5. Ensure dues and fees are paid for CKI.

Member responsibility
To continue our global and local service, each member is expected to pay his or her annual membership dues. The CKI district and international dues provide resources and support to continue developing leaders through service. As mentors and advisors, it’s your responsibility to ensure club members understand their financial expectations and the benefits of paying their annual membership fees.

Who should pay CKI dues?
The international club fee structure allows a host institution or Kiwanis club to pay the maintenance fee of sponsoring a club. CKI members are encouraged to pay their own district and club dues in order to provide a sense of ownership in the organization. A Kiwanis club should not pay the dues for the youth members; however, in hardship cases, the Kiwanis club may choose to assist or loan the CKI club member funds. In many cases, the international club fee can be divided equally among the membership if neither a Kiwanis club nor the host institution will financially support the annual fee. The dues payment is part of a learning process and dues collection should be the responsibility of the CKI club’s treasurer.

How much are CKI dues?

International club fee
The Circle K International club fee for 2010-11 is a flat rate, per club fee based on school enrollment. Schools with less than 1000 enrolled students or clubs at a two-year institution pay a US$450 annual club fee; Schools with more than 1000 enrolled students pay a US$600 annual club fee. (For updated dues information, visit www.circlek.org.)

District dues
Individual district dues are determined at local levels, and are assessed per member. District dues are posted at www.circlek.org.

Club dues
International and district dues are due annually by November 30. Club may assess club level dues and will need to collect them at the club level.

When are dues due?
International and district dues are due annually by November 30 to the Kiwanis International office.
What do dues provide?
These materials and opportunities are provided to members and clubs:
• Member’s subscription to CKI magazine, printed once per year
• Leadership management and development resources
• Club service grants and member scholarships
• Ability to attend leadership conferences and conventions
• Service partner program materials and additional project opportunities
• Online information, highlighting CKI service and leadership stories
• Marketing materials, including brochures, posters, and PR tools
• Meeting management tools
• For new members only: member pin, membership card and handbook

How do we pay our member dues and update the club membership roster?

1. Each September, all clubs receive a unique password mailed to the club’s permanent address. If your club needs to get its password to access the online Membership Update Center, contact member services at 800-KIWANIS, ext. 411 (U.S. or Canada) or 317-875-8755, ext. 411 (worldwide).
2. Go to www.circlek.org and click on the Membership Update Center at on the home page. Your club’s unique password and club ID number allows access into the Center.
3. Follow the step-by-step online process to update advisor information, enter new members and delete members.
4. You will be prompted to submit your roster and you will need to print your dues invoice. At this point you can pay online with either PayPal or by credit card. If you choose to by check, see No.5 below.
5. Mail your printed invoice along with the check for International and district dues for all club members to:
   CKI International Dues Processing
   3636 Woodview Trace
   Indianapolis, Indiana 46268 USA

Do you have questions?
If you need assistance while completing the online Membership Update Center process, call Member Services at 800-KIWANIS, ext. 411 (U.S. and Canada) or 317-875-8755, ext. 411 (worldwide).