COLLECTING MEMBER DUES GUIDE

(Kiwanis administrative year: October 1-September 30)

MAY-JUNE: Prep & planning

Treasurer

☐ Review last year's dues collection timeline.
☐ Verify current dues amounts (club, district, international).
☐ Update financial tracking spreadsheet.
☐ Prepare projected income based on expected membership.

Secretary

☐ Update club roster in Kiwanis Engage.
☐ Confirm which members are active, leave of absence or resigning.
☐ Notify treasurer of roster changes.

Best practices

- Start internal planning early — smoother transitions for July-October billing.
- Confirm Service Leadership Programs (SLP) clubs you support (e.g., Key Club, Builders Club, K-Kids) and expected membership for SLP dues.

JULY: Pre-billing preparation

Treasurer

☐ Draft the annual dues notice (email + paper).
☐ Set the internal payment deadline (e.g., October 1).

Kiwanis

Updated 2026

☐ Decide accepted payment methods (check, PayPal, Venmo, card reader).
☐ Prefill dues invoices.

Secretary

- Double-check member contact information in Kiwanis Engage.
- Flag members who historically pay late to personalize communication.
- Verify SLP advisor contact information for fall billing.

Best practices

- Announce "Dues are coming soon!" during July club meetings and newsletters.

AUGUST: Send first dues notice

Treasurer

☐ Email and hand out first dues notice.
☐ Clarify club + district + Kiwanis International dues amounts for your members.
☐ Include payment instructions and deadline.
☐ Begin tracking payments.

Secretary

☐ Update member statuses as payments arrive in Kiwanis Engage.
☐ Provide weekly updates to treasurer.

Best practices

- Use simple, consistent messaging: *"Your dues support our service, leadership development and the strength of our club."*

SEPTEMBER: Follow-up & deadline month

Treasurer

☐ Send second reminder (early September).
☐ Reach out individually (call/text/email) mid-month.

☐ Prepare dues payment to Kiwanis International (due October 1).

Secretary

☐ Confirm final, accurate roster in Kiwanis Engage before Kiwanis International billing locks.
☐ Submit any resignations or membership changes before October 1.

Best practices

- Keep reminders warm, not intimidating.
- Provide flexibility (installment plans).
- Highlight impact: “Your membership helps us serve ___ in our community.”

OCTOBER: Dues deadline & Kiwanis International billing

Treasurer

☐ Submit dues payment to Kiwanis International as soon as billed.
☐ Record all payments and update tracking sheet.
☐ Provide “Unpaid Member List” to president for support.

Secretary

☐ Confirm all member statuses in Kiwanis Engage after billing posts.
☐ Add dues status updates to meeting minutes.

NOVEMBER-JANUARY: Cleanup & retention support

Treasurer

☐ Continue personal outreach to unpaid members.
☐ Document contacts, payment arrangements and outcomes.

Secretary

☐ Coordinate with president on retention decisions for unpaid members.
☐ Update roster in Kiwanis Engage with any changes.

Best practices

- Avoid removing members in December unless absolutely necessary.

FEBRUARY-APRIL: Service Leadership Programs dues focus

Treasurer

☐ Invoice SLP advisors for Key Club/Builders Club/K-Kids dues.
☐ Track school payments (districts often process slowly).
☐ Deposit and remit funds promptly.

Secretary

☐ Verify SLP rosters with advisors.
☐ Keep communication lines open for corrections or questions.

Best practices

- Provide advisors with templates (invoice, receipt, follow-up reminder).
- Start early — schools have long payment cycles.

Best practices for collecting club member dues

Make paying easy

- Offer multiple payment options.
- Provide QR codes for digital payments.
- Bring a payment station to every meeting.

Be consistent with communication

- Mention dues in July.
- First notice in early August.
- Second reminder in September.

Keep records clear

- Track: invoices sent, payments received, follow-up dates and notes.
- Monthly check-ins between treasurer and secretary.

Protect the relationship

- Assume good intentions — most people simply forget.

Approaching members who haven't paid (scripts included)

1. **Friendly first reminder**

"Hi ___! Just a quick reminder that dues are due by ___. Let me know if you'd like a digital invoice or prefer to pay at the next meeting!"

2. **Supportive check-in**

"Hi ___! I noticed we haven't received your dues yet. If you need a flexible payment option or have questions, I'm here to help. We appreciate you being part of Kiwanis."

3. **President + treasurer conversation**

"We value your membership and want to support you. If finances are tight, we can work out a payment plan. Let us know what works best."

4. **Final deadline notice**

"We're finalizing our roster for Kiwanis International billing. If you plan to continue membership, please arrange payment by ___. If you'd like to change your membership status, we can take care of that too."