

## INSTRUCTIONS FOR COMPLETING CLUB MEMBERSHIP FORMS

1. Update the club's permanent mailing address. **Do not** use a member's or advisor's home address.
2. Update the name and contact information for the club's primary faculty advisor and Kiwanis advisor.
3. List the club's president, vice-president, secretary, and treasurer on the appropriate roster location. Include home address and phone under the name.
4. Update the club's membership roster starting with the names from the 2003-04 year. Place a check mark in the appropriate box by each member's name to indicate if the member record should be unchanged, modified, or deleted. Correct any membership information as necessary.
5. Add new members' names and membership information using the blank sheets. Make copies of a blank page as necessary. Print all information.

## INSTRUCTIONS FOR COMPLETING CLUB DUES/FEEES INVOICE

1. Count the number of members in the club, and enter this number on the invoice sheet in box 1(a). List the name and contact information for the person completing the dues and membership forms in boxes 1 (b), (c), and (d).
2. Multiply the number in box 1 (a) by the International dues amount. Enter this amount in box 2 (a).
3. Multiply the number in box 1 (a) by the district dues amount. Enter this amount in box 2 (b).
4. Add the numbers in box 2 (a) and 2 (b). Enter the total in box 2 (c). This is the amount your club should pay.
5. Make a complete copy of the invoice and membership form for your club files. Also, some districts request a copy be mailed to the district treasurer or district office.
6. Prepare one check or money order for the amount shown in box 2 (c). **DO NOT SEND CASH!** Make check payable to: Builders Club, Aktion Club, Key Club, Circle K, or K-Kids (whichever is applicable).
7. Mail the dues/membership fees and membership information, in the enclosed envelope to:

Kiwanis International  
P.O. Box 68883  
Indianapolis, IN 46268-0883 USA

Dues/membership fees received after the November 15, 2003, may delay the processing of your membership information and the delivery of your membership materials.

## INSTRUCTIONS FOR UTILIZING PURCHASE ORDERS OR VOUCHERS

1. Follow the above instructions for completing the membership forms and club invoice. The organization's IRS tax ID number is shown on the invoice.
2. Attach the invoice to the required purchase order/voucher for payment by the school.
3. Once a check has been generated, attach the check to the membership roster and copy of the invoice to be mailed to the payment address shown above.

For more information, call Kiwanis International at 317-875-8755, ext. 390,  
or 1-800-KIWANIS, ext. 390.

*To receive membership cards and materials in a timely manner, please mail by November 1, 2003.*