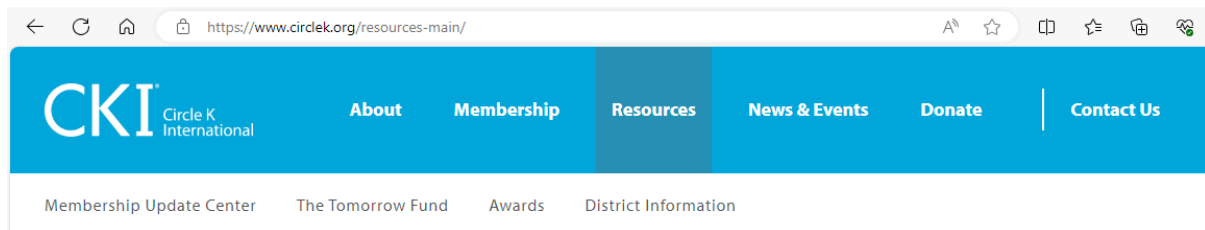




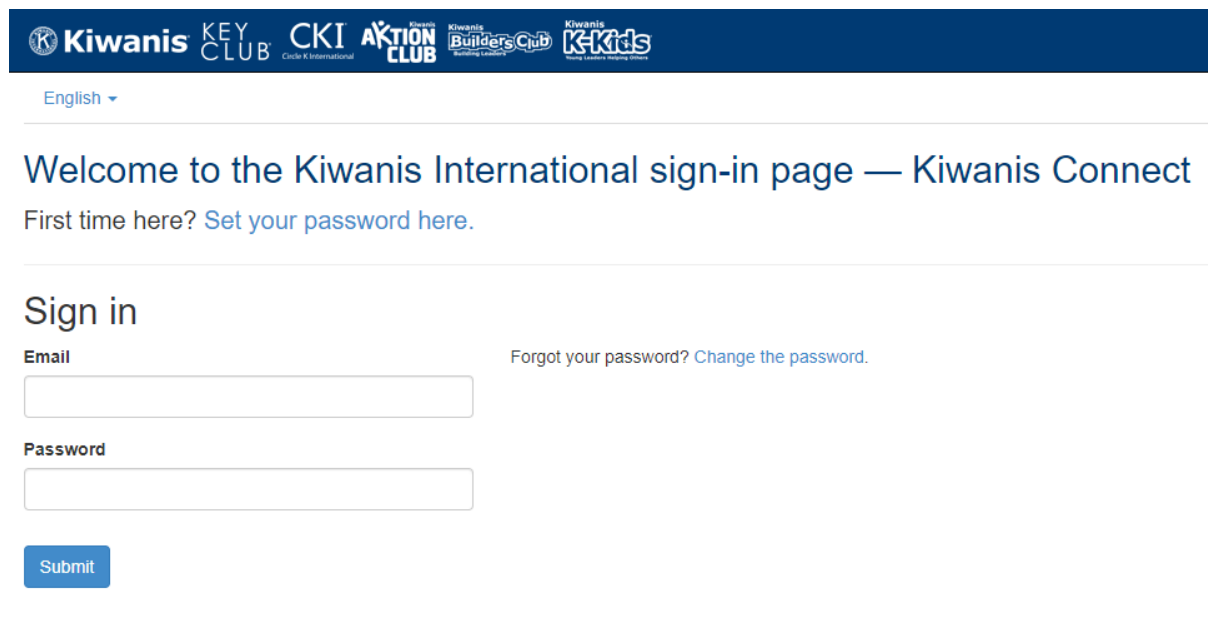
MEMBERSHIP UPDATE CENTER (MUC) OVERVIEW

Go to www.circlek.org. Click on Resources, then the Membership Update Center.

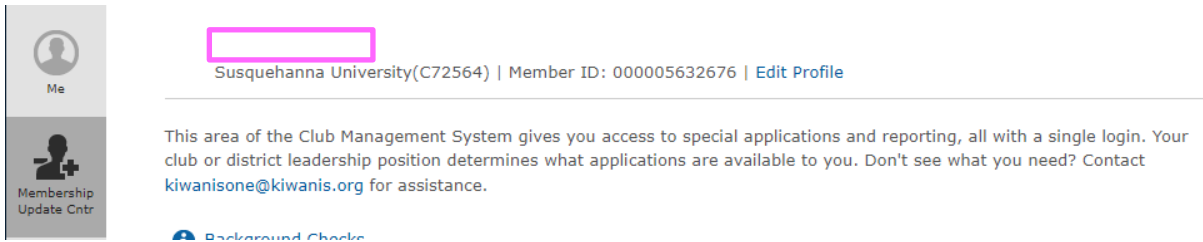


You will be taken to the following website. Log in using the email you provided when you paid dues. If you are unable to log in, please contact one of the following people:

- District Governor Aisling McShane – governor@pacirclek.org
- District Secretary/Treasurer Joel Jaskolski – secretary@pacirclek.org
- District Administrator Brett Cutright – administrator@pacirclek.org



After you log in, on the next screen click on the Membership Update Cntr button.



Me

Susquehanna University(C72564) | Member ID: 000005632676 | [Edit Profile](#)

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact kiwanisone@kiwanis.org for assistance.

[Background Checks](#)

On the Membership Update Center page, you can review your club information to make sure it is still accurate (Dashboard tab). Note that if there was a change in your advisor, you will have to send an email to Member Services at Kiwanis International. You can also update your officers for the new year.

- Dashboard
- Members
- Finances

Membership Update Center

The following club officers and advisors have access to update your club's membership information.

- Aktion Club: Aktion Club President, Aktion Club Secretary, Aktion Club Treasurer, Facility Advisor, Kiwanis Advisor
- Circle K: CKI Club President, CKI Club Secretary, CKI Club Treasurer, Faculty Advisor, Kiwanis Advisor
- Key Club: Key Club President, Key Club Secretary, Key Club Treasurer, Faculty Advisor, Kiwanis Advisor

Club Info

Club Name	Susquehanna University (C72564)
District	Pennsylvania
Club Status	Active
Club Charter Date	April 22, 1997
Sponsors	Sunbury (K00450)

Contact Info

Club Address	514 University Ave Campus Activities Selinsgrove, PA USA 17870
Phone Number	
Sponsoring Organization Website	+

Financial

Amount Owed	\$34.00
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Advisors

Advisor	+
If the advisors information listed above is incorrect, please send a detailed email to memberservices@kiwanis.org explaining the changes needed.	

Meeting Location

Add location	+
Meeting location	🗑 ✎
Susquehanna University 514 University Ave Selinsgrove, PA 17870 USA	
Day: WE Time: 06:00PM	

Club Officers

2024 - 2025 (Current Year)	v
President	+
Vacant	
Vice President	+
Vacant	
Secretary	+
Vacant	
Treasurer	+
Vacant	

On the Members tab, you can add and delete members from your roster. You will have to delete any people from your roster who graduated or are no longer a member of your club or the invoice will include them on the balance due. If you have an influx of new members, there is a bulk add option to utilize.


Dashboard **Members** Finances


Add New Member Bulk Add Members Deletion History

Club Members

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.

Export To Excel

Graduation Year:
Select All 

#	Last name	First name	Member Id	Email	Gender	Grad Year	Details	Edit	Delete
1									<input type="checkbox"/>
2									<input type="checkbox"/>

After you have updated your membership list, click on the Finances tab. This will create your club's invoice to pay your dues. You can either print the statement and pay by check or pay online with a credit card. Please do not send any cash to International. If you choose to pay by check, the invoice will have the mailing address for the check.

Dashboard Members **Finances**

Unpaid Orders

Finances: View the open orders for your club.
Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.

	Order No.	Order Date	Statement Date	Amount
<input type="checkbox"/>	9000866931	9/4/2023	10/1/2023	USD 34.00
				Balance Due: 34.00

Print Statement and Pay by Mail Pay Online by Credit Card

As a reminder, you can pay dues more than one time a year. For example, you can collect dues and pay in October, continue to collect dues, and pay in November, and so on. If you have any questions on this process, please contact the District Governor, District Secretary/Treasurer, or District Administrator.