

# Charter Membership Application



Prospective members should follow the instructions provided below for becoming a charter member.

1. Completely fill out and sign the **Charter Membership Application**.
2. Completely fill out and sign the **Payment Information** document.
3. Submit both completed and signed documents to the club correspondent.

For questions, please contact [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org).

## MEMBERSHIP APPLICATION

Club number (if known) _____ Club name _____ Club city _____  Last name/Surname _____ First name _____ Middle name _____  The monthly <i>Toastmaster</i> magazine will be sent to the following address: <span style="float:right;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>  Company/In care of _____  Address line 1 (limit 35 characters) _____  Address line 2 (limit 35 characters) _____  City _____ State or province _____  Country _____ Postal code _____  Email address _____  Home phone number _____ Mobile phone number _____ Work phone number _____	<h3>Membership Type</h3> <input type="checkbox"/> New <span style="margin-left: 100px;"><input type="checkbox"/> Reinstated (break in membership)</span> <input type="checkbox"/> Dual <span style="margin-left: 100px;"><input type="checkbox"/> Reinstated (break in membership)</span> <input type="checkbox"/> Transfer (If applicant is transferring from another club, please fill in the three lines below.) _____ Previous club name _____ _____ Previous club number _____ _____ Member number _____
	<h3>New Member Kit Preference</h3> <input type="checkbox"/> English <span style="margin-left: 100px;"><input type="checkbox"/> 日本語</span> <input type="checkbox"/> العربية <span style="margin-left: 100px;"><input type="checkbox"/> Español</span> <input type="checkbox"/> 繁體中文 <span style="margin-left: 100px;"><input type="checkbox"/> Português</span> <input type="checkbox"/> Français <span style="margin-left: 100px;"><input type="checkbox"/> Accessible PDF on CD for the visually impaired (English only)</span> <input type="checkbox"/> Deutsch <span style="margin-left: 100px;"></span> <input type="checkbox"/> 简体中文 <span style="margin-left: 100px;"></span>

### Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable.

**1. New member fee (US\$20)** US\$ \_\_\_\_\_  
 Paid only by new members, this fee covers the cost of the New Member Kit and processing

**1a. California clubs add sales tax (US\$1.60)** US\$ \_\_\_\_\_

**2. Membership dues (US\$45 or US\$33.75 if undistricted)** US\$ \_\_\_\_\_

**3. Renewals (optional)**  
 Pursuant to the Bylaws of Toastmasters International, although you are submitting 6 months of dues at time of charter, Toastmasters clubs are required to remit membership payments semiannually in April and October. Clubs chartering in September or March may wish to submit their renewal dues now to avoid having to collect dues from each member twice in two months. If your club charters in the months of October through March, your next dues renewal is due April 1st. If your club charters in the months of April through September, your next dues renewal is due October 1st. Based on the month your club charters the amount of dues renewal per member is as follows:

**4. Total of 1, 1a, 2, and 3** US\$ \_\_\_\_\_

		DISTRICTED	UNDISTRICTED
<input type="checkbox"/> October	or <input type="checkbox"/> April	US\$45.00 \$ _____	US\$33.75 \$ _____
<input type="checkbox"/> November	or <input type="checkbox"/> May	37.50 _____	28.13 _____
<input type="checkbox"/> December	or <input type="checkbox"/> June	30.00 _____	22.50 _____
<input type="checkbox"/> January	or <input type="checkbox"/> July	22.50 _____	16.88 _____
<input type="checkbox"/> February	or <input type="checkbox"/> August	15.00 _____	11.25 _____
<input type="checkbox"/> March	or <input type="checkbox"/> September	7.50 _____	5.63 _____

### Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot charge credit card payments for club dues.

International Fees and Dues US\$ \_\_\_\_\_  
 (from line 4 above)

Club new member fee \_\_\_\_\_

Club dues \_\_\_\_\_

Total payment to club \_\_\_\_\_

## Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

By submitting this application, I agree to the collection, use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify [addresschanges@toastmasters.org](mailto:addresschanges@toastmasters.org) of any change to my personal information and make requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes and that the failure to provide this information may prevent my application from being properly processed or the inclusion of my contact information in the members directory.

## Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above and certify that I am 18 years of age or older, in compliance with the Toastmasters Club Constitution for Member Clubs of Toastmasters International.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

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Applicant's signature

Date

Club officer's signature

Date

In order for this application to be valid, both signatures are required.

## A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

## Verification of Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

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## CLUB OFFICER

Please keep a copy for your club's records. Questions should be directed to the New Clubs department: [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org).

The club correspondent must follow the instructions below once the **Charter Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Charter Membership Application**.
2. Submit the **Charter Membership Application** and **Payment Information** documents to the club correspondent.
3. After receiving confirmation that Toastmasters International has received and processed the **Charter Membership Application** and **Payment Information**, the club correspondent must:
  - a. Retain the applicant's **Charter Membership Application** with other club charter documentation
  - b. Submit all completed charter documents and payments to the New Clubs team using one of the methods below:

**Email:** [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

**Fax:** +1 949-858-1207

**Mailing Address:** Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690, USA

**Courier Address:** Toastmasters International, 23182 Arroyo Vista, Rancho Santa Margarita, CA 92688, USA

## PAYMENT INFORMATION

### Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 4 on page 1). World Headquarters does not collect club dues.

**MasterCard**

**Visa**

**AMEX**

**Discover**

US\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Name on card

\_\_\_\_\_  
Signature

**Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Check or money order number

**Other**

\_\_\_\_\_  
Other