

Dues Schedule

LTG Schedule For **Early Bird Dues**

Print this list out. For every date on this list, perform the simple task that follows. If you follow it, your clubs will definitely get Early Bird dues. If you have any questions feel free to contact District Treasurer Micki Hall!

- Prior:**
Make sure you and your treasurers know each other, facebook each other, hang out with each other, etc. It should not be a "Strictly Key Club" relationship. The closer you are, the more likely they are to respond to your emails and calls during the dues process. Make sure you are CCing me on ALL emails you send out about dues.
- In your August Newsletter**
Remind clubs to plan out their dues collection and make sure they are educated with all resources at <http://www.FloridaKeyClub.com/Dues>.
- August 20th:**
Remind clubs to announce the amount of dues at their first meeting and start collecting their dues.
- September 5th:**
Send an email or text message to your club officers making sure they announced their dues and started to collect them. Tell them to make sure to make themselves available around their school and to tell their members where they sit at lunch, where they are in the morning, and where they are after school so their members can turn in dues at all times throughout the day.
- September 12th:**
Ask club treasurers if all of their dues are collected. Make sure they have sent emails to their members that have not submitted dues. They should be calling their members personally, sending emails, and texting members to encourage immediate dues collection.
- September 19th:**
Call of your treasurers and make sure ALL dues and member information are collected
- October 1st:**
Make sure all treasurers have received their password from their Faculty Advisor. Also, make sure treasurers know that they should start adding new members and editing existing members into the Membership Update Center. Depending on their member count, they should pace themselves depending how many members they have. Make sure they know that not all members must be added/edited into the system in one sitting, so they can take their time.
- October 5th:**
Call all treasurers and make sure they have started the procedure for submitting dues to Key Club International. Dues procedures may vary from school to school. Make sure they do this by October 12th. If their Bookkeeper is prolonging the process, get your Assistant Administrator involved.
- October 7th:**
Double check and make sure ALL members are added into the Membership Update Center. Generate and print your invoice.
- By October 11th:**
Send an email/text reminder making sure all of their members are updated into the system.
- Follow up:**
Send an email to Faculty Advisors asking them if the check has been mailed out to International.
- When they have submitted dues:**
Congratulate them! Make sure they know that you are grateful that they submitted their dues, **especially if they did it early enough to get Early Bird dues.**

KEY CLUB

