

January 2025 | Volume 03

# Lucy's Letters

## HAPPY NEW YEAR!

Hello KT! Happy New Year! I hope everyone enjoyed their winter break and is staying warm! It is so crazy that it is another year with a fantastic community



of leaders. I cannot wait to see what you all are going to accomplish this year. With that said, this newsletter will detail upcoming reminders, such as the District Convention and dues. Please read through it, and let me know if you have any questions. Happy serving!

## CONTACT ME

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[@ktkeyclubtreasurer](https://www.instagram.com/ktkeyclubtreasurer)

## Calendar of Events

**RIGHT NOW!**  
Annual Dues Are Payable!

December 1, 2024  
Annual Dues Become  
Delinquent

February 1, 2025  
Unpaid Clubs Become  
Suspended

February/ March 2025  
Spring Rally  
(contact your LTG)

March 1, 2025  
YOF Spring Cycle  
Application Due

KEY CLUB®

# DISTRICT CONVENTION (DCON)

I'm thrilled to remind you that the District Convention is happening on March 14-16 in Lexington, Kentucky! The theme was revealed at the Fall Rally. "Saddle Up For Service"! Having attended DCON before, I can confidently say it's a remarkable experience where you'll meet Key Club members from across the district and see our incredible impact on our community. I still keep in contact with many members I met at DCON last year! I also encourage you to consider running for a district position. It's such a rewarding process to speak in front of members and learn the skills it takes to be a leader. For more details about positions, check out our Running for Higher Office Webinar (info on page 5). I hope to see you all in Lexington!



## DUES INCREASE

Reminder: International and district dues have each increased by \$3, making them \$10 each. This means your club dues are now a minimum of \$20. However, your club may choose to add additional fees to cover shirts, service projects, or other miscellaneous items. For more information, check out this infographic: [KT Dues Increase Infographic](#)  
Any other questions? Email me at [lucyt@ktkey.org](mailto:lucyt@ktkey.org).



# HOW TO PAY DUES

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## ATTENTION CLUBS!

It is that time of year again where members need to pay dues. **Unpaid clubs are now delinquent and become suspended on February 1, 2024.** Remember, existing members will still need to pay this year's dues.

## How to pay dues:

1. Collect dues from students along with their basic information (name, grade, etc)
  - a. Clubs may raise dues prices from the baseline \$20 to give the club more funding
  - b. Check with your school district on how to handle money
  - c. Do not handle money alone
2. Go to the membership update center (<http://www.keyclub.org/MUC>)
3. Click "dues and reports"
4. Click "membership update center"
5. Type in your username and password
  - a. Club officers should use their own login
  - b. Ensure that your advisor has updated officers' information on the MUC so that you can log in
6. Update advisors' and members' information
7. Once roster is up to date, click "Complete roster/Print invoice" to generate an invoice
8. Pay online or print the invoice and send it to Kiwanis International's P.O. Box
9. Keep using the MUC to add and remove members

**If you have problems, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).**

# MEMBERSHIP UPDATE CENTER

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The Membership Update Center (MUC) is where faculty advisors, Kiwanis advisors, and club secretaries can update membership information and generate an invoice to pay dues. It is crucial for officers to get familiar with the system. For a quick infographic about the MUC on how to pay dues and update member information, please check this out: [MUC Infographic](#)

## MORE RESOURCES

Here is a link to Treasurer Training resources:

[https://drive.google.com/drive/folders/1bLPnnWFdnvAoqTeELhuNPO--wHXfNAh7?usp=drive link](https://drive.google.com/drive/folders/1bLPnnWFdnvAoqTeELhuNPO--wHXfNAh7?usp=drive_link)

## IMPORTANT DATES!



- December 1st, 2024 : If your club has not paid their dues, then your club is at delinquent status. Delinquent clubs cannot have delegates or candidates at District or International Convention.
- January 28th, 2025: Running for Higher Office Webinar
- February 1st, 2025: If dues remain unpaid by this date, clubs enter the suspended status.
- March 1, 2025: YOF Spring Cycle Application Due
- March 14-16, 2025: District Convention! Please start planning finances and travel arrangements.
- October 1st, 2025: If a club fails to pay dues after one year, it becomes inactive. To return to active status, the club must pay its dues AND a reactivation fee.

# **RUNNING FOR HIGHER OFFICE WEBINAR**

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Interested in being on the District Board? Then, join us on January 28th at 8:00 p.m. EST/7:00 p.m. CST for our Running for Higher Office Webinar! We will detail the duties of various positions so that you can decide which one is best for you!

Register here:

<https://forms.gle/2mG3gpB2X7eQjQHV6>

Can't wait to see you all there!

## **SPRING RALLY**

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Check in with your Lieutenant Governor to see when Divisional Spring Rally is! During this, you can run for Lieutenant Governor, meet new people, and get involved in your division!

### **CLOSING REMARKS**

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I know the weather is getting crazy (and just plain cold), but this does not mean we can give up our duties as Key Club members. Keep serving your community and staying updated with district news! We still have several unpaid clubs, so please get those dues paid ASAP. If you have any questions, comments, or just want to chat, please email me at [lucy@ktkey.org](mailto:lucy@ktkey.org) or DM me on Instagram at [@ktkeyclubtreasurer](https://www.instagram.com/ktkeyclubtreasurer). Your hard work inspires me. Let's finish the year strong!