

# CLUB AND OFFICER INFORMATION FORM

Please type or print clearly

Please check the box that best describes your Club:

Club Number: \_\_\_\_\_ District Number: \_\_\_\_\_  
 Club Name:\* \_\_\_\_\_  
 Contact Information: \_\_\_\_\_  
 Club Phone Contact: \_\_\_\_\_  
 Club E-Mail: \_\_\_\_\_  
 Club Web Site: \_\_\_\_\_  
 Club Meeting Information:  
 Meeting Day: \_\_\_\_\_ Meeting Time: \_\_\_\_\_  
 Club Meeting Place: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 (if applicable)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City:\* \_\_\_\_\_ State/Province:\* \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

1. Community Club       6. College Club  
 2. Company Club       7. Church Club  
 3. Government Agency       8. Advanced Toastmasters  
 4. Military Club       9. Other Institution or Specialized Club  
 5. Correctional Institution

List sponsoring company/governing agency/school, etc. (if applicable):  
 \_\_\_\_\_

- Is your Club:  
 Open to all interested persons [O]  
 Open only to members of a specific organization or group [G]

**Minimum Officer Requirements: Clubs must report at least a President, one Vice President, and a Secretary or Secretary/ Treasurer, and these offices must be held by three different individuals.**

\* If the Club name and/or location is different than what is recorded at WHQ, the information on the this form serves as a resolution to the Club's Constitution and Bylaws and the records at WHQ will be updated.

Term of Office (check only one box and fill in year)  
 Annual (July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_)     Semiannual (July 1 to December 31, \_\_\_\_\_)     Semiannual (January 1 to June 30, \_\_\_\_\_)  
**NOTE: Toastmasters International's Club Constitution and Bylaws state Club officer terms must conform to the above schedule. Only those Clubs that meet weekly may elect officers for semiannual terms.**  
 If your Club has an address for officer information, please indicate that address below. If no address is filled in, each officer's home address will be used.  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**VICE PRESIDENT EDUCATION:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**VICE PRESIDENT MEMBERSHIP:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**VICE PRESIDENT PUBLIC RELATIONS:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**TREASURER:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**SERGEANT AT ARMS:** \_\_\_\_\_ Member No.: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

SEND WHQ COPY TO: TOASTMASTERS INTERNATIONAL, Officer Lists  
 P.O. Box 9052, Mission Viejo, CA 92690 U.S.A. Or FAX it to: (949) 858-1207.  
 You can enter the information online by visiting [www.toastmasters.org](http://www.toastmasters.org).  
 Send by one method only; please do not send duplicates.

SIGNATURE \_\_\_\_\_

Copy Distribution: White – WHQ    Canary – District Governor    Pink – Club