

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 39) 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 \$20.00 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, zip code, and e-mail address. Check type of member.

1	_____	<input type="checkbox"/> New	11	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
2	_____	<input type="checkbox"/> Reinstated	12	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
3	_____	<input type="checkbox"/> New	13	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
4	_____	<input type="checkbox"/> Reinstated	14	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
5	_____	<input type="checkbox"/> New	15	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
6	_____	<input type="checkbox"/> Reinstated	16	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
7	_____	<input type="checkbox"/> New	17	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
8	_____	<input type="checkbox"/> Reinstated	18	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
9	_____	<input type="checkbox"/> New	19	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
10	_____	<input type="checkbox"/> Reinstated	20	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____

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

Application for Charter Membership

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Sex Male Female E-mail Address _____

Member Status New Dual Reinstated Transfer from Club _____

Manuals English Chinese French Spanish Japanese

Cassette Tape (visually impaired)

FEES:

New Member Fee
(New members only) \$ _____

Sales Tax; CA clubs only
add \$1.55 or 7.75% \$ _____

Dues \$ _____

Club New Member Fee \$ _____

Club Dues \$ _____

TOTAL \$ _____

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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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