



Kiwaniis®

Service Leadership Programs

Membership Update Center Frequently Asked Questions

What is the purpose of the Membership Update Center?

The Membership Update Center (MUC) is the system that Aktion Clubs, Circle K clubs, and Key Clubs use to add and/or delete members from their club rosters. Using the system ensures that Kiwanis International has the most up-to-date information, that new members receive their materials, and that proper billing can occur.

Who has access to the system?

For Key Clubs and Circle K clubs, access is granted to the faculty advisor and the club secretary. For Aktion Clubs, access is granted to the agency/facility advisor and the sponsoring Kiwanis club advisor. The email addresses for these individuals is how they gain access to the system.

How do I get a password?

Logging into the MUC requires an email address. The first time you log-in, click on "Register/Reset Password" and enter your email address when prompted. You will then be emailed a link to set up a password.

I am the faculty advisor and/or club secretary and it's not letting me login with my email? What should I do?

Contact member services at Kiwanis International (memberservices@kiwanis.org). Likely we have your email entered incorrectly or an advisor change was not reported last year.

What if our club currently does not have a faculty advisor or club secretary?

The easiest thing to do is to elect or appoint someone as club secretary as soon as possible, and then email member services at Kiwanis International to report their information. That person will then be able to log in.

Why do you require email addresses for Key Club and Circle K members?

We are asking your dues-paying club members to provide it, so that we can send them the communications that are their benefits of membership. In this digital age, Key Club and CKI have moved many resources into electronic forms. For example, all issues of the CKI magazine and all but one of the Key Club magazines are now provided electronically. In short, an email address is how these members receive their membership benefits. The member email addresses and other contact information will NEVER be provided to external entities. They will be used only by Key Club/CKI staff for Key Club/CKI purposes. This is required by Kiwanis International policies.