



DISTRICT 84

Serving Central and Northern Florida

Handbook
For
New Club Sponsors
2024-2025

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Overview

Congratulations on your role as a New Club Sponsor.

You are not only helping District 84 fulfill its mission: *We build new clubs and support all clubs in achieving excellence*, you are also on your way to completing one of the requirements on the path to your Distinguished Toastmaster Award.

New Club Sponsors collaborate with the Club Growth Director and the Club Extension Chair to establish a strong foundation for the prospective club.

Your role begins after a new club lead has been verified and there is ample interest in starting the club.

The details of your responsibilities are outlined in this handbook and in the periodic trainings held during each Toastmaster program year. (Watch the monthly newsletter for details.)

We look forward to working with you to build new clubs this year.

Description of the Role of a New Club Sponsor

A New Club Sponsor is a Toastmaster who assists in the formation of a club before its charter is granted.

Sponsors work in collaboration with the District Club Growth Director and the District Club Extension Chair to:

- Market the new club idea to prospective members
- Plan and implement the demonstration meeting
- Attend introductory meetings to help establish the foundation of the club
- Assist with completion of new club charter forms and payment of fees
- Plan the charter presentation party

There can be a total of two (2) sponsors assigned to each prospective club. Sponsors must be approved by the Club Growth Director or District Director. Their names and member numbers must be listed on the Application to Organize (Charter Form #1) in order to be eligible for credit.

The official duties of a New Club Sponsor are considered complete when Toastmasters International issues the official club charter.

When the New Club Sponsor has successfully completed their duties, credit will be given when one of the chartering club officers submits an email to newclubs@toastmasters.org verifying completion.

Charter Club Decisions

There are important decisions that the new club organizer(s) need to make in collaboration with prospective members and officers.

Name of Club:

To be determined by vote of charter members.

Club Structure:

The four types of clubs are described on pages 6 & 7.

The club determines if it will have open or closed membership.

Meeting Detail Decisions:

- Day and time of the meeting
- Frequency – recommend meeting at least twice a month
- Length of meeting
- In-person meeting
 - The room should be able to hold at least 20 people with chairs/tables/projection equipment
- Virtual/Hybrid meeting
 - Information on virtual or hybrid meetings can be found in the resources section at [toastmasters.org](https://www.toastmasters.org)

Officers:

- President
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Secretary*
(*may be combined into one office)
- Treasurer*
- Sergeant at Arms

Minimum needed to charter is a President, one VP, and Secretary

The length of officer terms – see Charter Form #4

Management of Finances:

- Details of fees and payment options are found on page 11.

Types of Clubs

Before a new club is organized, the organizers will decide on the type of club so promotions, demo meetings, and materials are appropriate for the prospective members.

There are four types of clubs:

1. Community club

A community club is generally open to anyone and is not tied to a sponsoring organization. It is usually formed so that people can come together to improve their communication and leadership skills. Meeting time, location and frequency of meetings is determined by the club members. Usually, the community club will follow the standard Toastmaster Agenda format with some additional roles added to fit the personality of the club.

2. Advanced Club

Experienced Toastmasters may want more of a challenge and more in-depth evaluations than are offered in their home clubs. Advanced clubs require a certain level of educational achievement and usually dual membership, as determined by club organizers. The meeting time, location, frequency, and format of the meetings is determined by the club members. Advanced clubs will develop their own unique agendas to fit the vision of the charter members.

3. Specialty Club

Specialty clubs focus on one aspect of presentations, i.e., humor, virtual presentations, storytelling etc. Clubs may focus on specific hobbies such as photography, cooking, etc. The meeting time, location, frequency, and format of the meetings is determined by the club members. These clubs frequently rename the meeting roles or create new ones to fit with the member's interests.

All the clubs mentioned above bring together members of a community and can be held in-person, virtually, or in a hybrid format.

Types of Clubs (continued)

The fourth type of club is unique as it is part of a company and requires a different focus than those listed on the previous page.

4. Corporate Club

A corporate club is affiliated with a sponsoring organization and usually attracts membership from its employee base. When corporate clubs choose to accept only employees of that organization as members, the club is considered "closed". Corporate clubs may decide to include members who are not employees; in this case the clubs are identified as "open".

If a company chooses to start a club, it may offer some of the following:

- Providing meeting accommodations
- Payment of the one-time charter fee
- Reimbursement or payment of full or partial membership dues
- Payment of new-member fees
- Incentives for achieving educational goals
- Formal integration of Toastmasters meetings in the organization's training program or performance reviews

These options should be discussed and decisions made before the demonstration meeting so it can be clearly communicated to prospective members.

Clubs are listed on the Toastmasters International website with the following notations:

- | | |
|----------|--|
| O | Online Attendance accepted |
| P | Prospective Club |
| A | Advanced Toastmasters club |
| R | Restricted; eligibility criteria exist |

Requirements for All Toastmaster Clubs

Toastmasters International requires the following of all clubs:

- Meet at least 12 times per year
- Regular meetings must be conducted in person, online, or a combination of the two
- Clubs determine the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use
- Members participating in online club meetings will provide their own technology at their expense if there is a fee for use
- Members must present live speeches (not recorded) and give and receive verbal evaluations
- Members must be afforded the opportunity to develop and practice leadership skills

Advanced, Specialty and Corporate clubs may vote to have additional requirements of membership.

Charter Membership Requirements

A minimum of twenty (20) members is required to charter a club.

Three (3) charter members can be current Toastmasters and have dual membership (belong to another club).

Seventeen (17) charter members must be new, reinstated, or transfer.

New Members

- New to Toastmasters
- Pay new member fee
- Pay charter membership fee and prorated fee
- Receive first Path free

Reinstated members

- Returning Toastmasters who joined after 2003
- Do not pay new member fee unless TI cannot find their membership number or they joined before 2003
- Pay charter membership fee and prorated fee
- If they chose a Path during their previous membership, they will have access to that Path
- If they did not choose a Path previously, they receive a free Path

Transfer members

- Current Toastmasters who are members of only one club (a member of more than one club transferring into the chartering club will not be counted as one of the 17)
- Does not pay new member fee
- Does not pay current year fee - fees transferred from another club
- Pays full amount for additional 6 months membership
- Continues working in the Path selected in the previous club
- Multiple transfers resulting from splitting an established club may have additional guidelines - check with headquarters

Additional members

- If there are more than twenty (20) members at time of charter, at least 17 of those members must new, reinstated, or transfer
- Once there are 20 members, an unlimited number of dual members may be added along with additional new, reinstated, and transfer members

Charter Form Requirements

In addition to the required twenty (20) members, there are seven (7) forms required to complete the chartering process.

The forms are numbered 1 – 6b.

- Form #1: Application to Organize a Toastmasters Club (2 pages)
- Form #2: Charter Payments (1 page)
- Form #3: Charter Membership Application & Payment Information*
(to be completed by each charter member)
- Form #4: Charter Club Officer Information (1 page) *
- Form #5: Club Information (1 page)
- Form #6a: Club Constitution (5 pages)
- Form #6b: Addendum of Standard Club Options (2 pages)

It is your responsibility as a New Club Sponsor to work with Club Growth Director and Club Extension Chair to assist the club officers in completing these forms correctly.

The Charter Forms for New Toastmaster Clubs are in a separate document. Online fillable PDFs can be by contacting District 84 Club Growth Director at NewClubs@toastmastersd84.org.

*as of July 2023, an excel sheet titled: *03-04 Charter Membership and Club Officer Information* will summarize the information contained on forms 3&4 and submitted in place of forms 3&4.

District 84 requires that all forms be submitted to:
NewClubs@toastmastersd84.org
Do not submit directly to Toastmasters International

More details on completing the Charter Forms for New Toastmaster Clubs can be found starting on page 21.

Charter Fee Requirements

When the club is fully chartered, it can establish a bank account and handle its own financial transactions.

The charter fees need to be paid before the bank account is established.

The charter fees can be paid by the sponsoring organization, individual members, a sponsoring club, or a combination of all three.

Contact the Club Growth Director and/or Club Extension Chair to discuss these options.

Finances

- Charter Payments

Charter Fee	\$125.00 (to be submitted with <i>Application to Organize</i>)
New Member Fee	\$ 20.00 per new member (new Toastmasters only)
Charter Membership:	\$ 60.00
Pro-rated Dues:	\$ variable depending on the date of charter

- Dues are paid twice a year to Toastmasters International. Dates for dues renewals are April 1 and October 1.
- Club dues are optional (typically between \$6 and \$10 per 6-month period)
The amount will be determined by the needs of the club and may be higher.
This money can be used to rent meeting location, purchase club materials – ribbons, evaluation forms, etc. or to fund a Club Zoom pro account if needed

Additional Notes:

- The new member fee is not applicable to dual, transfer, or reinstated members (if the reinstated member was active after 2003).
- It is suggested that the club determine the potential charter date and fill in the financial information on membership applications before demonstration meeting.

Charter Fee Requirements (continued)

For Clubs Chartering After September 30, 2023

The following fees are to be paid before receiving club charter:

- **Club Charter Fee: \$125.00**
submitted with Form #1 – Application to Organize
can be submitted separately or with all other forms
this fee can be paid by the sponsoring organization/company,
individual members, a sponsoring club, or a combination of all
three.
- **New Member Fee: \$20.00**
This fee is paid by new members only
- **Charter Membership: \$60.00 per member**
This fee is paid by new, dual, and reinstated charter members.
See additional note regarding transfer members*
6-month membership cycle, (Oct-Mar or Apr-Sept)
- **Pro-rated dues: \$10.00/month if chartered outside of Oct or Apr**
Example: Chartering in January prorated fee = \$30 (3 months)
A new member would pay: \$20 + \$60 + \$30
A dual or reinstated member would pay: \$60 + \$30

***Clarification of Transfer Member fees from Toastmasters International:**

A member transferring into a chartering club does not need to pay the full six-month renewal required of new, dual, or reinstating members joining the club, as they already have an existing membership in a club. They will, however, be required to renew the next six-month term with the next renewal cycle to keep their membership in good standing rather than pay the prorated price that other charter members will owe.

In terms of renewal periods, if a member is transferring into a club that is chartering in March or September, it is best that they also submit a full six-month renewal at that time to avoid any lapses in their membership once the renewal rolls around on April 1 and October 1.

For further explanation of fees for charter members, contact District 84 Club Growth Director at newclubs@toastmastersd84.org.

Demonstration Meeting

A demonstration meeting is the opportunity to show prospective members how a Toastmasters meeting is conducted and what the Toastmasters program can do for them. Share the benefits of Toastmasters with participants and provide answers to questions.

Keep it upbeat, positive, interactive, and not too technical.

The benefits of a Demonstration Meeting

- An abbreviated Toastmaster meeting
- Allows prospective members to participate in some meeting roles
- Highlights benefits of membership
- Allows attendees to fill out membership forms and arrange payments

A demonstration meeting usually requires eight or more participants (experienced Toastmasters and/or prospective members), each of whom assumes a meeting role, such as the following:

1. Toastmaster (experienced)
2. Timer (may be prospective member given instructions)
3. Ah-Counter (may be prospective member given instructions)
4. Grammarian (may be prospective member given instructions)
5. General Evaluator (experienced)
6. Speaker (experienced)
7. Evaluator (experienced)
8. Topics Master (experienced)

Work in collaboration with The Club Growth Director, Club Extension Chair, New Club Mentors, Club Organizers to choose the team.

Remember, your goals are to pique interest, add new members, and have fun

Preparing for the Demonstration Meeting

1. Assemble a Charter Member Information Packet

In collaboration with Club Extension Chair, prepare a Charter Member Information Packet to distribute to prospective members who attend the demonstration meeting.

If you are meeting in person, put a packet on each chair or at each place around the table. If meeting virtually or hybrid, prepare a digital version to post in the chat.

Suggestions of information to include:

1. Benefits of Membership

<https://www.toastmasters.org/resources/the-benefits-of-toastmasters-membership>

2. Features, Benefits, and Values

<https://www.toastmasters.org/resources/features-benefits-and-value>

3. Pathways Paths and Competencies*

<https://www.toastmasters.org/resources/paths-and-core-competencies>

*print the cover page only for the demonstration meeting and give URL for further access

*Available paths will be changing January 2024, verify the information before distributing

4. Meeting Roles and Responsibilities

Sample list is included on page 15

5. Office Roles and Responsibilities

Sample list is included on page 16

6. Charter Membership Application

<https://www.toastmasters.org/resources/charter-membership-application>

2. Create a Guest Book or Sign in Sheets

It is important that all in attendance share their name and contact information. Assign someone in the room and/or someone online to ask for all participant's contact information. Also assign someone to follow up with participants.

3. Be Prepared for Questions

In addition to questions about Toastmasters and the specific club, there will be questions about filling out membership applications and the structure of the fees. Be familiar with the application and the applicable fees as discussed with Club Organizers and Club Extension Chair well in advance of the meeting.

Meeting Roles and Responsibilities

(there are many variations on this list – use whichever one you like)

TOASTMASTER

Taking on this role improves organization, time management and public speaking skills. The Toastmaster is the meeting's director and host. This position is responsible for conducting and coordinating all aspects of the meeting except the business portion. The Toastmaster introduces the Speakers and other major participants while ensuring a smoothly flowing meeting.

TOPICSMASTER (TABLE TOPICS MASTER)

Taking on this role improves organization skills, time management, and facilitation skills. The Topicsmaster conducts the impromptu portion (Table Topics) of the meeting and is responsible for preparing questions and calling on members at random.

TABLE TOPICS SPEAKER

This role improves confidence and impromptu speaking skills. Table Topics® is a long-standing Toastmasters tradition intended to help members develop their ability to organize their thoughts quickly and respond to an impromptu question or topic. Have fun with this one!

SPEAKER

This role improves critical thinking, confidence, and public speaking skills. Club members learn from each other as speakers present prepared speeches on subjects of their choice. Speeches are based on projects from one of the levels in their chosen Pathways Path.

EVALUATOR

Taking on this role improves active listening, critical thinking, and positive feedback skills. Evaluation is the heart of the Toastmasters educational program. You observe the speeches of your fellow club members and offer evaluations of their efforts based on the criteria provided with their project.

AH-COUNTER

Taking on this role improves observational and listening skills. The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Filler sounds include 'ah,' 'um,' 'you know,' 'and so,' 'well,' and other audible pauses.

GRAMMARIAN

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills. The grammarian helps members improve their grammar and vocabulary by choosing a word of the day and monitoring errors in grammar as well as excellent use of language.

TIMER

Taking on this role improves time management skills. One of the skills Toastmasters practice is expressing a thought within a specific time. The timer is responsible for monitoring time for each meeting segment and each speaker.

GENERAL EVALUATOR

Taking on this role improves critical thinking, organization, time management, motivational and team building skills. The General Evaluator conducts the evaluation portion of the meeting by calling on the assigned evaluators and giving an impression of the whole meeting, citing both strong points and areas to be improved.

Club Officer Roles and Responsibilities

(there are many variations on this list available – use the one you like best)

A new club must have at least three roles filled in order to file the charter paperwork

Those roles include: President, Secretary, and one Vice President

PRESIDENT

The President presides at meetings of the Club, has general supervision of the operations of the Club. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT EDUCATION

Second ranking officer of Club. Plans and directs club programs which meet the educational needs of the Club members. Plans and publishes regular schedules of meeting assignments. Keeps track of member's progress towards goals. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT MEMBERSHIP

Third ranking officer. Plans and directs programs to retain and increase club membership. This role involves some marketing and administration. Serves as one of the Club's representatives on Area and District Councils.

VICE PRESIDENT PUBLIC RELATIONS

Fourth ranking officer. Develops and directs programs that inform individual members and the general public about Toastmasters International and about Club activities.

SECRETARY

The Secretary is responsible for Club records and correspondence. Maintains the club roster. Has custody of the Club's charter, Constitution, Bylaws, and all other records and documents of the club. Keeps an accurate record of the meetings and activities of the Club.

TREASURER

The Treasurer is responsible for Club financial policies, procedures, and controls. Collects dues and pays dues to Toastmasters International, and maintains records. Makes financial reports to the Club at least quarterly. Receives and disburses, with approval of the Club, all Club funds.

SERGEANT AT ARMS

Prepares meeting room for meeting. Maintains Club property, including banner, nametags, and supplies. Greets visitors. Chairs Social and Reception Committees.

Additional training and information will be provided by Club Mentors and District 84
Additional materials can be found at [Toastmasters.org/resources](https://www.toastmasters.org/resources)

Conducting the Demonstration Meeting

Remember, a demonstration meeting is the opportunity to show prospective members how a Toastmasters meeting is conducted and what the Toastmasters program can do for them.

It is different than your usual club meeting. Know your audience.

Keep the meeting short and within time limitations.

If time is limited, include only:

- A short Table Topics session
- One prepared speech
- One evaluation
- Leave time for questions, filling out applications, etc.

Select a team who agrees to present an abbreviated club meeting and understands the focus of the meeting is to create interest in the new club.

Toastmaster:

An experienced Toastmaster who is familiar with Toastmaster procedure and comfortable with last minute agenda changes. A sense of humor helps too 😊. The Toastmaster should be prepared with a very short energetic “This is what Toastmasters is all about” to kick off the meeting.

Timer:

The timer should have access to timing device, colored cards, and/or online backgrounds and be prepared to explain the role as well as show the time indicators.

Speaker:

The speaker should consider the speaking experience of the prospective members. You, as the Sponsor should know the audience, how experienced they are, and choose the speaker accordingly.

Evaluator:

An experienced evaluator will tailor the evaluation to the level of the speaker.

Table Topics Master:

Questions for Table Topics should be general and fun. Start with an experienced Toastmaster and include as many prospective members as time permits. Do not ask for volunteers – encourage all to participate.

Conducting the Demonstration Meeting (continued)

If you are holding a demonstration meeting for an organization, invite a high-level representative of that organization to attend. Their presence will show prospective members that the organization supports the new club. Introduce these representatives at the beginning of the demonstration meeting.

A Sample Meeting Agenda is found on page 16. This agenda and the meeting roles can be altered to fit the time you have available for the meeting.

Meeting agenda templates can be found at:

[toastmasters.org/Resources/Brand Portal/stationary templates](https://toastmasters.org/Resources/Brand%20Portal/stationary%20templates)

It is helpful to include an explanation of the Functionary Responsibilities on the backside of the agenda. An example of that list is found on page 17.

At the start of the meeting:

- Introduce the Club Organizers
- The New Club Sponsors
- The New Club Mentors
- District 84 Dignitaries in attendance
- The company representatives (if applicable)

Throughout the meeting:

- Each functionary should be prepared to give a brief explanation of their role

At the end of the meeting:

- Leave time for questions, filling out membership applications and payment of fees. (If you know the projected charter date, fill out the financial information on membership applications in advance)
- If time permits, review some of the materials in the information packet
- Ask for volunteers to fill roles for the next meeting

After the meeting:

- Be sure either Club Organizers or Club Sponsors follow up with all those in attendance
- Invite them to the next meeting

Sample Agenda for Demonstration Meeting

(Agenda Templates can be found at toastmasters.org/resources/brand_portal/stationary)



(The Future) Best Ever Toastmasters

Demonstration Meeting (date)

President

TBD

VP Education

TBD

VP Membership

TBD

VP Public Relations

TBD

Secretary

TBD

Treasurer

TBD

Sergeant at Arms

TBD

Immediate Past President

TBD

We meet

(day and time)

Online Meeting Link

Toastmasters websites

www.OurClubTBD.org

www.toastmasters.org

www.toastmastetrsD84.org

Toastmasters Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth...
AND HAVE FUN DOING IT!

12:00 Toastmaster Calls Meeting to Order

Invocation and Pledge (optional)

Welcome Guests

Introduces the role of Toastmaster of the Day

Toastmaster of the Day

name

12:05 Toastmaster Introduces Meeting Roles

Ah-Counter

Grammarian, Introduce the Word of the Day

Timer

General Evaluator

name

name

name

name

12:10 Toastmaster Introduces Speaker

First Speaker (5-7 minutes)

Call for Timer's Report

name

name

12:20 Toastmaster Introduces Table Topics Master

Introduce role of Table Topics Master

Call for Timer's Report

Return control to the Toastmaster of the Day

name

name

12:30 Toastmaster Introduces the General Evaluator

General Evaluator

General Evaluator calls for Evaluations

First Evaluator (2-3 Minutes)

Call for Timer's Report

name

name

name

12:37 General Evaluator Calls for Reports

Ah-Counter

Grammarian

name

name

12:40 General Evaluator Provides Report

Provide meeting evaluation

Return control to the Toastmaster of the Day

name

12:45 Q&A for Future Members

All Attendees

1:00 Toastmaster Adjourns Meeting

List of Functionary Responsibilities

Can be included on the backside of the agenda or as an additional sheet for online attendees

FUNCTIONARY RESPONSIBILITIES:

Toastmaster – The Toastmaster is a meeting's director and host. The Toastmaster provides an invocation (something that will motivate listeners and start the meeting on an inspirational, thought provoking, or humorous note), introduces each speaker, and presents awards to winners of Best Speaker, Best Evaluator, Best Table Topics, and Best Word Use.

Grammarian / Ah-Counter – The Grammarian is responsible for selecting and announcing the Word of the Day (WOD), tracking its usage throughout the meeting, as well as grammatical errors and vocal fillers (an audible crutch such as um, ah, well, so, you know or a double-clutch, which is the repetition of a word while the speaker searches for his or her next thought), and giving a report at the end of the program.

Timer – The Timer monitors the length of speeches, evaluations, & table topics and gives a report after each segment.

Vote Counter – Collects and tallies votes for ribbons presented at the end of each meeting for Best Table Topics Speaker, Best Evaluator, and Best Speaker. The Vote Counter has the tie-breaking vote; therefore, the Vote Counter does not count their vote unless there is a tie. Guests are invited to vote.

Table Topics Master – Run the Table Topics segment to extend the speaking opportunities for members and guests who do not already have a speaking role. The Table Topics Master also creates topics for the segment of the meeting.

General Evaluator – The General Evaluator observes and makes notes on how well and smoothly the meeting is going. This General Evaluator is responsible for the evaluation team (Ah-Counter, Grammarian, Timer, Evaluators). At the end of the evaluation segment of the meeting, the General Evaluator gives his/her report and makes general comments about the meeting.

Evaluator – The evaluator provides constructive feedback on their assigned speaker's speech based on the speaker's project guidelines.

TIMING RULES:

Speeches – Length specified by project or approved by VP of Education
Green Light: 2 mins. to go Yellow Light: 1 min. to go Red Light: Time is up
Disqualification – 31 seconds over/under the assigned time

Table Topics – 1-2 minutes for members; 30 seconds minimum for non-members
Green Light: 1 minute Yellow Light: 1.5 minutes Red Light: 2 minutes
Disqualification – Under 1 minute or over 2.5 minutes

Evaluations – 2-3 minutes
Green Light: 2 minutes Yellow Light: 2.5 minutes Red Light: 3 minutes
Disqualification – Under 1.5 minutes or Over 3.5 minutes

Charter Form Details

Club Sponsors assist Club Organizers with completion of all forms.
District 84 requires all completed forms be submitted to:
NewClubs@toastmastersd84.org

These forms are available in fillable PDF format – contact D84 Club Growth Director for details

Form #1: Application to Organize a Toastmasters Club (3 pages)

This form can be completed and submitted along with the \$125.00 Charter Fee in advance of remaining forms or all forms can be submitted at the same time.

The club is not fully chartered until all forms have been submitted along with at least twenty Charter Membership Applications and payment of fees for those members. (in addition to Charter Fee)

Fill in all requested information and check boxes.

Pay attention to:

- Request for permission to list club details on TI website
- Charter Fee payment information
- Listing of Sponsors and Mentors – be sure to include membership numbers
- These can be added or changed within 60 days of charter
- New Club Alignment – confirm with Club Growth Director

Form #2: Charter Payments (1 page)

This form is a summary of fees for club and individual members.
Refer to fee schedule on pages 11 &12.

Pay attention to:

- 2. New Members
This line records new member fee only
List Dual, Reinstated and Transfer Members on lines provided
- 5. Total number of members paid
Total charter members times charter dues amount only
- 6. Renewals
This line is to include the additional prorated amount paid for full year membership
- 7. Total amount enclosed
Double check financial totals
Include signatures of both President and Secretary

Charter Form Details (continued)

District 84 requires all completed forms be submitted to:
NewClubs@toastmastersd84.org

As of July 2023, an excel sheet titled: *03-04 Charter Membership and Club Officer Information* will be used to summarize the information contained on forms 3&4 and submitted in place of forms 3&4.

Form #3: Charter Membership Application & Payment Information (3 pages*)

All Charter members must fill out pages 1 and 2 of this application

*Page 3 is to be filled out if member is paying the fees

(consult with club organizers and/or District 84 Team if there are any questions)

Pay attention to:

- Club information filled out completely on all applications
- Applicant information filled out completely including membership type
- Club dues and Fee Worksheet filled out completely
- Verify updated fees.
- Indicate the date for membership to begin
- Signature of applicant and date on page 2
- Verification of Club officer with signature and date on page 2
- Payment information on page 3 (if applicable)

Club officers should keep a copy of pages 1 and 2 of all Charter Membership Applications on file after destroying page 3 (credit card information)

Form #4: Charter Club Officer Information (1 page)

Pay attention to:

- Term of Office (only clubs meeting weekly may elect officers for semiannual terms)
- Indicate Club Number and District in space provided
- Emails must be included for all officers.
- Minimally the club must list President, one Vice President, and Secretary
- Signature of President or Secretary confirming consent

Form #5: Club Information (1 page)

This will document the decisions made earlier (date, time, location, etc.)

Charter Form Details (continued)

District 84 requires all completed forms be submitted to:
NewClubs@toastmastersd84.org

Form #6a: Club Constitution (5 pages)

This is standard information for all Toastmaster Clubs and is valuable to know moving forward

Pay attention to:

- Certificate of Club Adoption
- Fill in the club's name, location, and date
- Signatures of both President and Secretary with dates
- Indicate Club Number and District in space provided

Form #6b: Addendum of Standard Club Options (2 pages)

This form is a list of the specific club details

- Signed and dated by Club Secretary

Pay attention to:

- District Number in the header
- Membership Composition – this is the place to note any restrictions on club membership (these include those of a closed corporate or organization's club or the educational requirements of an advanced club)
- Membership Composition – Honorary individual memberships – details can be found in Club Constitution Article II, Section 4.
- New member fee is the fee charged by Toastmasters International
- Club Dues are optional and described on page 11 of this handbook and in Article III, Section 4 of Club Constitution
- Reinstatement Fee is optional and usually not charged
See Article III, Section 2 of Club Constitution
- Transfer Fee is optional and usually not charged
- Inactive Member Dues are optional and usually not charged
- Additional Officers – these are officers in addition to those required by Toastmasters International

Acknowledgements

I wish to thank my DTM committee

Paula Summa, DTM
2002-2003 District 84 Director

Amanda Cross, DTM
2023-2024 District 84 Club Growth Director

Hasheem Francis, DTM
2023-2024 District 84 Club Extension Chair

Thank you for your tireless proofreading, your researching of the smallest details to ensure their accuracy, your encouragement, and sense of humor.

Each of you demonstrates the core values of Toastmasters.

District 84 is fortunate to have you as leaders and I am blessed to call you my friends.

~ Marie M. Loeffler

End Notes

The information contained in this handbook has been verified to the best of our ability as of December 18, 2023. Toastmasters International does make periodic updates to their forms and information and those will be updated as soon as possible.

If you have any questions, please contact the District 84 New Clubs Team at NewClubs@toastmastersd84.org.

If you see any typos, consider them a gift, please let us know anyway.

If you see anything that needs correction or additional information needing to be added, send a note to: MarieLoefflerTM@gmail.com so the next version can be updated.

Remember:

District 84 requires all completed forms be submitted to:
NewClubs@toastmastersd84.org

Resources

How to Build a Toastmasters Club (item 121)

A step-by-guide to building a club available from Toastmasters.org

<https://www.toastmasters.org/resources/121-how-to-build-a-toastmasters-club>

Benefits of Membership

<https://www.toastmasters.org/resources/the-benefits-of-toastmasters-membership>

Features, Benefits, and Values

<https://www.toastmasters.org/resources/features-benefits-and-value>

Pathways – Paths and Competencies*

<https://www.toastmasters.org/resources/paths-and-core-competencies>

The New Club Information Kit (item 123)

A packet containing information on building a new club and promotional materials

<https://www.toastmasters.org/shop/123--New-Club-Information-Kit>

Resource Library, Video Library, Podcasts, Brand Portal and more can be accessed at:
[Toastmasters.org/Resources](https://www.toastmasters.org/Resources)

*Changes to the Pathways platform are being made in January 2024, verify the accuracy of this handout before distributing.

For more information on additional downloadable resources and materials available after the Charter Fee has been submitted, contact District 84 Club Growth Director at NewClubs@toastmastersd84.org.

