



Key Club International: New York District Treasurer's Guide

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Resources

[Fundraising Report Form](#) | [Fundraising Goal Tracker](#)

[Online Dues Payment](#) | [NYDKC Website](#) | [Treasurer's Monthly Minutes](#)

Dates/Deadlines To Know

September 1st	Youth Opportunities Fund Application Opens
October 15th	Youth Opportunities Fund Application Due Make sure to submit your application online BY 11:59 EST
November 1st	Early Bird Dues Deadline If by mail, please send your check prior to October 15th so that it arrives on/before the due date. NOTE Your club will get the Early Bird Dues Banner Patch and your treasurer will be more likely to receive the Distinguished Treasurer award if your dues are received by this date.
December 1st	Regular Dues Deadline Although Dues can technically be submitted until September 30, 2021, please try to get them in ASAP.
Third Week of January	Youth Opportunities Fund Recipients Posted A list of the grant recipients can be found on the Key Club website.

Important Information

Fundraising Ideas**	Inform your club secretary of every PLANNED fundraiser BEFORE the fundraiser is hosted. They will need the information in their task of completing the Monthly Report Form. This requires you to be in constant communication with your club secretary! I will share each club's fundraising ideas in my Monthly Minutes publication. I hope that by seeing what each club has planned, your club will be inspired to host various unique fundraisers of your own.
Fundraising Report Form	Please fill this out for every club fundraiser EXCEPT: a. one where the profits is going to the club itself (i.e. raising funds to lower LTC costs). b. one where you plan on hosting but do not go through with. If the fundraiser is an interclub/interdivisional fundraiser, only ONE club has to fill out the form. Send Photos! I will select a fundraiser each month to shout out in my monthly publication. IMPORTANT If your club does not host any fundraisers for a certain month, you DO NOT have to fill out the form.
Endorsed Projects	This year's District Endorsed Projects are:
Membership Dues	<u>If paying online</u>, please refer to the "Online Dues Payment" link under "Resources" (credit/debit accepted)
\$6.00 District	<u>If paying by mail</u>, please mail your check along with your
\$7.00 International	club invoice to:
\$13.00 Total	Kiwanis International PO Box 6069 Dept 123 Indianapolis, IN 46206-6069 Make the check payable to Key Club International and put your club name under Memo. After the payment is received, your club will receive a confirmation email from Key Club International as well as a bank statement. A club fee can also be charged of up to \$7.00, raising the

total to \$20.

YOUR CLUB CANNOT CHARGE MORE THAN \$7.00!!

- IMPORTANT**
- a. Clubs DO NOT have to pay all of their dues at once. If members are added later, the club can pay again later. The invoice will update every time.
 - b. Checks SHOULD NOT be made out to anyone OTHER THAN **Key Club International**.

Outstanding Treasurer Award

The Outstanding Treasurer Award is presented to each year to the Key Club Treasurer who has gone above and beyond the call of duty and has done an exceptional job in executing the duties of their office.

Criteria:

- a. Letter of Nomination:
 - 1. Must be nominated by a member in good standing of Key Club International
 - 2. Must include the nominee's name, high school, and number of years the nominee has been involved in Key Club International
 - 3. A description of the nominee's character and highlights of their accomplishments as club treasurer
- b. Letter of Recommendation - must be included from a member of the nominee's sponsoring Kiwanis club, the nominee's faculty advisor, or the president of the nominee's Key Club
- c. Financial Reports
- d. Attestation of the following:
 - 1. BOTH International and District dues were paid by the regular deadline (must submit proof)
 - 2. Attended at least 85% of, or at least 30, club meetings
 - 3. Performed at least 50 hours of community service
- e. Completion of a minimum of FIVE of the following:
 - 1. Attendance at the Treasurers workshop (or equivalent) at the 2020 Key Club International Convention
 - 2. Attendance at the nominee's Divisional Training Conference and/or Fall Rally

3. Attendance at a minimum of two meetings of the sponsoring Kiwanis Club
4. Club has a net membership increase of at least 5% over the previous service year
5. Participation in at least one interclub or K-Family event
6. BOTH International and District dues submitted by the Early Bird Deadline(must submit proof)
7. A personal statement (less than 500 words) that explains how the nominee has gone above and beyond the call of duty (should only include information that does not appear elsewhere in the application)

IMPORTANT This list is subject to change, especially given the cancellation of annual events caused by Covid-19.

Youth Opportunities Fund

The Youth Opportunities Fund is an annual grant given to clubs and individuals that seek financial support from Key Club International for their service goals.

- a. Applicants may request any amount between \$100 and \$2000 USD
- b. No service project idea is too big or too small!
- c. Although the application is not difficult to fill out, it is quite lengthy and you will have to prepare and submit other material along with the application. It is recommended that you begin your application **NO LATER THAN October 10th** to compile the necessary information.

DO NOT APPLY LAST MINUTE!!

Application Process:

1. Complete the online Youth Opportunities Fund Grant Application once it opens. If this is a service project that you have done before or have started planning, please include up to three photographs of the service project (Photographs will not affect judging of the application)
2. Upload a spreadsheet outlining project expenditures (include items that will be provided/paid for by the club). Provide item description, quantity, and cost per unit.

3. Complete and upload the YOF Letter of Agreement / Release Form (Grant funds **CANNOT** be released until this document is received)
4. Applications are reviewed by the Key Club International Board at their November meeting.
5. YOF grant notification is emailed to all grant applicants the first week of January 2021.
6. A list of YOF grant recipients is posted on the Key Club website the third week of January 2021. Check the Key Club website for confirmation that your club received a grant.
7. YOF grant recipients are required to submit a final report to Key Club International before the grant termination date on January 1, 2022 (This deadline can be extended if club officers contact Key Club International before the due date).

Q&A**

If you have any questions and are uncomfortable directly asking me, you can fill out the Q&A Form I made (refer to the "Q&A Form" link under "Resources"). I will check it regularly and respond whenever I can.

FAQ

TBD

** This is a new plan I am implementing for this service year.

Questions/Concerns?

Feel free to reach out to me directly!



Winnie Huang
District Treasurer

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