

[Test]:An incentive for Key Club updates!

From Key Club International <keyclubinfo@marketing.kiwanis.org>

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To Sarah Moreland <smoreland@kiwanis.org>



The 2025-26 Key Club year has arrived, so it's time to update your membership information and pay members' dues. In fact, we have an incentive:

If you update your membership roster *and* pay for at least 11 of your members' dues by November 1, 2025, you'll receive early-bird benefits — including a special patch, social media and newsletter recognition, and the opportunity to win fun prizes!

Clubs with at least 11 members' dues paid by November 1 will be entered into a drawing to win fun Key Club merch.

One club will receive the grand prize, valued at over US\$800: a free room at the Hilton Anatole for the 2026 Key Club International Convention in Dallas, Texas, U.S.!

Follow Key Club on [Instagram](#) or [Facebook](#) to learn more.

Kiwanis has a new membership platform and invoice process this year. Before you start, we recommend you [watch this](#)

video tutorial, which takes you step by step through the process.

To remain an active club in good standing, complete the following steps below **by December 1, 2025**:

1. **Gather updated information** from each new member, including email addresses and expected year of graduation. *Email addresses allow members to receive bimonthly newsletters and important information about scholarships and training opportunities. It's also how members access the Global Leadership Certificate.*

2. **Update club officers** by logging into [Kiwanis Engage](#) and visiting the "Leadership Roles" tab. Current Key Club presidents, secretaries and treasurers — as well as Kiwanis or faculty advisors — should work together to ensure the correct officers are listed for the new year. *Once you have updated your list of club officers, the Key Club secretary, president or treasurer can update club membership.*

3. **Update club membership** on the "Members Admin" tab by:

- Removing members from previous years who are not continuing with the club.
- Adding new members.
- Editing details for returning members if necessary.

Do not delete returning members. Remove only unpaid members or those who aren't returning. Never replace your entire roster with "new" members — this jeopardizes scholarship and award eligibility.

4. **Your club invoice** will be generated within 24 hours of when you update your club membership.

5. **Log back into Kiwanis Engage to submit payment** online, or print an invoice and pay by check from the "Finances" tab. *Remember to pay for at least 11 members by November 1, 2025, to receive a patch and recognition for your club!*

In addition, make sure that all of your club's advisors are receiving the Key Club newsletter. We have **increased the training opportunities for advisors**, and we don't want you to miss critical news and updates. If a faculty advisor or Kiwanis advisor isn't receiving Key Club communications, first confirm that their email address is correct in your club's roster, and that they're designated as an advisor. If both of these are accurate for anyone not receiving the newsletter, email communications@kiwanis.org for further assistance.

Thank you for supporting Key Club — the oldest and largest student-led service organization for high school students. Your club's participation helps us continue to provide a place for teens to develop leadership through service. If you have any questions, email us at memberservices@kiwanis.org.

Yours in service,
Kiwanis Service Leadership Programs

PS: Don't forget to celebrate Key Club's 100th birthday this year!

Connect with us!
#KeyClub



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