

Membership Update Center



And Club Dues



MUC & DUES

2015-2016 District Treasurer Emily Zhao

What is the MUC?

- MUC = **Membership Update Center**
- online service where Key Cubs update member information
 1. Update club roster on MUC
 2. Save invoice created by MUC
 3. **Send invoice with corresponding dues amount**



Steps to MUC

1. Go to www.keyclub.org/MUC
2. If you have a **new** faculty advisor click “Register/Reset Password.”
3. You will be prompted to enter an email address. Enter the **faculty advisor's** email address. He/She will receive a confirmation email providing him/her with a unique hyperlink which will allow him/her to set his/her own, new password.
4. If the **email is rejected**, then email memberservices@kiwanis.org with a request to update your club's faculty advisor contact information.
5. 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.

If the **faculty advisor is leaving**, he/she should update the faculty advisor's information to the new advisor.

Dues

- Texas-Oklahoma charges \$6.00 for dues
- Key Club International charges \$7.00 for dues
- Dues may not exceed \$20 (no more than KCI dues)



Club Statuses

- **Active**: paid dues before **February 1st**
- **Unpaid**: has not yet paid dues
- **Suspended**: has not paid dues by **February 1st**
 - no Key Club scholarships
 - cannot attend DCON or ICON
 - cannot have a club member run for LTG or district staff position
- **Inactive**: has not paid dues by **ICON**
 - considered inactive the following September
 - must pay \$100 reactivation fee & all previous dues



Important Dates



Early Bird Dues =
Before/On **Nov. 1st**
Dues Deadline =
Before/On **Nov. 30th**
Late Deadline =
On/After **Dec. 1st**
Suspended =
On/After **Feb. 1st**

MUC Opens
Around **Oct. 1st!**

Charter goes
away within 3
to 5 years of
inactivity!