



# KIWANIS MEMBERSHIP INFORMATION

PLEASE TYPE OR PRINT

KIWANIS CLUB	KEY NUMBER	DISTRICT NAME OR NUMBER	STATE/PROVINCE	COUNTRY
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### PLEASE CHECK ONE

- NEW OR FORMER MEMBER ADD     
  MEMBER DELETE     
  MEMBER TRANSFER  
 MEMBER INFORMATION CHANGE     
  HONORARY MEMBERSHIP     
  NON-MEMBER SUBSCRIPTION

MEMBERSHIP ID NUMBER		KIWANIS LIFE MEMBER YES NO		KIWANIS LIFE MEMBER NUMBER		DISTRICT LIFE MEMBERSHIP YES NO				
MULTIPLE MEMBERSHIP YES NO		IF YES, CLUB NAME		KEY NUMBER		MEMBER ID NUMBER		DATE JOINED (MONTH/DAY/YEAR)		
LAST NAME				SUFFIX	FIRST NAME			MIDDLE INITIAL	PREFIX	
GENDER M F	DATE OF BIRTH		HOME PHONE			PREFERRED EMAIL ADDRESS				
HOME ADDRESS			CITY			STATE/PROVINCE		COUNTRY	ZIP/POSTAL CODE	
BUSINESS NAME				TITLE/POSITION		BUSINESS ADDRESS				
CITY		STATE/PROVINCE	COUNTRY	ZIP/POSTAL CODE		FAX NUMBER		BUSINESS PHONE		
SPOUSE NAME		IS SPOUSE A MEMBER YES NO		IF YES, CLUB NAME			KEY NUMBER	MEMBER ID NUMBER		
SEND KIWANIS MAIL TO: <input type="checkbox"/> HOME <input type="checkbox"/> WORK							SPOUSAL MAGAZINE CREDIT YES NO			

### CHECK ONE BLOCK PER CATEGORY

#### PRIMARY EMPLOYMENT Codes

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> 1 Banking/Finance      | <input type="checkbox"/> 11 Legal                 | <input type="checkbox"/> 21 Real Estate    | <input type="checkbox"/> 31 Agriculture |
| <input type="checkbox"/> 3 Communications/Media | <input type="checkbox"/> 13 Manufacturing (Heavy) | <input type="checkbox"/> 23 Religion       | <input type="checkbox"/> 94 Other _____ |
| <input type="checkbox"/> 5 Construction         | <input type="checkbox"/> 15 Manufacturing (Light) | <input type="checkbox"/> 25 Retail         |   |
| <input type="checkbox"/> 7 Education            | <input type="checkbox"/> 17 Medical               | <input type="checkbox"/> 27 Transportation |   |
| <input type="checkbox"/> 9 Government           | <input type="checkbox"/> 19 Nonprofit             | <input type="checkbox"/> 29 Wholesale      |   |

#### JOB CLASSIFICATION Codes

- |  |  |
|--|--|
| <input type="checkbox"/> N Elected       | <input type="checkbox"/> S Supervision |
| <input type="checkbox"/> O Management    | <input type="checkbox"/> T Technical   |
| <input type="checkbox"/> P Partner/Owner | <input type="checkbox"/> V Retired     |
| <input type="checkbox"/> Q Professional  | <input type="checkbox"/> X Other _____ |
| <input type="checkbox"/> R Sales         |  |

#### EDUCATION ATTAINED Codes

- |   |   |
|---|---|
| <input type="checkbox"/> A Grade School                 | <input type="checkbox"/> F Master's Degree              |
| <input type="checkbox"/> B High School                  | <input type="checkbox"/> G Graduate Professional Degree |
| <input type="checkbox"/> C Technical/Business School    |   |
| <input type="checkbox"/> D Associate Degree (2 yrs)     |   |
| <input type="checkbox"/> E Baccalaureate Degree (4 yrs) |   |

College/University Attended \_\_\_\_\_ Other Affiliations \_\_\_\_\_

Offices/Positions Held (if any) \_\_\_\_\_

PLEASE NOTE: FOR MEMBERSHIP STATISTICS ONLY. KIWANIS INTERNATIONAL DOES NOT PROVIDE MEMBERSHIP INFORMATION TO THIRD PARTIES.

If you are a former member  Kiwanis  Key Club  Kiwanis Junior  Circle K  Aktion Club  K-Kids  Builders Club

Club Name \_\_\_\_\_ Former ID Number \_\_\_\_\_

Date Joined \_\_\_\_\_ Date Left \_\_\_\_\_

### PLEASE COMPLETE THIS SECTION ONLY IF DELETING A MEMBER

Effective date (MM/DD/YYYY) \_\_\_\_\_

Check reason for delete - Codes

- |                                       |  |   |  |  |
|---------------------------------------|--|---|--|--|
| <input type="checkbox"/> A Attendance | <input type="checkbox"/> B Business Pressure | <input type="checkbox"/> D Deceased     | <input type="checkbox"/> G Other _____ |  |
| <input type="checkbox"/> H Health     | <input type="checkbox"/> I Lack of interest  | <input type="checkbox"/> L Lack of time | <input type="checkbox"/> M Moving      | <input type="checkbox"/> P Non payment of dues |

### PLEASE COMPLETE THIS SECTION ONLY IF MEMBER IS TRANSFERRING TO ANOTHER KIWANIS CLUB

Effective Date (MM/DD/YYYY) \_\_\_\_\_ Dues paid through \_\_\_\_\_ (Date)

Club transferring to - Club Name \_\_\_\_\_ Key Number \_\_\_\_\_ District \_\_\_\_\_

NOTE: PLEASE GIVE ONE COPY OF THIS FORM TO MEMBER TO BE GIVEN TO THE CLUB TO WHICH HE OR SHE IS TRANSFERRING.

# 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 section. Please give one copy of this form to member to be given to the club to which he or she is transferring. Indicate when his/her dues are paid through.
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.