

Treasurer's Schedule for Early Bird Dues!!

Our goal this year is to have 75% of our clubs receive the Early Bird Dues Patch. I recommend each club treasurer uses this simple schedule in order to have early bird dues. Please **print this out** and make yourself, your entire club board, faculty advisor, and Kiwanis Advisor familiar with all of the dates. You will qualify for Early Bird dues submission if your **first** dues payment is received by November 1st.

Prior to first club meeting:

- ✓ Familiarize yourself with the dues process by visiting <http://www.FloridaKeyClub.com/Dues>. Everything you need to know about dues is there!
- ✓ Speak with the book keeper at your school and understand the schools process and roll in collecting dues. Ask how long it will take to have a check cut, and schedule that into your early bird deadline! Give yourself at least a 1-2 week buffer period just in case something goes wrong.

First club meeting:

- ✓ Announce the amount of dues (club, district, and international) and who checks are to be made out to if not paying with cash. The amount of your dues must be defined in your Bylaws and must include at least the \$11 for district and International.
- ✓ Create a form to be turned in with dues that asks for at least each member's club office, name, city, year of graduation, and gender. You will need this information for the membership update center.

September 5th:

- ✓ Send an email, text message, or have a Facebook post to your members reminding them that their dues are due today and to meet them before school, at lunch, or after school with their dues and information.

September 12th:

- ✓ Continue collecting dues. To the members who have not turned in their dues, call personally, send emails, and text them to encourage immediate dues collection.

September 19th:

- ✓ Collect all dues and member information.

October 1st:

- ✓ Get your password from your Faculty Advisor and start adding new members and editing existing members into the Membership Update Center.
- ✓ If you have a large number of members, keep in mind that you do not have to get all membership roster updates done in one sitting, so pace yourself.

October 7th:

- ✓ Double check and make sure ALL members are added into the Membership Update Center.
- ✓ Generate and print your invoice.

October 8th:

- ✓ Provide the book keeper or Faculty Advisor with invoice and inform them of the need to have the check received by Key Club International by November 1st.

Follow up:

- ✓ Two days after your book keeper has been provided the invoice, follow up with the book keeper to make sure the check has been mailed. If the check has not been mailed, follow up within another two days. This is a very important step! Many clubs end up with late dues because of a communication issue between the club and the school. Make sure everything is finished and the check is sent.

October 15th:

- ✓ Make sure check has been mailed out to International.