5. **Ensure dues and fees are paid for Builders Club.**

It’s important to register the Builders Club with Kiwanis International each year. Register online using the Builders Club Renewal Center so the Kiwanis advisor receives needed materials for the Builders Club.

In August, Kiwanis International notifies your sponsoring Kiwanis club’s secretary about completing the online Builders Club registration process. The letter will include the Club ID for each sponsored Builders Club. To swiftly move through the registration process, make sure you have this information available:

- Builders Club ID number (Example: B00245)
- Kiwanis advisor contact information and e-mail
- Faculty advisor contact information and e-mail
- Number of club members
- Contact name and address of where to mail membership supplies

You can access the Club Renewal Center at the Builders Web site, www.buildersclub.org. Once in the system, updates can be made and you have the option of paying sponsorship fees by credit card or check. Funds can be used from the Kiwanis club’s service account.

**Pay by credit card**
This selection forwards the user to PayPal. While PayPal is our payment processor, you do not need a PayPal account to make your payment. Paying by credit card ensures quick delivery of the Builders Club program kit.

**Pay by check**
Selecting the pay-by-check option will generate an invoice that can be printed and mailed to Kiwanis with a check. Please allow at least four weeks to receive the program kit if paying by check.

**Click on “Finish” before leaving the Club Renewal Center**
Don’t forget to click on the **Finish** button after completing the registration process! This sends the entered data to Kiwanis and generates a Builders Club program kit request.

**Congratulations!** You’ve updated contact information for the volunteers working with your Builders Club and guaranteed that informative e-mails, club mailings and Builders Bloc magazines will reach your Builders Club members successfully.
**Inactive clubs**
If a Kiwanis Club chooses not to renew a Builders Club, the Builders Club will become inactive on September 30. You are encouraged to contact Member Services at 800-KIWANIS, ext. 411 (U.S. and Canada) or 317-875-8755, ext. 411 (worldwide), if you are being billed for a Builders Club that is no longer in existence.

**Reactivation**
Once a Builders Club has become inactive, it can only be reactivated through Kiwanis International. You can download the form and payment information from [www.buildersclub.org](http://www.buildersclub.org). Once processed at the Kiwanis International Office, the club will receive its annual membership supplies.

**One last thought**
Although the Kiwanis club is financially responsible for sponsoring the Builders Clubs, there are other options for how the fee can be covered:
- The Builders Club and Kiwanis club can raise funds jointly to cover the annual renewal fee.
- The Builders Club members could contribute a portion of fee.

Having the Builders Club members contribute to the renewal fee could increase their commitment to the club. Each club is special, so the Kiwanis club must determine the appropriate approach to us.

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