

# MUC & Dues

## Membership Update Center and Dues

- Update member and officer information on club roster
- Generate and save invoice
- Send invoice with dues

1. Go to [www.keyclub.org/MUC](http://www.keyclub.org/MUC)
2. If you have the same faculty advisor, use the same login as last year or "Register/Reset Password" for a new advisor.
3. 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.
4. If the email is rejected, then email [memberservices@kiwanis.org](mailto: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.

Texas-Oklahoma charges **\$6.00** for dues  
Key Club International charges **\$7.00** for dues  
Dues may not exceed **\$20.00** (no more than KCI dues)

### Club Status

Active: paid dues before February 1st  
Unpaid: has not yet paid dues  
Suspended: has not paid dues by February 1st  
Inactive: has not paid dues by ICON

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

If you have any questions, please contact  
**[treasurer@tokeyclub.com](mailto:treasurer@tokeyclub.com)** or  
**[administrator@tokeyclub.com](mailto:administrator@tokeyclub.com)**