

When should you talk about per member fees?

Ideally, it's great to talk about the structure of CKI & per member fees in your second meeting. This way you have ample time to collect fees and explain what they are for. You should also contact your sponsoring Kiwanis club for assistance with International fees.



What should I do with the money?

- Collect per member fees and put them in your club bank account.
- Once you have collected per member & International fees go to MUC.
 - Add new members, delete graduated/non-returning members.
 - Review your club mailing address.
 - Review club officer & advisor information.
 - Update what is needed.
- Once MUC is updated, complete the process. And print the invoice.
- Mail in the invoice and ALL fees to International. Your total should be your International fees (\$450/\$600) + (\$10x) (x=number of paid members)
- NOW YOU'RE FINISHED!!!



Best Practices

- Keep a Google Doc of paid members
- Send in dues by **October 31st.**
- E-mail Janet & Teasha when you send in your payment so they can track it.
- Work with your secretary & treasure



Get your fees in by **Oct. 31** and Janet will bake and send your club **COOKIES!!!**

*Make sure your club mailing address is updated in MUC.