



COCI

CLUB OFFICER CONTACT INFORMATION

WHAT?

The COCI is used for the district board to be able to follow and contact the club officers. This is essential and required of all clubs to update it every time there is a change in an officer position.

WHICH OFFICERS?

- Club President
- Club Vice-President
- Club Secretary
- Club Treasurer
- Club Editor
- Faculty Advisor(s)
- Kiwanis Advisor

CONTENT

- Officer's First and Last Name
- Phone Number
- Email
- Home Address

CONTACT

District Treasurer Sabrina Palma
Phone: (972) 762-1021
Email: treasurer@tokeyclub.com

HOW TO UPDATE YOUR COCI

1) Login to your club's account

- Go to the district website (tokeyclub.com)
- In the upper right hand corner of the screen, click the "login" icon to login. If you do not know your club's password, click "lost password" and your password will be reset. (Your username is the entire name of your high school.)

2) Click the Home Icon

3) Go to "Members Only"

- Under "members only" a drop box with the title "Update Club Officers" and click on the icon.

4) Update the Officers' Contact Information

- Make sure all the information is correct for the latest board.
- Once you're all done scroll to the bottom of the screen and click "Update Officer Info". This is important to make sure the new information is saved!