to use. The SAG is where many clubs will be requesting funding from for events, fundraisers, projects, and dues. Each SAG runs differently from another, so it’s important for you to communicate with the immediate past treasurer and the SAG to figure out your relationship and what you specifically need to do to request funding. Try to meet with a representative from SAG on a regular basis to keep them up to date on events and fundraisers you and your club are having, this will create a better relationship between the two of you which will translate into easier communication when requesting funding or their help in any of your club’s endeavors.