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

It’s important to register your Aktion Club with Kiwanis International each year. Go to [www.aktionclub.org](http://www.aktionclub.org) to register online using the Aktion Club Membership Update Center. By using this system, your Aktion Club materials will be received in a timely manner.

In early August, Kiwanis International notifies your sponsoring Kiwanis club’s secretary about the online Aktion Club registration process. This letter contains the club’s personal password and directions to help you complete the process. To expedite the process, make certain you have the following information available:

- Aktion Club charter number (example: D00246)
- Kiwanis advisor contact information and e-mail
- Facility advisor contact information and e-mail
- Facility or club meeting site address, city, state, postal code and country (if applicable)
- Names of club members

**Pay by credit card**

This selection will forward the user to PayPal where an existing PayPal account or a new account can be used to pay the sponsorship fee. Paying by credit card ensures quick delivery of the Aktion Club materials.

**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 Aktion Club materials 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 an invoice for the member dues. New members may be added at anytime throughout the Aktion Club year.

Congratulations! You’ve updated contact information for the key volunteers working with your Aktion Club and guaranteed that informative e-mails and club mailings will successfully reach your Aktion Club members.
Ensure dues and fees are paid for Aktion Club.

Remember, 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).

**Reactivate a suspended club**
If an Aktion Club does not submit dues by February 1, the club is placed on “suspended status.” Suspended clubs are no longer eligible for member benefits: mailings, participation in district and international events, etc. Sponsoring Kiwanis clubs are notified when their Aktion Club becomes suspended.

To return to active status, the club must submit the current year’s dues and membership roster to Kiwanis International. Follow the renewal procedure as listed above.

**Reactivate an inactive club**
If a suspended Aktion Club does not submit dues by September 30 of the current administrative year, the club is placed on “inactive status” and is temporarily removed from the rolls of Kiwanis International.

To return to “active status” the club must submit the current year’s dues and membership roster via a Petition for Charter, plus a US$50 reactivation fee to Kiwanis International. The charter petition form is available for download from the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).