



Plannin^g Meetings, Settin^g Member Information, and Payin^g Dues

Your First Meeting

Often referred to as a callout meeting, you would want to bring in as many people as you can to get them interested.

Make it fun: show them what Key Club is about.

Plan your meeting on a set agenda: [Click to Download](#)

Make sure to keep the people who come extremely engaged and excited for the following year.

Receive Member Information

Member Information is vitally important and will be utilized throughout the year and also in your membership updates while paying dues.

Use a member file and print them out for members to fill out: [Click to Download](#)

Know all of your members and make sure that their dues are paid with the files.

Paying Dues & Membership Updates

Paying dues and updating your members on the roster are "Key" to positive District-Club relations

The process is fairly simple to update and pay dues

Video [Here](#)

Step-by-Step on Website [Here](#)