



# **Membership Update Center Guide**

**By 2023-2024 Florida District Secretary Amber Morgan**





# What Can You Access with the Membership Update Center?

The Membership Update Center (MUC) gives you access to many resources. To log on to the MUC, you must be a dues-paid member of Circle K International.

All club members have access to these resources:

- The Global Leadership Certificate
- Background Checks
- All Circle K International Resources

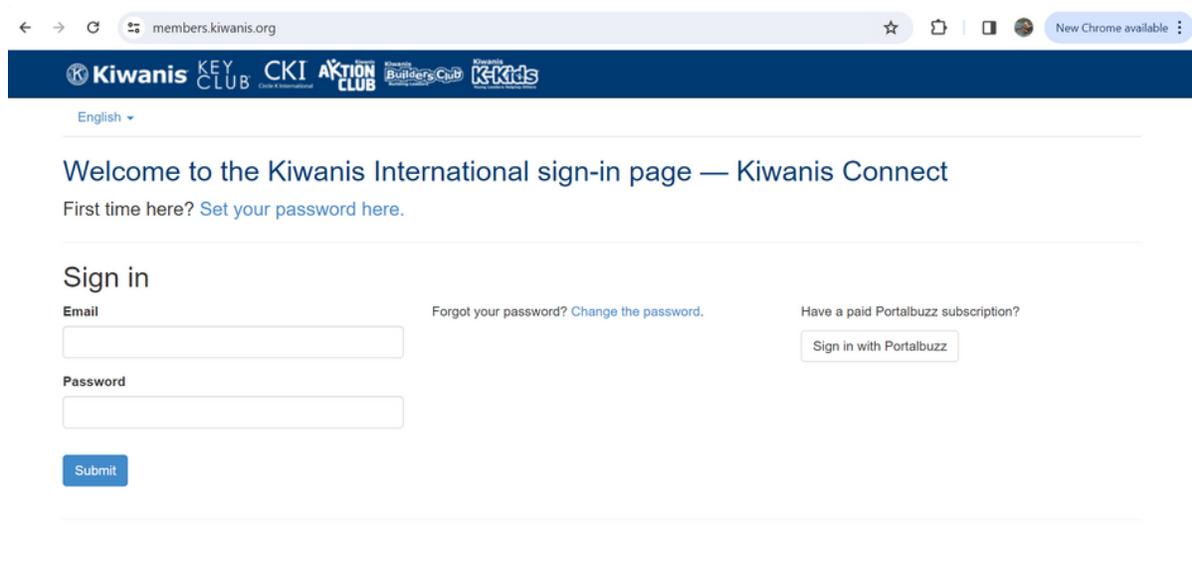
The Club President, Secretary, and Treasurers also have access to the following:

- Monthly Report Forms
- Membership Update Center tab

To get to the MUC, type [members.kiwanis.org](https://members.kiwanis.org) into your browser and login.



# Login Page



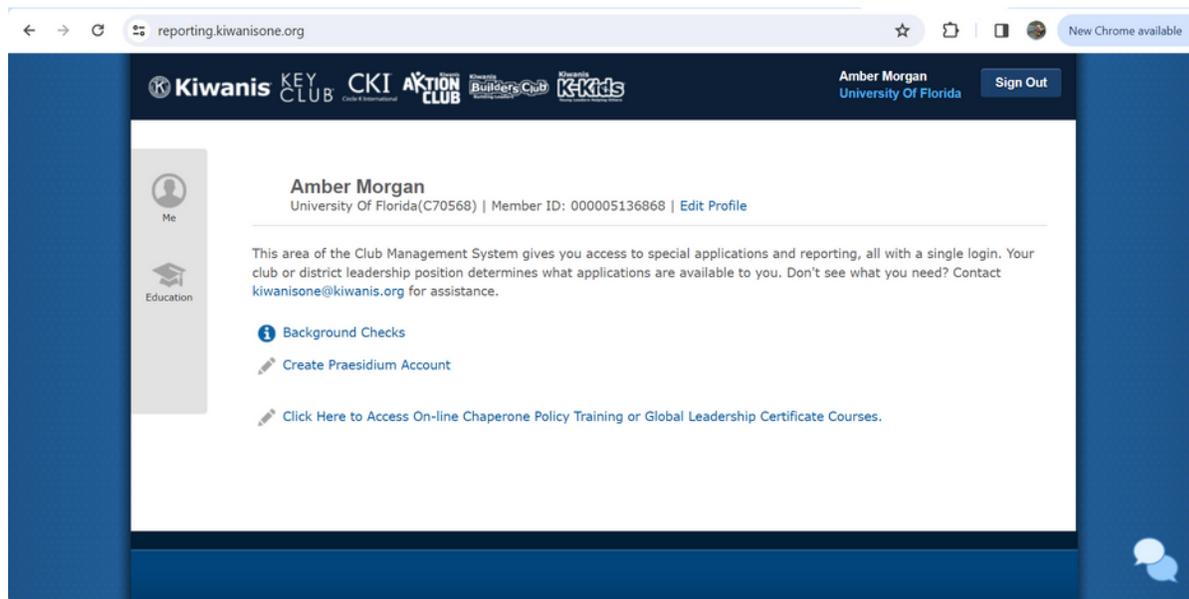
The screenshot shows a web browser window with the URL [members.kiwanis.org](https://members.kiwanis.org). The page features a dark blue header with the Kiwanis logo and several club logos: Key Club, CKI, Aktion Club, Builders Club, and Kiwanis Kids. Below the header, there is a language selection dropdown set to "English". The main heading reads "Welcome to the Kiwanis International sign-in page — Kiwanis Connect". A link for "First time here? Set your password here." is provided. The "Sign in" section contains an "Email" input field, a "Forgot your password? Change the password." link, and a "Have a paid Portalbuzz subscription?" link with a "Sign in with Portalbuzz" button. Below the email field is a "Password" input field and a blue "Submit" button.

When logging into the Membership Update Center, make sure you are using the email inputted into the MUC by your Club Secretary. If you have never logged in before, click “Set your password here,” or if you have logged in but forgot your password, click “Change the password.”

If you cannot log in, double-check your email address and make sure it matches the one you gave your Club Secretary. If you are the Club President or Secretary and you cannot log in, contact [KiwaniisOne@Kiwaniis.org](mailto:KiwaniisOne@Kiwaniis.org) and state your name and position and explain that you need access to the MUC.

# Me Page

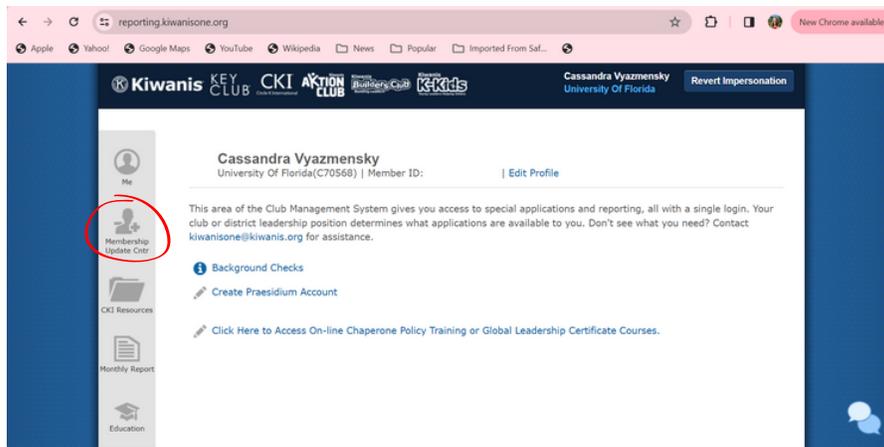
The “Me” page is available to all members and displays the members' names, schools, and IDs. This page is also where the Global Leadership Certificate and background checks can be accessed.



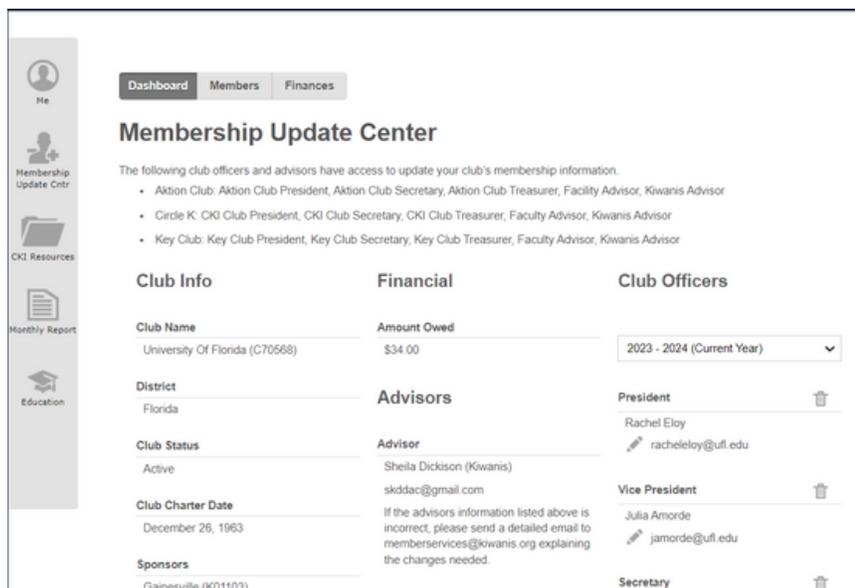
Using your login, you can get access to all the resources on Circle K International's website. Make sure to take advantage of these resources!

# Officer Specific Tabs: Membership Update Center

The Membership Update Center tab is available to club presidents, secretaries, and treasurers. This is the tab that allows you to add members and pay for dues.

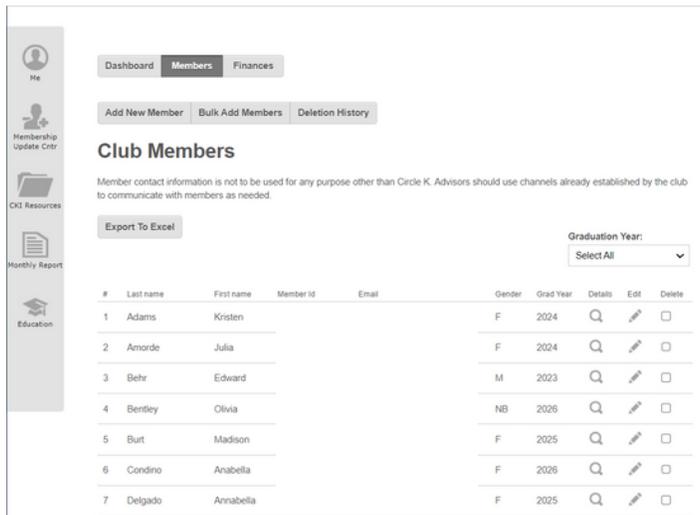


This page has three subtabs: “Dashboard,” “Members,” and “Finance.” On the Dashboard page, you can see all of your club’s information, including officers, advisors, meeting times and location, and more.



# Officer Specific Tabs: Membership Update Center

The Members tab allows you to add new members to your roster. To do this, click on “Add New Member” or “Bulk Add Members” on the page. If you bulk add members, you only have to input the required information, and it allows you to add many members quickly.



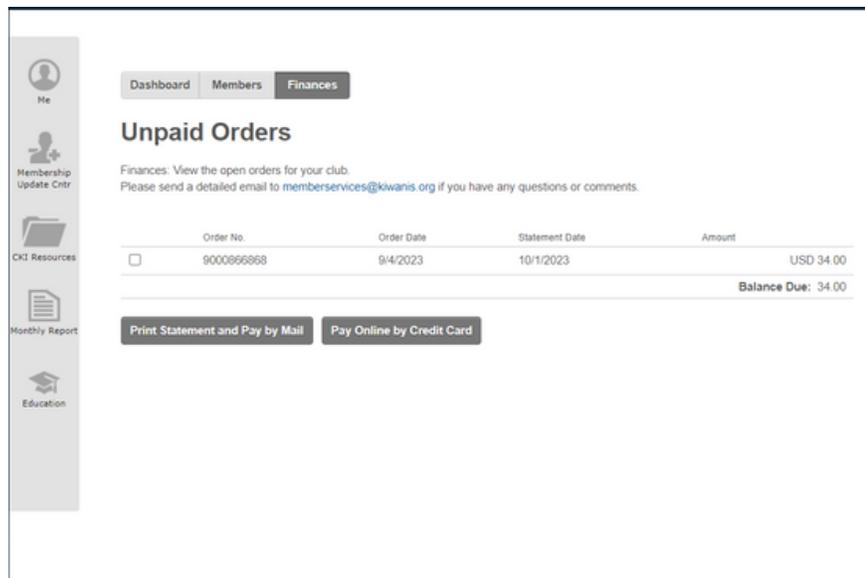
The screenshot displays the 'Membership Update Center' interface. At the top, there are navigation tabs for 'Dashboard', 'Members', and 'Finances'. Below these are buttons for 'Add New Member', 'Bulk Add Members', and 'Deletion History'. The main section is titled 'Club Members' and includes a warning: 'Member contact information is not to be used for any purpose other than Circle K. Advisors should use channels already established by the club to communicate with members as needed.' There is an 'Export To Excel' button and a 'Graduation Year' dropdown menu set to 'Select All'. A table lists seven members with columns for ID, Last name, First name, Member id, Email, Gender, Grad Year, Details, Edit, and Delete.

#	Last name	First name	Member id	Email	Gender	Grad Year	Details	Edit	Delete
1	Adams	Kristen			F	2024	Q	✎	□
2	Amorde	Julia			F	2024	Q	✎	□
3	Behr	Edward			M	2023	Q	✎	□
4	Bentley	Olivia			NB	2025	Q	✎	□
5	Burt	Madison			F	2025	Q	✎	□
6	Cordino	Anabella			F	2026	Q	✎	□
7	Delgado	Annabella			F	2025	Q	✎	□

If you accidentally delete a member, you can click on “Deletion History” to add that member back to your roster. Please note that this can only be done with members deleted within 90 days.

# Officer Specific Tabs: Membership Update Center

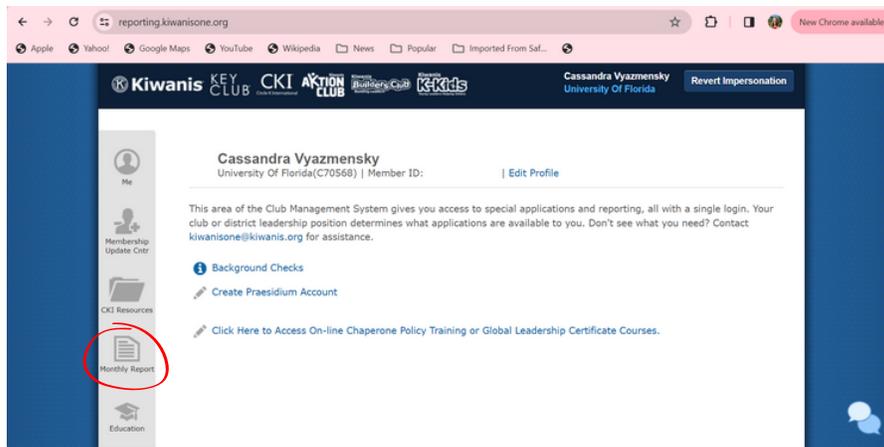
The Finance tab is where you can pay for dues, either with a credit card or in the mail via check. Make sure your roster is correct before ordering the invoice. As seen below, the unpaid order can be viewed and paid for.



Members can be added and pay dues throughout the year. Depending on the school size, clubs need 10 or 15 members to charter or be in good standing. The Early Bird deadline for dues is November 1st, while the regular dues deadline is December 1st. Clubs must pay dues by the December 1st deadline to stay in good standing.

# Officer Specific Tabs: Monthly Report

The Monthly Report tab is only available to club presidents and secretaries. This page is where the Monthly Report Forms (MRFs) can be submitted.



Once on this tab, you can see all past and current MRFs and check their status. You can also edit past MRFs and start new ones. To learn more about MRFs, see the next pages.

The screenshot shows the 'Monthly Report Launch Page' with a 'Select Year:' dropdown set to '2023 - 2024'. Below is a table listing MRFs for each month of 2023, all marked as 'Submitted' with a green checkmark. The table includes columns for Year, Month, Status, Edit, Currency, Review, Send Copy, and Submitted. A 'Go' button is visible at the bottom of the table for the 2024 January entry.

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2023	April	Submitted		USD			
2023	May	Submitted		USD			
2023	June	Submitted		USD			
2023	July	Submitted		USD			
2023	August	Submitted		USD			
2023	September	Submitted		USD			
2023	October	Submitted		USD			
2023	November	Submitted		USD			
2023	December	Submitted		USD			
2024	January	Not Started		USD			



# Monthly Report Forms

## Why Are They Important?

MRFs are an important tool that allows you to track hours and involvement and also allows you to analyze what areas your club is strong in and what areas can be improved. Below are some benefits of submitting MRFs:

1. Your club will receive feedback and assistance from the District
2. Helps your club track progress towards goals
3. Your club members and service projects will be spotlighted and featured on our social media accounts
4. You can receive awards and recognition for submitting MRFs
5. The District will create resources to benefit clubs based on MRF submissions
6. Your District Governor will ask questions on each MRF to gain your thoughts and insights

# Monthly Report Forms

## CKI Monthly Report April 2023 - C70568

This report is for club activities during the month of April 2023. It may be submitted after April has ended. The Submit button will appear on May 1. **This report is due by May 5th.**

Save Submit

### By the Numbers

Total number of members who have paid dues

81

Total number of service hours completed for the month  
(please round to the nearest whole number ex. 115.5 hours = 116 hours)

484

Total number of philanthropic\* dollars raised

454

Total number of fundraising\* dollars raised

617

Total number of general body meetings

3

Total number of social events

18

Number of interclubs completed?

Number of Kiwanis Family Relation events/meetings?

4

Total number of recruitment activities

4

### Service and Philanthropy

Add Service Project

Tell us about any outstanding service or philanthropic projects your club has completed in the last month. If you have any photos from your event, please include a link to those as well. When posting on social media, be sure to use #ChooseCKI for a chance to be featured!

This month, UF finished its Relay for Life fundraising event. UF CKI raised \$1000 for the cause this semester!

### Service and Philanthropy Section:

In this section, you can share an outstanding project your club has done and get featured on social media! If there is a second project you would like featured, reach out your Lieutenant Governor or District Editor.

### Example MRF

On this page you can review a sample MRF. For definitions for each section, please see the next page. Below are notes on each section.

#### Members Who Have Paid Dues:

This does not affect the membership update center tab, but please input the number of dues paid members from that tab into this section.

#### Total Number of Service Hours:

Please see the definition of service hours for more details on what can be inputted into this section. When calculating the total, multiple the lengths of the service event (ex: 2 hrs) by the amount of people who attended (ex: 5 members) to get the total service hours for an event. Do this for every event, add it up, and submit that number here.

#### Total Number of Dollars Raised:

Double check the definitions of each type of fundraiser to make sure you are submitting the amount you raised into the correct category.

#### Total Number of General Body Meetings:

In this section, input the amount of types your club met as a whole.

#### Total Number of Social Events:

To count as a social event, at least 5 members must be in attendance. See the definition for more details.

#### Total Number of Interclubs:

Please review the definition of an interclub, but this is an event done with another CKI club. If you do a collaboration with another club (ex: a service fraternity), it is NOT an interclub.

#### Total Number of Kiwanis Family Events:

To count as Kiwanis Family Event, two members from your club and two members from another branch of the Kiwanis family must be present.

#### Total Number of Recruitment Events:

Please input the total number of events where your club sought after new members.

# Monthly Report Forms

## Above and Beyond

Name one member who has gone above and beyond in the last month. Explain why they should be validated. Please provide their name and contact information:

Member Name

Behr, Edward

Member Email

Behr.edward@ufl.edu

Explanation

Edward shows what it means to be apart of CKI. With 84 service hours, 56 social points, and 53 fundraising points,

## CKI District and International

What needs does your club have that the District Leadership can help with?

Nothing at the moment!

Has there been a change in your club's executive board?

Yes

No

Have you updated the club officer roster?

Yes

No

Please provide an explanation.

New year, new board

Additional comments or concerns:

Save

Submit

## Above and Beyond Section:

In this section, you can nominate a member for recognition. Just list the name and contact for a member who has gone above and beyond and explain what they have done. After that, the District can recognize them for their hard work!

## CKI District and International:

If you need assistance with anything, feel free to list it in this section and your District will reach out to you. Additionally, please make note if your club's executive board has changed and if it has, please explain. You can see an example of this on the MRF to the right.

## When You Are Done:

Once all your numbers have been submitted, make sure you click submit, not save. It is only submitted if you hit the submit button. You can always make changes, so it is best just to always press submit.

## Additional Notes:

If your club did not have an event within a certain category, please submit a zero or leave it blank. If you have any questions, reach out to your Lieutenant Governor or District Secretary.



# Monthly Report Form

## Definitions

### **Service Hour:**

A service hour is sixty (60) minutes of work spent on activities and projects that benefit the community at large, the campus, and/or the student body of the college/ university. This can include up to 100 administrative hours, which includes time spent planning an event or project. Additionally, driving thirty minutes to and from an event (30 minutes one way) can count towards service hours.

### **Fundraiser:**

A fundraising activity is one for which payment, profit, or donations are received exclusively for the administrative, promotional, dues subsidization, or convention expenses for your CKI club. There are two kinds of fundraisers. Philanthropic fundraisers raise money to support other causes. General fundraisers raise money to support club activities, events, etc.

### **Interclub:**

A meeting or event organized by one or more CKI clubs with at least two (2) CKI clubs in attendance, each having two (2) or more members present. Clubs in formation may count as a club for the purpose of calculating an interclub.

### **Kiwanis Family Relation:**

Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two (2) or more members present. A KFR is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, K-Kids Club, Aktion Club, or other Kiwanis-sponsored organization.

# Florida District Resources and Contacts

## Resources:

Here are some resources available online that you can use to grow your club.

- Florida District Website: [Floridacirclek.org/resources](https://www.floridacirclek.org/resources)
- FLACKI Resources Google Drive:  
[https://drive.google.com/drive/folders/17v9I2NSPfc5dkxSOXUu\\_WKNHO\\_HP30FO?usp=sharing](https://drive.google.com/drive/folders/17v9I2NSPfc5dkxSOXUu_WKNHO_HP30FO?usp=sharing)
- Circle K International Website: [CircleK.org/resources](https://www.circlek.org/resources)

## Contacts:

The Florida District Board is happy to help you! The Executive Board and Liuetenant Governor Contacts are listed below. For a full list, please visit (<https://www.floridacirclek.org/district-board>)

District Governor Madison Burt  
[governor@floridacirclek.org](mailto:governor@floridacirclek.org)

District Secretary Amber Morgan  
[secretary@floridacirclek.org](mailto:secretary@floridacirclek.org)

District Treasurer Jose Mendez  
[treasurer@floridacirclek.org](mailto:treasurer@floridacirclek.org)

District Editor Jenny Tran  
[editor@floridacirclek.org](mailto:editor@floridacirclek.org)

Citrus Lieutenant Governor  
Emily Rentz  
[citrus@floridacirclek.org](mailto:citrus@floridacirclek.org)

Everglades Lieutenant Governor  
Matthew Moran  
[everglades@floridacirclek.org](mailto:everglades@floridacirclek.org)

Goldcoast Lieutenant Governor  
Kristin Draulans  
[goldcoast@floridacirclek.org](mailto:goldcoast@floridacirclek.org)

Panhandle Lieutenant Governor  
Alyson Mizanin  
[panhandle@floridacirclek.org](mailto:panhandle@floridacirclek.org)

Suwannee Lieutenant Governor  
Tamara Barnes  
[suwannee@floridacirclek.org](mailto:suwannee@floridacirclek.org)