

A SCHEDULE TO EARLY BIRD DUES**Overview**

This year, our district goal is to have **50% - 75%** of all clubs receive the Early Bird Dues Patch. I strongly recommend club treasurers to use this schedule in order to earn early bird patches. Please **print this sheet out** and ensure that you, your entire club executive board, faculty advisor and Kiwanis advisor are familiar with these dates. Your club will receive the Early Bird patch if the **first** payment is received by **November 1st**.

Schedule**As soon as possible (prior to first club meeting):**

- ♣ Familiarize yourself with the general dues process. Be sure to access our district website's "Dues" page when it's up! (I'll let you know when the page is ready!)
- ♣ Speak with your school bookkeeper/treasurer about the school's role in paying dues. Ask how much time is required to cut a check and schedule that into your Early Bird deadline. Give yourself a 1-2 week buffer period in case something goes wrong.

At the first club meeting:

- ♣ Announce the amount of dues (club, district, international). The amount of dues per member must include at least \$12.00 for district and international. Remind members to turn in dues as soon as possible.
- ♣ Create a member information sheet to be turned in that asks for a member's club office, name, city, year of graduation, and gender. You will need this information for the membership update center.

September 20th:

- ♣ Call, text, email, or use other social media to remind club members that their dues are due today and that they should meet you sometime before, during, or after school to turn in their dues.

September 30th:

- ♣ Continue collecting dues and member information sheets.

October 1st:

- ♣ Login to the Membership Update Center and begin adding new members and editing existing members.
- ♣ If you have a large membership, keep in mind that you do not have to finish the entire membership roster in one sitting. Pace yourself!

October 7th:

- ♣ Double check that all information in the Membership Update Center is accurate.
- ♣ Generate and print your invoice.

October 8th:

- ♣ Provide the school's bookkeeper/treasurer with the 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 school's bookkeeper/treasurer has been provided with the invoice, follow up with them to make sure the check has been mailed. If the check has not been mailed, follow up within another two days. This is extremely important! Some clubs end up with late dues because of communication issues between the club and the school. Make sure the check has been sent and the dues process is completed!

October 15th:

- ♣ Make sure the check has been mailed out to Key Club International.