



## New Member Checklist

**Member Name** \_\_\_\_\_  
**Street** \_\_\_\_\_  
**City, State, ZIP** \_\_\_\_\_  
**Phones** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Date Joined:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

	<b>Who</b>	<b>Date</b>
<b>Complete application.</b>	<b>VPM</b>	
• Provide dues explanation.		_____
• Check for completeness (Fill in sponsor).		_____
• New member signature.		_____
• Club officer signature.		_____
• Present Club Handbook.		_____
• Present Temporary Manual.		_____
<b>Process Application</b>	<b>Treas</b>	
• Collect Payment.		_____
• Copy application for VPM, VPE, Secretary, and new member.		_____
• Send application to Toastmasters International.		_____
<b>Vote to accept member.</b>	<b>Pres</b>	
• Hold induction ceremony.		_____
• Present Toastmasters pin and membership card.		_____
<b>Conduct orientation.</b>	<b>VPE</b>	
• Assign mentor. _____		_____
• Explain meetings.		_____
• Explain Club organization.		_____
• Explain advancement.		_____
• Determine member's needs.		_____
• Schedule first speech.		_____