

Instructions for Completing the Charter Membership List

PLEASE READ THESE DIRECTIONS CAREFULLY. BY FOLLOWING THEM, YOU WILL ENABLE US TO CHARTER YOUR CLUB IN A TIMELY MANNER.

1. Please TYPE or PRINT FULL NAMES. Use the Charter Member Application (Page 45) to compile this list. Keep the Charter Member Applications for your Club records.
2. Check with each member to obtain the mailing address he or she prefers. Most members prefer to receive their Toastmasters mail at their home.
3. Include ZIP CODE or POSTAL CODE for each member.
4. DO NOT submit Applications for Membership (Form 400) for members on this list. Use Form 400's for members joining AFTER this list has been submitted.
5. All members who are to be considered CHARTER MEMBERS must be included on this list. NEW members enrolled after submission of the list cannot be considered charter members.
6. If a charter member is a transfer or reinstated member from another Club, or a dual member retaining membership in another Club, be sure and indicate this as well as the previous Club number in each case. Transfer members should also submit a letter from the previous Club secretary stating the member is paid and in good standing. (Transfer, dual, or reinstated members do not need to pay the \$16.00 service charge unless they require educational materials.)
7. Remember: A Club must have at least 20 members (17 of whom cannot belong to another Club, except in the case of advanced Clubs where dual membership is an optional requirement) in order to apply for a charter.

YOUR CAREFUL ATTENTION TO THESE SUGGESTIONS WILL PREVENT DELAYS IN THE PROCESSING OF YOUR CHARTER.

Charter Membership Roster and Mailing List

WORLD HEADQUARTERS USE

Charter No. _____ District _____

Charter Date _____

Club Location _____

TYPE OR PRINT CLEARLY. Member's full name, mailing address and zip code. Check type of member.

1	_____ _____ _____	11	_____ _____ _____
2	_____ _____ _____	12	_____ _____ _____
3	_____ _____ _____	13	_____ _____ _____
4	_____ _____ _____	14	_____ _____ _____
5	_____ _____ _____	15	_____ _____ _____
6	_____ _____ _____	16	_____ _____ _____
7	_____ _____ _____	17	_____ _____ _____
8	_____ _____ _____	18	_____ _____ _____
9	_____ _____ _____	19	_____ _____ _____
10	_____ _____ _____	20	_____ _____ _____

Please make 2 copies of this document. Mail one to World Headquarters, one to your District Governor, and keep the original in your Club's permanent records.

Charter Membership Roster and Mailing List

21	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	31	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
22	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	32	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
23	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	33	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
24	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	34	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
25	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	35	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
26	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	36	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
27	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	37	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
28	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	38	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
29	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	39	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
30	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	40	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____

Application for Charter Membership

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Sex Male Female

Member Status New Dual Reinstated Transfer from Club _____

Manuals English French Spanish Japanese

Cassette Tape (visually impaired)

FEES:

New Member Fee
(New members only) \$ _____

Sales Tax; CA clubs only
add \$1.24 \$ _____

Dues \$ _____

Club New Member Fee \$ _____

Club Dues \$ _____

TOTAL \$ _____

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Your Toastmasters membership provides:

- ❖ a unique means of learning and improving your communicative abilities within an atmosphere of fellowship and fun with your fellow Toastmasters Club members;
- ❖ unlimited opportunities for personal and occupational advancement based on improved abilities and expanded experience;
- ❖ experience in leadership development through training and Club involvement;
- ❖ professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedure, audio-visual techniques, and conference and meeting procedures;
- ❖ The Toastmaster magazine – every month The Toastmaster provides new insights on communication techniques, ideas, and opinions;
- ❖ continuing practice and exposure to sound communication techniques;
- ❖ increased confidence, ability to organize logical thought and present it self-assuredly, and a better understanding of human relations; and
- ❖ affiliation with an internationally renowned educational organization.

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