



## 2022-2023 Dues Payment Instructions

### Breakdown of Costs

International Dues: \$24/member

District Dues: \$8/member

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**Total Dues: \$32/member**

### Due Date

Early Bird: December 1, 2022

**Final Chance: February 1, 2023**

### Submitting Dues through the MUC

1. Gather information about your current members in order to update your club's roster in the Membership Update Center (MUC).
  - a. First and last name
  - b. Email address
  - c. Graduation year
  - d. Gender
  - e. Shirt Size (Not needed for the MUC, but good to have for future reference!)
2. Access the MUC.
  - a. If it's your first time logging into the MUC, click "Set your password here."
  - b. Be sure that you're using the email address you provided when becoming a member.
  - c. If you do not have access, let your club and/or Kiwanis advisor know.
3. Update your club's roster with the information you collected from Step 1.
4. Create an Invoice within the MUC.
  - a. Be sure that your roster is 100% accurate and up-to-date. The total amount on the invoice will be generated from the numbers on your roster.
5. Complete electronic payment.