



MEMBERSHIP INFORMATION PROCESSING INSTRUCTIONS

ALWAYS BE SURE THE FOLLOWING INFORMATION IS COMPLETED AT THE TOP OF EACH FORM:

CLUB NAME, KEY NUMBER, DISTRICT NAME OR NUMBER, STATE/PROVINCE, COUNTRY, AND TYPE OF TRANSACTION BEING SUBMITTED.

Complete and return for the following reasons:

1. New Member Add – Complete all information as requested on form and submit with the appropriate International and district fees. Please contact the district or International office for current fee(s).
2. Honorary membership and nonmember subscriptions – Submit with the appropriate fees: Honorary member: US and Canada, \$10.00 (USD), all others, \$12.00 (USD). Nonmember subscriptions: \$18.00 (USD). Note: an honorary member is only added to Kiwanis International records when accompanied by the appropriate fee as indicated.
3. Deletion – Fill in the member name, ID number, date and reason for deletion. Please indicate the “deceased” date when reporting a deceased member.
4. Change of Address – Fill in the new address, city, state or province, country and zip or postal code and other information.
5. Name Change – Fill in correct spelling of member’s name: last name followed by first name and middle initial.
6. Additions or changes in your membership records as indicated above should be mailed to Kiwanis International, Attn: Member Services, 3636 Woodview Trace, Indianapolis, Indiana 46268 as soon as they occur to avoid delay in delivery of the KIWANIS magazine. Be sure to submit one copy to the district office and maintain one copy for the club’s file.
7. Transfer of membership – Fill in member name, ID number, and information requested in the transfer member section. In the delete section, enter the effective date that the member will be leaving your club. Please give one copy of this form to the member to be given to the club into which he or she is transferring. The club into which he or she is transferring must send in the member information form within 6 months of the transfer for the processing fees to be waived.
8. Do not submit changes in membership status to “senior” status. This is an internal club classification only. The member remains as “active” status in Kiwanis International records.
9. It is very important that the information you are providing is either printed or typed to ensure proper recording.

For further assistance, please call 1-800-KIWANIS (800-549-2647) or 317-875-8755, extension 390.