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To: Key Club Faculty Advisors and Sponsoring Kiwanis Clubs  
From: John Shertzer, Chief Programs Officer  
RE: New Member Update Center for Key Club  
Date: September 1, 2012

Greetings from Kiwanis International! Normally, this letter would include a password to the Member Update Center so that you can go online and complete information about your club and members. We are excited to debut a brand new online system this year for Key Club, Circle K, and Aktion Club that will have the following features:

- Faster processing and a smoother interface for users.
- The ability to add or delete several members at once.
- Faculty Advisors will be able to login with their email address and then create their own password.
- Key Club and CKI members will eventually be able to access and edit their own information, thus keeping the system more current.
- Many of the current features that people like, such as exporting rosters to excel, will be maintained.

We are anticipating that the system will be ready no later than October 1 of this year. This is a couple of weeks later than usual, but the extra time is needed to ensure the system runs smoothly. I would suggest you take the following steps in advance of October 1, so that you are ready to go as soon as we are.

1. Make sure you have collected the following information from club members:
  - First Name, Last Name
  - Email address (**required this year**)
  - Graduation year
2. Make sure you know the following general information as well:
  - School Name (and NCES number if it's a high school), phone number, and mailing address
  - Kiwanis Advisor name, phone number, and email address
  - Sponsoring Kiwanis club name
  - Club website
  - Meeting day and time
  - Club Officers (President, Vice President, Secretary, Treasurer, Bulletin Editor)

Once the system is accessible on October 1, you can enter this information online. PLEASE DO NOT MAIL IN PAPER ROSTERS OR INFORMATION. A couple of other things to note:

- We will create a training video to help you navigate the features of the new system. The video will be posted by September 17 at [www.kiwanisone.org/advisor](http://www.kiwanisone.org/advisor).
- To receive an early bird patch, information must be submitted **and** payment received by November 1.

We think this system will make your job easier and give us better data. Thank you for your understanding as we transition to the new system and as always, thank you for your service to Kiwanis and our outstanding Service Leadership Programs!

cc: Key Club District Administrators  
Kiwaniis District Secretaries