

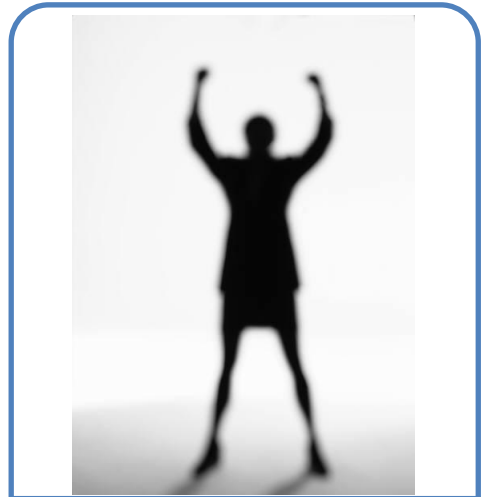
Toastmasters New Club Development



WHY WE NEED NEW CLUBS?



Toastmasters



AREA/AG



NEW CLUBS





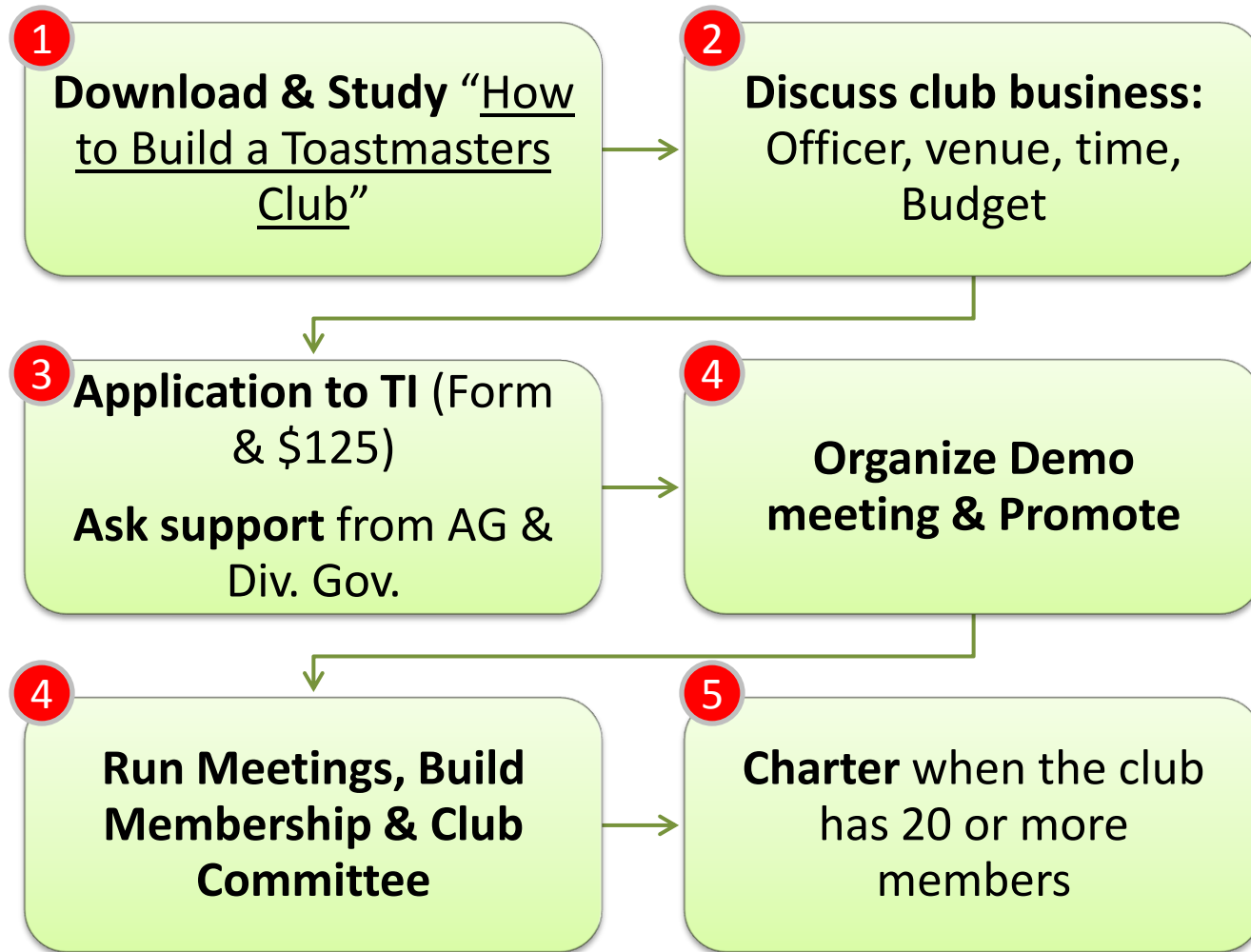
CORPORATE

ORGANIZATION

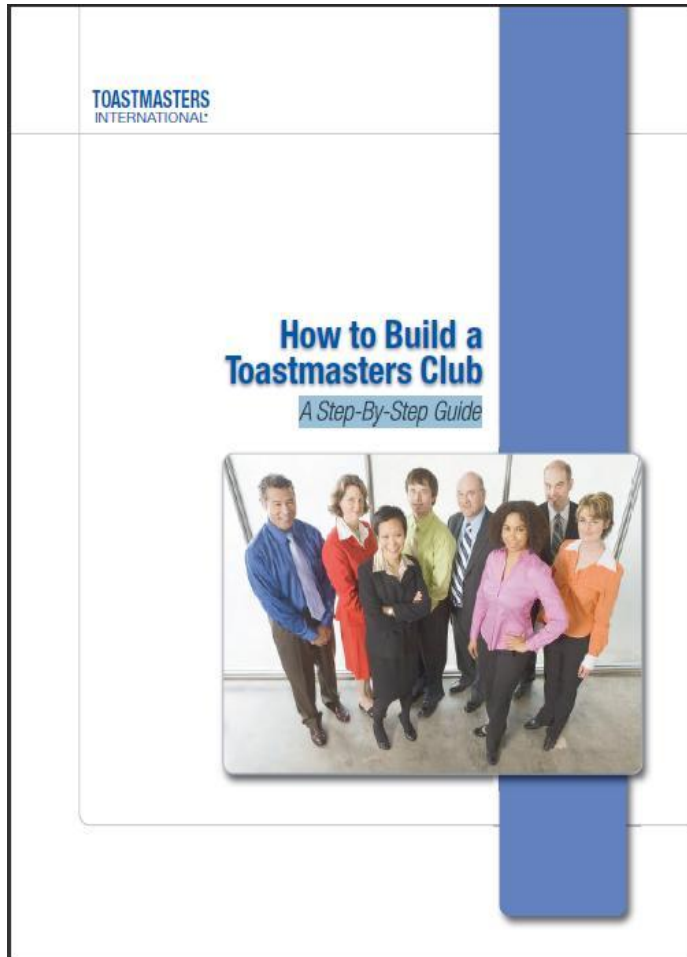
COLLEGE

COMMUNITY

Steps to build a new club



1. Download & Study



- Download manual “[How to Build a Toastmasters Club: A Step-by-Step Guide](http://www.toastmasters.org/build)” from <http://www.toastmasters.org/build>
- Ask Area Governor to support (find club sponsor, mentor, provide information, guidance & support)

2. Discuss club business



- 1) To discuss:
 - meeting venue, time, date & frequency
 - club budget and membership fee
 - club sponsor, mentor and/or sponsor club (ask support from District 85)
 - club business and **officers' roles**
- 2) Prepare club flyer, develop club webpage/blog(optional)
- 3) Encourage the project initiator and key persons to visit other established clubs



3. Application to Organize



Application to Organize a Toastmasters Club

Send completed forms and payment to:
23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA
PO Box 9052 • Mission Viejo, CA 92690 USA • Phone: 949-858-8255 • Fax: 949-858-1207

The undersigned applicant club hereby applies for membership in Toastmasters International in accordance with Article III, Section 3, of the Articles of Incorporation and Bylaws of Toastmasters International and requests permission to organize a Toastmasters club in: City _____
State/Province _____ Country _____ Date _____.

It is understood that such permission when granted will give this group the right to use the name, procedures and materials of Toastmasters International as a provisional club for twelve (12) months from the date received by World Headquarters.

It is agreed that the right to use the Toastmasters emblem, the name Toastmaster or Toastmasters shall be conditioned upon permission for such use being granted by Toastmasters International; such use shall be discontinued if Charter is not granted, or if applicant club shall be required to do so at any time in the future for cause by Toastmasters International.

In order to qualify for a charter, a club must have a minimum of 20 members, 17 of whom cannot belong to another Toastmasters club.*

All Toastmasters clubs must meet the following minimum requirements: meet at least twelve (12) times per year; have members give oral speeches and give and receive oral evaluations; and give members the opportunity to develop and practice leadership skills.

Membership in a Toastmasters club is by invitation only, and is subject to a vote by the members of the club. No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against, in the conduct of official Toastmasters programs, because of age (except those persons under 18 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own efforts, is able to participate in the program.

If granted, the Charter and membership may be revoked by Toastmasters International for cause including, but not restricted to: conduct unbecoming a Toastmasters club; failure to remain in good standing with Toastmasters International; or abandonment of the Charter and membership by applicant club.

As club correspondent and on behalf of the applicant club, I agree to the terms and conditions listed above.

Signed, _____ Date _____.

Please type or print the following information:

Correspondent or President's Name _____

Company Name (if applicable) _____

Address Line 1 _____

Address Line 2 _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

Phone _____

E-mail _____

*Except in the case of advanced clubs where dual membership is a prerequisite.

Please make 1 copy of this document and mail to World Headquarters.
Keep the original in your club's permanent records.

Page 1 of 2 - Both pages are required to process application

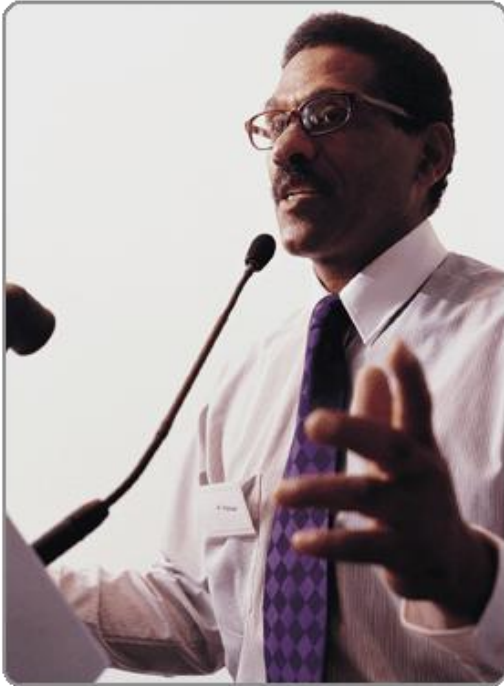
- Mail to newclubs@toastmasters.org
- Pay **\$125** to TI
 - ✓ 20 new member kits
 - ✓ Club Officer suit
 - ✓ Other material

4. Organize Demo meeting & Promote



- ✓ Prepare Demo meeting (role takers, agenda, SAA equipment, PR material, etc.)
- ✓ Q&A of the club
- ✓ Announce date, time & place of the next meeting

5. Run Meetings, Build Membership



- 1) Assign and train the role takers, prepare club meetings and maintain high quality
- 2) Promote club and recruit new members
- 3) Build club committee, train club officers



- Forms to : newclubs@toastmasters.org
- Pay to TI:
 - ✓ New member fee \$20
 - ✓ Membership dues \$27(6months)



- **Quick response**
- **Verify the leads:**
 - Guest / TM/ Non-TM
 - Knowledge about TM (Communication & Leadership)
 - Passion & Seriousness
 - Support from decision maker

