

## **Instructions for Completing Charter Remittance Notice**

*PLEASE READ THESE DIRECTIONS CAREFULLY. ISSUANCE OF THE CHARTER WILL BE DELAYED IF THE AMOUNT REMITTED IS NOT CORRECT.*

1. Refer to the Membership Roster (Part B) to compute your membership totals.
2. All members new to Toastmasters must pay the \$16.00 service charge. Only members paying the service charge are entitled to receive educational materials. If dual, reinstated, or transfer members require educational materials, they should also pay the \$16.00 service charge.
3. All new, reinstated, and dual members pay six months' dues in advance. The club dues are then prorated at the next semiannual period. For example, if a club chartered in August, each member would be billed \$6.00 in October to cover the remainder of the October-March semiannual period. See Appendix D for the Worksheet for the Prorated Semiannual Report.
4. Transfer members do not have to pay additional fees at this time providing they are in good standing with their previous club for the current semiannual period. A letter from the club Secretary of the previous club should be submitted to this effect. If a transfer member is not in good standing, the per capita fee should be paid.
5. Incorrect calculation of charter fees can delay the issuance of your charter. Please have the President, Secretary, and Treasurer double-check all figures.
6. We suggest that the remittance check(s) be submitted with the charter forms rather than as a separate mailing. Sending checks separately will delay processing.



# Charter Membership Certificate and Remittance Notice (For Clubs Assigned to Districts)

Submitted by \_\_\_\_\_  
CLUB NAME

Toastmasters Club of \_\_\_\_\_  
CITY & STATE/PROVINCE COUNTRY

**WHQ USE ONLY**  
Charter No. \_\_\_\_\_ District \_\_\_\_\_

TO: The Board of Directors  
Toastmasters International

In compliance with the provisions of the Bylaws of Toastmasters International, we the undersigned President and Secretary of the above-named club, hereby certify that on this date the membership of this club is shown below, and that there is due Toastmasters International the amount shown in item 9 below.

**Note:** Minimum requirement for the issuance of a charter is 20 members (17 of which cannot belong to another club, except in the case of specialty and advanced clubs where dual membership is a prerequisite).

1. Number of *new* members listed on Membership Roster (Part B) \_\_\_\_\_.
2. Number of *dual or reinstated* members (also include transfer members if they are not presently in good standing with former club) \_\_\_\_\_.
- 2a. Number of *dual, reinstated, or transfer* members who require educational materials (must pay \$16.00 service charge) \_\_\_\_\_.
3. Total (add item 1 to item 2) \_\_\_\_\_.
4. Charter Fee (if not previously paid) \_\_\_\_\_ **\$95.00**
5. Service Charge: Number of members shown in item 1 and 2a @ \$16.00 \_\_\_\_\_
6. Sub Total: add lines 4 and 5 \_\_\_\_\_
7. California clubs add 7.75% sales tax: Line 6 x .0775 \_\_\_\_\_
8. Per Capita: Total number of members shown in item 3 @ \$18.00 \_\_\_\_\_
9. TOTAL AMOUNT ENCLOSED: Add lines 6, 7 and 8 \_\_\_\_\_

### METHOD OF PAYMENT

Check     Credit Card    MC    Visa    American Express    Discover    (CIRCLE ONE)

No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE:** Pursuant to the Bylaws of Toastmasters International, Toastmasters clubs are required to remit per capita payments semiannually in April and October. At the next reporting period (April or October), the club will be required to submit a prorated per capita payment for the period beginning with the end of the initial six months advance payment to either March 31 or September 30, whichever occurs first. Forms for this report when due, will be sent to the club Secretary by World Headquarters.

If only the charter fee has been paid, remittance must be made for items 5 & 8 above when application forms are submitted. The charter kit which is provided upon receipt of the charter fee, contains educational materials for 20 members. Materials for additional members over 20 are provided only upon submission of the per capita and service charge payments and all charter forms.

Signed \_\_\_\_\_  
PRESIDENT

Signed \_\_\_\_\_  
SECRETARY

Date \_\_\_\_\_

Date \_\_\_\_\_

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.