



**ADDITIONAL INFORMATION YOUR CLUB MAY NEED:**

HOME PHONE NUMBER:

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WORK PHONE NUMBER:

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FAX NUMBER:

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<b>CLUB DUES WORKSHEET</b>	
International fees and dues: (from line 3 on front)	\$ _____
Club New Member Fee:	_____
Club Dues:	_____
Total:	\$ _____

WORK ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**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, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible 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, 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.

**A TOASTMASTER'S PROMISE**

As a member of Toastmasters International and my Club, I promise . . .

- To attend all Club meetings regularly;
- To prepare all of my speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program 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 educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

**Toastmasters International**

P.O. Box 9052, Mission Viejo CA 92690, USA  
Telephone: (949) 858-8255 • Fax (949) 858-1207  
<http://www.toastmasters.org>

# REPORTING MEMBERS TO WORLD HEADQUARTERS

## DISTRICTED CLUBS

Ensuring that new members receive their New Member Kit quickly is one of the highest priorities at Toastmasters International's World Headquarters. To ensure timely processing, please complete the forms neatly and accurately. Just follow the instructions. The answers to common questions appear on this page.

If you need more forms, clarification or additional information, please telephone the World Headquarters' membership department at (949) 858-8255 or write to Toastmasters International; PO Box 9052; Mission Viejo, CA 92690 USA.

New members (including transfers and reinstated members) should be reported promptly and properly to World Headquarters. The Bylaws of Toastmasters International require that members be reported promptly and that their dues be paid on a prorated basis. Use the following methods for reporting:

Do not use these forms for charter members. Reporting membership for new Clubs must be done by completion of the Charter Membership List (Part B) found in the forms kit for new Clubs.

### NEW MEMBERS

Whenever a new member joins your Club, the Club must send to World Headquarters an Application for Membership, the \$16.00 New Member Fee (for educational supplies and processing) and \$3.00 per month for membership fees (starting with the month of admission and ending on the last month of the current semiannual report period). (**Note:** 7.75% sales tax will be charged on the New Member Fee for all Clubs meeting in the state of California.)

Example: A new member joins in December. The next semiannual report date is April 1. The Club sends to World Headquarters a \$16.00 service charge plus \$3.00 for each month from December to March 31 (4 months – \$12.00), for a total of \$28.00.

The Application has a schedule of membership payments based on the month the new member joined the Club. Please ensure the dues calculation is correct. When a Club sends an Application for Membership to World Headquarters, the Club is financially responsible for the charges.

Mail applications to World Headquarters promptly so new members will quickly receive the New Member Kit and will begin receiving monthly *The Toastmaster* magazine. World Headquarters mails this kit within 48 hours of receipt of the Application for Membership, proper dues and New Member Fee. **The first issue of the magazine will arrive 6-8 weeks after receipt of application.**

Please print the full name of the new member on the application. Include the name of the Toastmaster sponsoring this new member as well as the sponsor's home Club (should he/she belong to more than one Club).

Be sure the sponsor's name is the same as it appears on the Toastmasters International magazine label.

### TRANSFERRED OR REINSTATED MEMBERS

For reinstated members, send to World Headquarters the \$3.00 per month membership fees as shown on the payment schedule on the Application for Membership.

*Do not* send to World Headquarters the \$3.00 per month membership fees for transferred members if the transferred member has a letter from the previous Club stating dues have been paid to World Headquarters for the current semiannual period. The Club should submit this letter with the member's Application for Membership. The number of the Club from which the member is transferring must be given. Transferred and reinstated members do not pay the New Member Fee and do not receive the New Member Kit.

### DUAL MEMBERS

People who wish to be members of more than one Club, with full voting and participation rights in each, must submit international fees for each Club. These dual members are exempt from the New Member Fee and will not receive new member material. They will, however, receive *The Toastmaster* magazine.

