



CALIFORNIA-NEVADA-HAWAII KIWIN'S



THE CLUB TREASURER

THE GUIDE TO BEING A KEY CLUB TREASURER

Presented by: *Allen Pham, 2014-2015 District Treasurer*

Description:

The position of treasurer is crucial to the functioning of a successful club. The Board of Directors is the official governing body of Key Club at all levels. At the club level, the treasurer is considered to be the backbone for all operations. From helping subsidize the cost of District Convention for members to raising funds for charitable organizations, the treasurer is an individual who must exemplify leadership, creativity, organization, and responsibility when leading his or her club.

FREQUENTLY ASKED QUESTION NO. 1

What does a club treasurer do?

- **Attend** board meetings, general meetings, club/division/district events, and Kiwanis meetings
- **Manage all** club finances & budgets
- **Maintain** organization of the club's bank/school account and circulation of money at all times
- **Keep contact** with the school administration for approval over all financial affairs (ASB, bookkeeper)
- **Collaborate** with the secretary/secretarial team to complete Monthly Report Forms (MRF – Section 2, Club Funds) and input membership dues
- **Ensure** the timely, organized submission of membership dues
- **Reside** over all financial issues, including, but not limited to: dues, reimbursements, costs for projects, shirt orders, Fall Rally, District Convention, etc.
- **Plan, execute, and lead** all fundraisers to ensure the fiscal well-being of clubs and to donate to charities (The Eliminate Project, UNICEF, Pediatric Trauma Program, Children's Miracle Network, March of Dimes, etc.)
- **Be knowledgeable** about Key Club/KIWIN'S, its mission/values, and all fundraising initiatives

FREQUENTLY ASKED QUESTION NO. 2

What are three important skills a treasurer must have? (3 R's)

- Effectively communicate with the Board over all internal & financial affairs
- Maintain a strong line of communication with faculty advisor, Kiwanis advisor, and sponsoring Kiwanis club
- Utilize all possible resources to help club reach its maximum potential
- Motivate and inspire members to contribute by being enthusiastic
- Interact with advisor(s) to handle money at events and fundraisers

- Keep all files and records for use (this applies to computer files, receipts, invoices, account snapshots, etc.)
- Use a receipt book when collecting money from members
- Be aware of all expenditures and income throughout the club (this helps with completing MRF's)
- Have all transactions be approved by the club treasurer

- Create concrete, specific goals that are attainable
- Always ask for help/advice when necessary (board, advisors, District Treasurer, school administration, Kiwanis)
- Promote all service projects and fundraisers to members
- Be involved and proactive in all club decisions
- Commit to all responsibilities
- Understand the importance of making sacrifices – balance time between school, family, and Key Club/KIWIN'S (+other extracurricular activities)

FREQUENTLY ASKED QUESTION NO. 3

Is there a secret formula to holding
successful fundraisers?

The answer to this question is “no.” However, there is a series of steps that could help you plan perfect fundraisers.

- 1. ASK QUESTIONS AND LOOK FOR ANSWERS** – Define the purpose of the fundraising. What is the goal in terms of member attendance and/or profit margin? Is there a venue necessary? Are there expenses to cover?
- 2. START PLANNING** – Discuss a plan of action to the board. Have them suggest ideas for what they want to do. Notify advisors, receive approval, and finalize the plan (including the budget). Complete all forms necessary.
- 3. PREPARE** – Communication is vital at this point. Create a timeline of what you and your board members need to accomplish. Do check-ups, be realistic, and don't rush.

4. PUBLICIZE – Spread the word about the fundraiser/project. Have members advertise; make a flyer, post on Facebook, have announcements, utilize social media, **tell everybody**. Ensure that your publicity will catch people's attention, without being inappropriate, of course.

5. EXECUTE – When holding your event, be enthusiastic and stay calm. Organize accordingly and make sure to have an adult/chaperone to supervise. Make sure people are aware of what exactly your club is fundraising for (PTP, Eliminate, Fall Rally, District Convention, International Convention, club supplies).

6. EVALUATE – Know exactly how much your event made and what the expenses were. Thank whoever assisted your club, including general members, parents, chaperones, adults, etc. Discuss the fundraiser/event with your Board at a meeting.

Some questions to consider: What were the pros and cons? Did people enjoy the event? Was the planning worthwhile? Would the club choose to organize this event again?

- **Never** handle money by yourself!
- Always have an adult to chaperone. Should anything happen, he or she will be able to fix the problem effectively.
- Expect the unexpected and always have a back-up plan.
- Work with other organizations & businesses to raise more money/receive more publicity/get sponsorship.

FREQUENTLY ASKED QUESTION NO. 4

Are there any mandatory forms to complete?

The treasurer is expected to aid the secretary/secretarial team complete the Monthly Report Form (MRF) -> Section II, Club Funds (due to LTG's at the 1st of every month).

1. Club Balance – how much money the club has in total on the first day of the month
2. Total Fundraisers – Briefly describe all fundraisers that club hosted in the month (includes charity fundraiser).
3. Net Profit – how much was raised after subtracting expenses
4. Future Fundraisers – Have at least one in mind every upcoming month.

Club Funds

Club Balance: _____
Total Fundraisers: _____
Net Total Profit: \$0.00

Net Total Raised for Club: _____
Net Total Raised for Charity: _____

This Month's Fundraisers:

#	Title	Date	Description	Purpose	Net Profit
1					
2					
3					
4					
5					

Future Fundraisers:

#	Title	Date	Description	Goal
1				
2				
3				
4				

Don't forget to voice your concerns/ask questions in the "Other Business" section!

TREASURER'S REPORT ARTICLE (TRA)

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The treasurer is required to write a fundraising article on a bimonthly form called the Treasurer's Report Article (TRA). Forms are due to the District Treasurer on the 28th of the designated months.

California-Nevada-Hawaii KIWIN'S
Treasurer's Report Article

2014-2015

INSTRUCTIONS

Opportunities for club acknowledgement are not limited to divisional newsletters or district publications (Focus on Service). The Treasurer's Report Article (TRA) is a form designed to highlight the financial success of club treasurers throughout the KIWIN'S District. The TRA allows club treasurers to share their ideas and experiences with the rest of KIWIN'S. Articles of excellent quality and taste will be selected for the District Treasurer's newsletters. The Treasurer Tribune. Please attach substantiating photos where designated. Email completed forms to **Allene Pham at kiwinstreasurer1415@gmail.com**. Forms are highly encouraged to be submitted monthly, but are mandatory for the months of June, August, October, December, February, and April or as designated by the District Treasurer. Forms are due on the 28th of the respective months.

ARTICLE

PHOTOS

Share your experience about planning the fundraiser or project. If you need more space, please attach a Word Document with your full story.

Articles are evaluated by the Treasurer's Committee and have the opportunity to be featured in the District Treasurer's club newsletters to treasurers.

TRA's are due on the 28th of every even month (June, August, etc.)

They are mandatory regardless if treasurers did not host a fundraiser within the 2-month window. Prompts are sent out to all club treasurers via email from kiwinstreasurer1415@gmail.com.

For help completing the TRA, there is a TRA Manual published and released on the KIWIN'S website under Resources -> Officer Resources -> Treasurer Resources.

FREQUENTLY ASKED QUESTION NO. 5

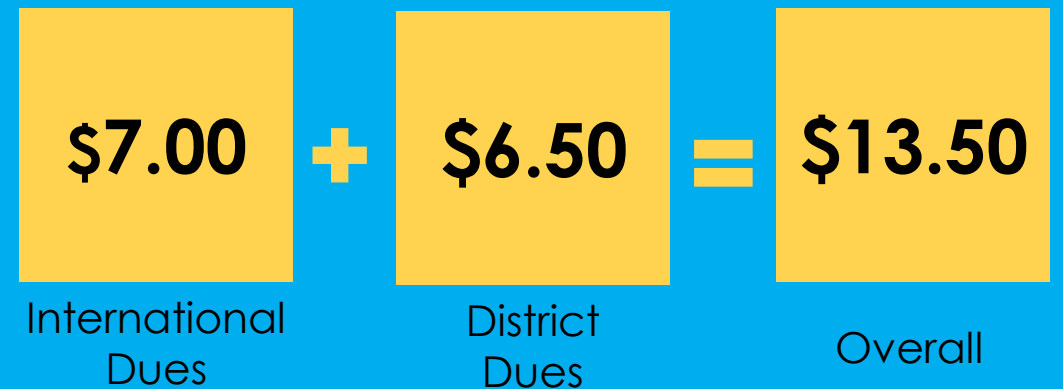
How are dues submitted?

MEMBERSHIP DUES

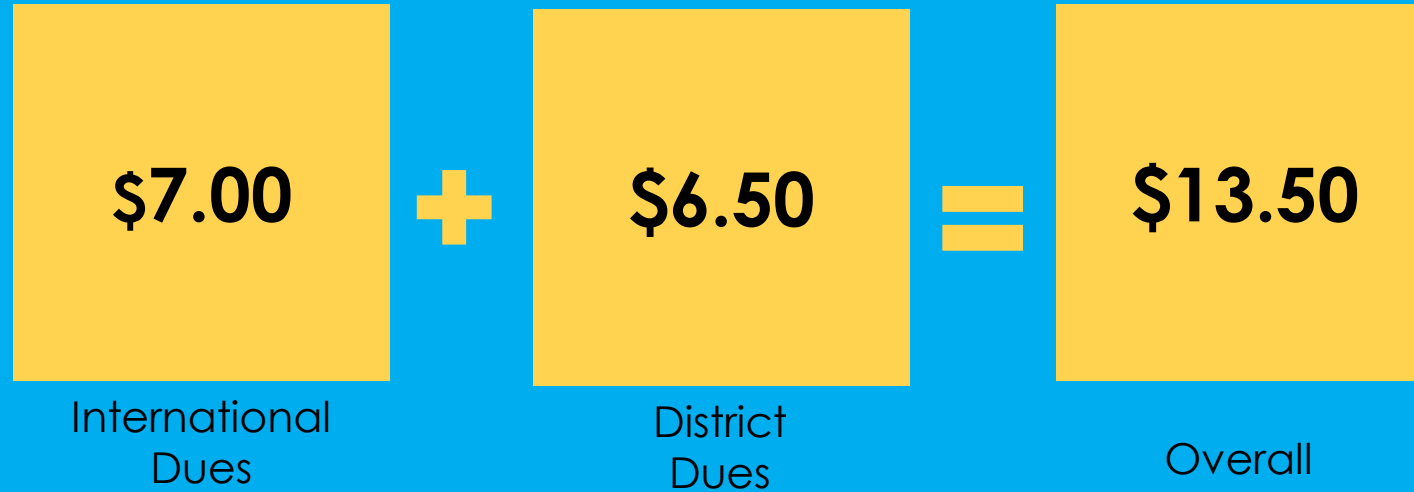
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- Work with secretary/secretarial to manage membership dues
- Collect and record membership dues!
- Promote membership! (~~Club Rush~~ ALL YEAR)
- Collaborate with club advisor to register members into the online Membership Update Center
- No membership limit
- Membership only lasts one fiscal year, must be renewed at the beginning of the school year
- Vital to the well-being of Key Club International, as well as each district (THE FUNDS ALL GO BACK TO THE MEMBERS!)

UPDATE*



*As of July 6, 2014. Applicable to the 2014-2015 year and beyond (\$6.50 to \$7.00 increase). District dues are in accordance with the California-Nevada-Hawaii KIWIN'S District bylaws, as of April 17, 2004.



- Membership card, pin, handbook
- Administrative budget
- International Board

- Administrative Budget
- District Board
- Committee Budgets
- Scholarships

- Your club can profit from dues (add a surcharge of \$0.50 to make \$14.00 even, \$0.50 goes to your club). Maximum charge possible is \$22
- Dues submission window & Membership Update Center (MUC) open on October 1st, 2014

Early Bird Dues Deadline – November 1st, 2014
Official Dues Deadline – November 30th, 2014
Delinquent Status – December 1st, 2014
Suspension Status – February 1st, 2015

- Inactive clubs that haven't paid their dues will have their charters revoked on September 30th, 2014
- Clubs seeking revitalization must pay \$100.00 to Key Club International by September 1st, 2014

1. Collect dues with membership application with secretary(-ies) and advisor.
2. Record deposit finances into the club account (through ASB)
3. Create a roster with member information.
4. Communicate with advisor to access the Membership Update Center (<http://www.keyclub.org/muc>)
4. Print an invoice and receive approval through the school's ASB
5. Mail invoice and check to Key Club International

Key Club International
PO Box 6069 – Dept. 123
Indianapolis, IN 46206

For more information & troubleshooting, please refer to the Dues Manual, to be released on August 1, 2014.

FREQUENTLY ASKED QUESTION NO. 6

Are there any forms of resources or recognition?

The Treasurer's Committee is actively working to create literature and manual for all treasurers throughout the district.

Resources to be released:

1. The Official TRA Manual
2. Treasurer's Guide
3. The Most Updated Dues Manual

and tons more! (<http://www.kiwins.org/>)

-Additional Resources: <http://www.keyclub.org/leadership/bal/leadclub/clubtreasurer.aspx>
Facebook -> 2014-2015 Cal-Nev-Ha KIWIN'S Treasurers
The Treasurer Tribune (Vol. II, Iss. I-IV)

Awards are given annually at District Convention. Treasurers are eligible for the submission of the "Distinguished Club Treasurer" award.

Other awards applicable to finances/membership:

1. District Project
2. Minor Emphasis (Pediatric Trauma Program)
3. Major Emphasis (Live2Learn)
4. Partners in Service
5. Single Fundraiser
6. Membership & Motivation

The 2014-2015 Awards Manual is to be released by Leann Pham, District Awards Chair. Be on the lookout for electronic submissions this year!

Youth Opportunities Fund (International)

YOF is a fund from Key Club International that assists in paying for large projects through grants.

- Clubs can apply for grants ranging from \$200 up to \$2000. All grants must be turned in by October 15th!

<http://keyclub.org/service/fund/yof/yofgrant.aspx>

California-Nevada-Hawaii Kiwanis Foundation PTP Grant

CNH offers grants for projects involving the Minor Emphasis, Pediatric Trauma Program

- Up to \$250 in grant money is given to support these projects!

<http://cnhkeyclub.org/downloads/Resources/Kiwanis%20Family/SLP%20PTP%20Grant%20Application.pdf>

HIGHLY RECOMMENDED FOR ALL CLUBS TO APPLY AND START THEIR OWN PROJECTS!

This year, the Treasurer's Committee is heavily focusing on communication between other treasurers as well as the Committee itself. The committee is responsible for releasing resources and making calls with treasurers to check for progress, whether it be about submitting dues or hosting fundraisers. Please remember to always check emails and be responsive. We want to help you!

Members of the Committee

Allen Pham, District Treasurer

Kelley Ray, Goldstone Lieutenant Governor

Manuel Santiago, Jet Lieutenant Governor

Naomi Gregorio, Torrance KIWIN'S Secretary

Joyce Seok, Camarillo KIWIN'S Treasurer

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Questions, Comments, Concerns?

Contact

Allen Pham

kiwinstreasurer1415@gmail.com

(714) 654-7627



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