



Suspended Club Guide

Unfortunately due to your club not paying dues for the 2019-2020 year it is considered "suspended" and will result in becoming inactive which includes losing its club charter if proper steps aren't proceed to submitting dues. Because your club is on "suspended status" it has lost access to the Membership Update Center (MUC) and must pay dues using the following steps:

1. Create A Roster

- Due to your club being suspended you will have to mail in dues to the District. The first step in this process is creating a roster. You will need to get the first and last name, email address, and expected year of graduation from each new Key Club member. Please include a note stating "Delete all other members from current roster" to avoid being billed those members. A club is recommended to have a minimum of 11 members, however the entire membership body must pay dues to be relieved of suspension and become a club in good standing.

2. Calculate dues owed

- The District and International dues amount to 13.50 total. Each member must account for this amount. The total dues will be each member times 13.50.

-Or-

- You can obtain an invoice for the amount due by emailing your roster to memberservices@kiwanis.org.

3. Pay dues

- Include your club name and ID number on the check. If you do not know your ID number, email Trs2021@CarolinasKeyClub.org or your Lieutenant Governor.

- Mail check and roster to: Kiwanis International

PO Box 6069 Dept. 123

Indianapolis, IN 46206-6069

4. Stay On Track

- To avoid this issue in the future stay on track when submitting dues. "The next Early Bird Deadline" for dues is November 1st 2020 and they must be submitted by December 1st 2020 at the latest to avoid suspension. For questions email District Treasurer Jacob Kornegay at Trs2021@carolinaskyclub.org