

JOLLY BOOK OF INTELLIGENCE

A TRAINING MANUAL AND RESOURCE GUIDE FOR KEY CLUB TREASURES
IN THE TEXAS-OKLAHOMA DISTRICT OF KEY CLUB INTERNATIONAL



By: District Treasurer Foster Hillis

2017-2018

Version 1.0

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This book is the text for training Club Treasures in their general duties.

For more information on club resources, budgets, and the duties of Club Treasurer, check District website at www.tokeyclub.com

The District Treasurer welcomes corrections and comments on its documents. In addition to comments directed to the District Treasurer about the substance of The Jolly Book of Intelligence, please feel free to send comments on typographical, formatting, or other errors. Simply note the relevant page, mark the error, and send it to:

District Treasurer Foster Hillis
Phone: (580)583-2564
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INTRODUCTION

“A long time ago in a land far away,
Lived the pineapple Club Treasurer.
They were sweet as a peach in a pineapple way,
But so confused that they hardly speaky.
Still if you listen well,
you'll hear their secret wish...

I long to free a truly remarkable book, my sweet JBOI”

Rendition from

“HUMUHUMUNUKUNUKUAPUA’A”

Song by: Ashley Tisdale, High School Musical 2

By: District Treasurer Foster Hillis

CHAPTER TWO

GETTING STARTED

A good Treasurer is essential for any properly functioning Key Club. The office of the Treasurer is not one of the most stressful, but it is still important to the functions of the Key Club International organization.

The Treasurer should be detail oriented, have strong math skills, and do their best to see that their duties are done properly so that there are no doubts about their integrity.

Although many schools do not allow students to control all financial transactions, the Treasurer should still keep accurate books to enable them to give a full financial report when ever needed or requested.

General Duties & Responsibilities

Treasurer Skills & General Duties

- Control the Club's money, its collection, and disbursement.
- Transact all business through a school account (or like account).
- Reconcile bank statements.
- Deposit Club funds.
- Collect all monies from Club projects.

Understand Adult's Roles When Dealing with Club Finances

- All Treasurer's records should always be open to inspection by the Club Officers, Faculty/ Kiwanis Advisor, school officials, etc.
- The Treasurer shall have council with their advisor on all financial matters.
- The Treasurer shall understand the school/ district policy regarding student involvement in financial accounts.

Meeting Attendance & Duties

- Inform the Club and the Sponsoring Kiwanis Club of financial strengths and weaknesses.
- Attend all meetings within the Club and all meetings called by the Lieutenant Governor.
- Prepare a financial report for all Board of Directors meetings.

Prepare & Review the Club Budget

- Prepare the Club Budget for the fiscal year, and present it to the Board for approval.
- The approved budget then shall be shared with the Sponsoring Kiwanis Club and the District Treasurer.

Coordinate Dues Collection & Payment

- Collect member dues.
- In coordination with the Advisor and Club Secretary, update the Membership Update Center. Meaning, update the membership roster, and forward all monies, dues invoice, and membership form to the Key Club International Office, by the assigned deadlines.
- Bill members for unpaid dues.
- Collect dues from new members and forward them to the International Office.

Additional Duties

- File appropriate forms with the school/ district accountant.
- Send District Convention registration fees to the District Office and send International Convention registration fees to the International Office.
- Work with the Treasurer-Elect and help them prepare to take over your position for the next Key Club year, and receive all financial records, receipts, files, and training from the Immediate Past Treasurer.

Resources

Jolly Book of Intelligence

You are reading it right now! This book has everything you need to know to be a successful Treasurer! Use it throughout the entire year and you will be set.

District Website

The District Website (tokeyclub.com) is a great resource, as it provides you and your club with lots of updated information and files to download.

Remind 101

The Remind 101 will be utilized to quickly share information across a medium mostly all of us have: cell phones. Text @TXOKTreas to 81010 to join!

IP Club Treasurer

Your Immediate Past Club Treasurer is one of your most valuable resources. They have had a year (or even more) in this position and have learned the ins and outs of the club. They know how your school and school district accepts student involvement in finances, and so much more!

District Treasurer

Utilize the District Treasurer! They are here for you guys to use as a resource, so always go to them with any question you might have! Contact them at Treasurer@tokeyclub.com.

Lieutenant Governor

Your Lieutenant Governor is a wealth of knowledge about the entire Key Club organization. If you need to contact them, here's their email: LTG##@tokeyclub.com (##= division).

Club Advisor

Most Club Advisors have been with your club for longer than you have been there, so they know a lot about how the club runs. They are also the main person you should ask about financial questions and how your school district handles club funds.

Club President

You and your club elected your Club President to have general supervision over the club's activities and you should report to them with any matters at hand.

CHAPTER THREE

BUDGETING & FUNDRAISING

A solid budget is necessary for any Key Club to function. For the budget to be funded, you must also collect member dues and fundraise to give back to your community.

You, as the Club Treasurer, shall make a budget at the beginning of each Key Club Year and present to your Board of Directors for approval.

Key Club, as an organization, is here to give back, whether that be in service or financial means. We are here to serve others, and fundraising is a quintessential part of our mission.

Budgets

As previously stated, you, as Club Treasurer, shall make a Club Budget for each Key Club Administrative Year. Once approved, you shall share this budget with your school's financial secretary, Sponsoring Kiwanis Club, and the District Treasurer. The most important fact to remember when making the budget is that Key Club International and your club is set up as a 501(c)(3) Non Profit Charitable Organization; meaning you are required to separate your Administrative Account with your Service Account.

Administrative Account

The Administrative Account holds the funds raised from dues and donations from club members or K-Family Members. Funds in this account must be used for administrative purposes (printing, travel, etc.) and extra funds in this account can be transferred to the Service Account.

Service Account

The Service Account holds funds from fundraisers and other club projects. Funds in this account must be sent back out to the community (to an organization, used in another project, etc.) and extra funds in this account cannot be transferred to the Administrative Account.

On the side of this page and on the next page, you can see the sample budget on the [District Website](#). You can download this form in a Word document from the Website, and all areas of the document can be edited.

This is to keep track of Administrative Account expenditures only. For all Service Account expenditures, you shall make an individual budget for each event.

After you complete your budget, get it approved by your Board of Directors. Then, you shall fill in your President's, Advisor, and your own information and then send it to your School's Financial Advisor, your Sponsoring Kiwanis Club, and your District Treasurer (your District Treasurer will send you feedback).

{CLUB} HIGH KEY CLUB

Budget for the 2017-2018 Key Club Year

Club Net Income

Item	Amount
Carry Over Balance	\$0.00
Club Dues (Members X \$0.00=)	\$0.00
Club Shirt Sales (Sales X \$0.00=)	\$0.00
Sponsoring Kiwanis Club Support	\$0.00
{Extra}	\$0.00
{Extra}	\$0.00
TOTAL	\$0.00

Club Expenditures

Item	Amount
Officer Expenditures	
President	\$0.00
Vice President	\$0.00
Secretary	\$0.00
Treasurer	\$0.00
Other Officers	\$0.00
Committee Expenditures	
Executive	\$0.00
Membership	\$0.00
Public Relations	\$0.00
Single Service Project	\$0.00
Events	
DCON Attendance	\$0.00
ICON Attendance	\$0.00
Fall Rally Attendance	\$0.00
Meeting Expenses	\$0.00
Officer/ Member Retreat & Training	\$0.00
Website Hosting	\$0.00
Office Supplies (printing, postage, etc.)	\$0.00
{Extra}	\$0.00
{Extra}	\$0.00
TOTAL	\$0.00

Total

Club Net Income	\$0.00
Club Expenditures	-\$0.00
TOTAL	\$0.00

Club President
Email

Club Treasurer
Email

Club Advisor
Email

{CLUB} HIGH KEY CLUB

You can edit the club name and year in the header of the document.

Budget for the 2017-2018 Key Club Year

Club Net Income

Item	Amount
Carry Over Balance	\$0.00
Club Dues (Members X \$0.00=)	\$0.00
Club Shirt Sales (Sales X \$0.00=)	\$0.00
Sponsoring Kiwanis Club Support	\$0.00
{Extra}	\$0.00
{Extra}	\$0.00
TOTAL	\$0.00

This is the area where you include all income into your Administrative Account.

Remember that only donations from club members or K-Family Members can be used in the Administrative Account.

Club Expenditures

Item	Amount
Officer Expenditures	
President	\$0.00
Vice President	\$0.00
Secretary	\$0.00
Treasurer	\$0.00
Other Officers	\$0.00
Committee Expenditures	
Executive	\$0.00
Membership	\$0.00
Public Relations	\$0.00
Single Service Project	\$0.00
Events	
DCON Attendance	\$0.00
ICON Attendance	\$0.00
Fall Rally Attendance	\$0.00
Meeting Expenses	\$0.00
Officer/ Member Retreat & Training	\$0.00
Website Hosting	\$0.00
Office Supplies (printing, postage, etc.)	\$0.00
{Extra}	\$0.00
{Extra}	\$0.00
TOTAL	\$0.00

This is the area where you include all expenditures out of your Administrative Account.

Each item is divided into a section for ease of use.

You can add in more or delete lines, this is just a general overview and your club may not have Officer or Committee Expenditures.

With funds from your Administrative Account only, you can sponsor Club Members/ Officers to District or International Events.

There will not be a Fall Rally in the foreseeable future, so do not set funds aside for this event.

Ensure there is not wasteful spending with Administrative Money!

At the bottom of this area, make sure to total only the expenditures.

Total

Club Net Income	\$0.00
Club Expenditures	-\$0.00
TOTAL	\$0.00

Total up both areas and then subtract the expenditures from the income for the left over balance.

Don't forget the contact information and signatures.

Club President
Email

Club Treasurer
Email

Club Advisor
Email

Fundraising

Fundraising is the back bone of our organization, and no matter how small an event is all fundraisers are important.

6 Steps to a Successful Fundraiser

1. **Survey:** Think back to previous fundraisers you have held, and go through what works best for your school/community. This is important because what works for one club might not work for another.
2. **Plan:** Set final dates and times of your fundraiser and start making a list of what you need to complete or obtain before your fundraiser.
3. **Educate:** Make sure all of your club members know exactly what organization you are fundraising for and what they do.
4. **Promote:** PR for your event is the most important step. Without public knowledge of your fundraiser, it will not do as well as it could.
5. **Host:** Now that you have done everything to prepare, your fundraiser will be here! Make sure that you are staying up-to-date with any information about your fundraiser so you can react promptly.
6. **Submit:** With your fundraiser behind totally complete, total up all proceeds and send them to the organization. Also, send information to the District Treasurer so they can share your fundraiser with other clubs!

Key Club International's Preferred Charities



"\$1.80 Saves a baby" is a mantra that most Key Club members know. This is because of our partnership with UNICEF and their Eliminate Project to end maternal and neonatal tetanus.



Since 1978, we have raised money for March of Dimes for their pledge to prevent birth defects and fight premature birth.



Both Key Club and Kiwanis International have both partnered with CMN Hospitals, and since 1983, we have both donated over \$36 million.



Every March, we partner up with IHOP to serve pancakes for their National Pancake Day benefiting children with critical illnesses.

CHAPTER FOUR

DUES

Key Club International and the Texas-Oklahoma District can only run with the help of our member dues. These dues go directly back to you and your club in the form of seasonal mailings, new member kits, and much more.

Dues

Member dues, which may seem a lot to many, are the only way we as an organization can function. Your dues help us have our board meetings, conventions, and mostly help us give you resources to grow.

Dues Costs



- Dues for **International** are set at \$7.00 per member.
 - Dues for the **District** is set at \$6.00 per member.
 - Dues for your **Club** is set by your Board of Directors and can be any amount under International dues (club dues < \$7.00).
- ⇒ **Please Note:** Dues are the only costs that members have to pay, meaning you cannot charge for Club shirts in your dues if there is not an option to decline the shirt cost (International Guide Book, Part One, Article XXI, Section 1).

All amounts are in USD.

Dues Deadlines

The date on which Key Club International processes your dues (after the opening of the MUC) determines your Club Status. The District and International Board uses this status to categorize your club. It is very important that you send your dues in well before these deadlines so they have plenty of time to process your dues (International records the day they process your dues, not the day they are postmarked on).

- Turned in on/ before **November 1st**: Early Bird Deadline
- Turned in on/ before **December 1st**: Regular Dues Deadline/ On Time
- Not turned in by **February 1st** (of the following year): Clubs go Inactive
- Not turned in by **October 1st** (of the following year): Clubs get Suspended
- **After three years of delinquent dues**: Clubs get Revoked

All dates are biased on after the opening of the MUC at the start of each Key Club Year.

Club Status

- Early Bird/ On Time: Your Club is considered in "Good Standing" and you can receive all benefits of Key Club International and the Texas-Oklahoma District.
- Suspended: Your Club cannot receive any benefits of Key Club International or the Texas-Oklahoma District, and must pay all delinquent dues.
- Inactive: Your Club cannot receive any benefits of Key Club International or the Texas-Oklahoma District, and must pay all delinquent dues and a \$100 reactivation fee.
- Revoked: Your Club's charter is officially revoked, so there is considered to be no club in formation, and you must pay a \$400-\$600 re-charter fee.

Membership Update Center (MUC)

The Membership Update Center (MUC) is Kiwanis International's way to track our membership, and Key Club International's way to send invoices for dues. This website is a one stop shop to update your member roster and get an invoice for dues.

How to Access the MUC & Create an Invoice for New Members

- [1] Go to keyclub.org/muc.
- [2] Log on with your Advisor's credentials.
- [3] Click "Membership Update Center."
- [4] Update your Advisor's information on the "Dashboard" tab.
- [5] Click on the "Membership" tab and delete all members that are no longer a part of your club (You can easily delete all graduated seniors by sorting your roster by graduation year).
- [6] Add new members in with the "Bulk add" or "Add New Member Tab."
- [7] Add all information for each new member (first name, last name, email, gender, and graduation year). Click save when you're done.
- [8] Update Officer information on the "Dashboard" tab.
- [9] Finally, click "Roster Complete– Print Invoice" to pay your dues by check or credit card.
 - ⇒ If you pay by credit card, your dues are automatically accepted.
 - ⇒ If you pay by check, make sure to send it to Key Club International's Headquarters, the District will never ask you to send it elsewhere. (see the Contact Page for the address)

Important Notes

- Make sure to input all information accurately.
- Key Club International does not accept purchase orders.
- After printing your invoice, the invoice page is reset to zero so you can add and pay for new members quickly.

Resetting your Password/Email

- [1] Click "Register/Reset Password."
- [2] You will be prompted to enter an email address. Enter the Faculty Advisor's email address. They will receive a confirmation email providing them with a unique hyperlink which will allow him/her to set a new password.
- [3] If the email is rejected, then email memberservices@kiwanis.org with a request to update your club's Faculty Advisor contact information.
 - ⇒ After a new password is set, you will be able to log into the MUC using your Advisor's email address and the created password.

CHAPTER FIVE

SERVICE GRANTS

"The Youth Opportunities Fund (YOF) is an endowed fund for Key Club International held within the Kiwanis International Children's Fund. This fund uses earned interest to help Key Clubs and Key Club members serve the world by providing grants for service opportunities and scholarships for members."

—Key Club International

"Key Club is teaming up with Nickelodeon to help Key Clubbers around the world serve more communities and more people. As part of Nickelodeon's HALO Movement—which shines a light on youth who act to improve their communities—Key Clubbers can earn funding (up to \$2,500!) for awesome service projects."

—Nickelodeon

Youth Opportunities Fund (YOF)

In the 2016-2017 application season, Key Club International gave over \$75,000 in grant money to clubs and members. One important thing to know is you, as an individual Key Club Member, can apply for the grant for a service project of your own, even if your club is applying. All applicants can apply for \$100- \$2,000 USD.

Application Period

There is one application period for the entire year and it goes as follows.

- **Late Summer to Fall:** The application opens (your District Treasurer will tell you the exact date).
- **October 15th, 11:59 PM EST:** All applications are due!
- **November:** All applications are judged by the Key Club International Committee on the YOF Grant.
- **Second Week of January:** All grant recipients are notified by their preferred contact information.
- **Third Week of January:** All grant recipients are posted onto the Key Club International website.
- **January 1st, of the following year:** Final Reports of the service project are due.

Information you Need When Applying

- General information about the Club (Grantee information, Club information, Advisor information, etc.).
- Information about the project (why your project is important, who it helps, etc.).
- Itemized Budget.
- Planned events/ Club deadlines.
- Letter of Agreement (signed by the Grantee, Faculty/ Kiwanis Advisor, and School Principal).
- Kiwanis Consent and Release Form (for media publications).

Tips on Applying

- Fill out all boxes with as much information as you have (including all dates and items for your budget).
- Applications are more likely to be accepted if you ask for a portion of the total costs and show that you will be externally fundraising.
- *Please, do not lie on the application.* This might seem obvious but it must be stated.
- Keep all receipts for anything you buy for the service project and send them in according to your itemized budget.
- The dollar sign (\$) is not needed in any text box that specifically calls for money, as it is inferred.
- As of the 2017-2018 application cycle, all applications must be submitted online. Please check the International website for the exact link.

HALO Movement

Key Club and one of their Vision Partner Nickelodeon have teamed up to provide service grants to Clubs. Clubs can request up to \$100- \$2,500 USD for a service project. The most revolutionary thing about this grant is that all voting is done by us, on Facebook!

Application Period

There is two application periods and they go as follows.

- **September 1st- November 30st:** Submit your application online.
- **December 4th– 10th at 11:59 PM PST:** Vote for your project on Facebook.
- **December 15th:** Grant recipients are announced.

- **February 1st –April 30th:** Second round of applications are open
- **May 2nd– 9th at 11:59 PM EST:** Vote for your project on Facebook.
- **May 15th:** Grant recipients are announced.

Information you Need When Applying

- A photo for the project.
- General information about the Club (Grantee information, Club information, Advisor information, etc.).
- Endorsement for Application (signed by your Faculty/ Kiwanis Advisor).

CHAPTER SIX

GENERAL INFORMATION

In this closing section, you will find an acronyms glossary, a Treasurer Glossary, and FAQs page to answer your questions and a contact page if this area does. If you think anything should be added to this section, please contact the District Treasurer at Treasurer@tokeyclub.com.

Acronyms

There may be some acronyms that you come across this year that you are unfamiliar with. This glossary will help define the Club Treasurer-related ones.

CKI– Circle K International, which is the K-Family service organization for college students.

CT– Club Treasurer, AKA you!

DCM– Divisional Council Meeting, a meeting of all Clubs in your Division held by your LTG.

DCON/ ICON– District Convention/ International Convention.

DEC– Division Election Conference, that is held in either January or February by your LTG. You elect your new LTG for the next year at the DEC.

DT– District Treasurer.

DTC/ RTC– Divisional Training Conference/ Regional Training Conference, a Club Officer/ Member training.

IP– ImmEDIATE Past. (i.e. IP Club Treasurer, IP District Treasurer, etc.).

KC/ KCI– Key Club/ Key Club International.

KI– Kiwanis International, our lovely parent organization.

LTG– Lieutenant Governor, some people will abbreviate it as “Lt. Governor” or “Lt. Gov.” but you will see LTG most often.

MEP– Major Emphasis Project of Key Club International. It has been “Children: Their Future, Our Focus” since 2011.

MNT– Maternal and Neonatal Icterus. Most commonly referred to as the Eliminate Project, it is UNICEF's project to “eliminate” MNT.

MUC– Membership Update Center, this is where you pay for member dues and update your club roster.

PCM– Presidential Council Meeting, which is a meeting held by your LTG for club presidents and other officers. (similar to a DCM).

RA– Regional Advisor, sometimes just called a “Regional.”

TO– Texas-Oklahoma District

ToT4Unicef– TrunK-or-Treat for UNICEF.

UNICEF – United Nations International Children's Emergency Fund but was shortened to United Nations Children's Fund, although still retaining the acronym.

USD– United States Dollar, \$.

YOF– Youth Opportunities Fund, this is a grant given by Kiwanis to Key Clubs or members for service projects.

YTD– Year To Date, see the [glossary page](#).

Glossary

There may be some terms and acronyms that you come across this year that you are unfamiliar with. This glossary will help define the Club Treasurer-related ones.

501(c)(3)– The IRS Status of Key Club International and your club. This lets us operate as a non-profit organization and also allows us to be tax exempt.

Administrative Account– The account where funds can be used for administrative purposes. All funds also must be collected by K-Family Members only.

Balance– The amount of money in an account.

Budget– A report of finances of an organization.

Deficit– An amount that is more than the income.

Expenditures– Anything you spend money on.

Funds– Money.

Grant– Funds given to an organization.

Income– All money received.

Key Club Year– Also called our “Service Year.” The time table International uses for administrative purposes.

Purchase Order– Used by most schools to buy products, like a check.

Receipt– A document to show a purchase.

Service Account– The account where funds are stored for service events. All funds from this account must be given back to the community.

Spreadsheet– A computer program to show financial transactions.

Surplus– When income exceeds expenditures.

Term– A fixed amount of time.

Year to Date– A snapshot of the budget for one time in a budget cycle, abbreviated as “YTD.”

Frequently Asked Questions

Budgets

Q: Are budgets mandatory?

A: No, budgets are not mandatory because every school district is different. However, it is highly recommended that even if you cannot handle finances at your school, you should still keep a budget.

Q: What should my Administrative Budget include?

A: Your budget should include all income and expenditures that your club has.

Q: Should service project expenses and incomes be put on the Club Budget?

A: No, all service projects should have their own budgets.

Q: Who should be able to see the budget?

A: Your Club Budget is public information for all members, and I recommend showing your members as soon as you have it done.

Q: Who should approve the budget?

A: A quorum of Board Members must be present to approve the budget, and of the quorum a majority must pass the budget (check your Club Bylaws as your club could be different).

Q: Who should I send my Budget to?

A: After board approval, you should send it to your School's Financial Secretary, your Sponsoring Kiwanis Club, and your District Treasurer.

Grants

Q: If I apply for one Grant and get it can I apply for the other (YOF and HALO Movement wise)?

A: Yes, you can apply and get both of the YOF and HALO movement for the same project.

Q: If I receive the YOF Grant, can I apply for it again?

A: Yes, you can reapply every Key Club year, regardless if you get the grant or not.

Q: Can I apply for the HALO movement during both grant times?

A: That depends. If you apply for the HALO Movement and do not make it to the final round you can apply again, but if you get into the final round you have to wait one year.

Membership Update Center (MUC)

Q: How can I get my password reset?

A: Directions on how to reset your password are on [page 15](#).

Q: Do I have to add in all the members at the same time?

A: No, you can update the MUC as many times as you want/need to. In fact, you can turn in dues every time a new member pays their dues, any time of the year.

Other

Q: I need more help! Where do I go?

A: Always go to the District Treasurer for more help. They will always be available to help you. Also consider your President, Lieutenant Governor, or your Faculty/ Kiwanis Advisor(s).

CHAPTER SEVEN

CLOSING

Final Note

Thank you all so much for reading this! I hope you use all the resources in here to help you with Club. I am so happy we can all serve our Homes, Schools, and Communities TO-gether as fellow Treasurers. If you ever have any trouble or need anything at all, do not hesitate to contact me!

TO-gether in Service,

Foster Hillis
District Treasurer- 2018
Texas–Oklahoma District
Key Club International

Contact Information

District Treasurer

- **District Treasurer Email:** Treasurer@tokeyclub.com
- **Treasurer Remind 101:** Text @TXOKTreas to 81010

Staff Contacts

- **District Governor:** Governor@tokeyclub.com
- **District Secretary:** Secretary@tokeyclub.com
- **District Editor:** Editor@tokeyclub.com
- **Convention Liaison:** CL@tokeyclub.com
- **Technology Producer:** TechProducer@tokeyclub.com

Administrator Contacts

- **District Administrator:** Administrator@tokeyclub.com
- **Assistant Administrator of Events:** AAEvents@tokeyclub.com
- **Assistant Administrator of Finance:** AAFinance@tokeyclub.com

District & Regional Contacts

- **Lieutenant Governor:** LTG###@tokeyclub.com (##= division)
- **Regional Advisor:** Region###@tokeyclub.com (##= region)

Websites

- **District:** tokeyclub.com
- **International:** keyclub.org

Key Club International

- **General Questions:** MemberServices@kiwanis.org
- **YOF:** yof@kiwanis.org
- **Address:** Kiwanis International, PO Box 6069, Dept. 123, Indianapolis, IN 46206-6069

