



Application to Organize a Toastmasters Club

This application can be completed and submitted online using the **Application to Organize** webpage. Alternatively, complete all information below and email to newclubs@toastmasters.org or fax to 1-303-799-7753.

The undersigned applicant club hereby applies for membership in Toastmasters International in accordance with Article III, Section 3, of the Articles of Incorporation and Bylaws of Toastmasters International and requests permission to organize a Toastmasters club in: City _____ State/Province _____
Postal code _____ Country _____ Date (MM/DD/YYYY) _____
(If this is an Online Club, please write 'Online' in the field next to City).

It is understood that such permission when granted will give this group the right to use the name, procedures, and materials of Toastmasters International as a provisional club for twelve (12) months from the date received by World Headquarters.

It is agreed that the right to use the Toastmasters emblem and the name "Toastmaster" or "Toastmasters International" shall be conditioned upon permission for such use being granted by Toastmasters International. Only products purchased or downloadable from **toastmasters.org** are authorized products for use in an effort to promote Toastmasters International. Such use shall be discontinued if Charter is not granted or if applicant club shall be required to do so at any time in the future, for cause, as deemed by Toastmasters International. Toastmasters clubs agree they must not use the trademarked and copyrighted materials of other entities in any way without express written permission from the owner. This includes, but is not limited to, use in the club's name, club's domain name, or other materials and publications. Once a Charter is granted, the Toastmasters emblem and the name "Toastmaster" or "Toastmasters International" may be used with permission from the Trademarks Team.

A minimum number of 20 individuals are required to charter a Toastmasters club, 17 of whom cannot belong to another Toastmasters club.*

Club officers must take necessary measures to ensure their club and members are in compliance with policies set by the U.S. Department of the Treasury and the Office of Foreign Assets Control.

All Toastmasters clubs must meet the following minimum requirements: meet at least twelve (12) times per year; have members present speeches and give and receive verbal evaluations; and give members the opportunity to develop and practice leadership skills.

Membership in a Toastmasters club is by invitation only, and is subject to a vote by the members of the club. All individual members of this club shall be at least 18 years of age. No person shall be excluded from individual membership in, or from any program or activity of, this club because of age (except those persons under 18 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own effort, is able to participate in the program.

If granted, the Charter and membership may be revoked by Toastmasters International for cause, including but not restricted to: conduct unbecoming a Toastmasters club; failure to remain in good standing with Toastmasters International; or abandonment of the Charter and membership by applicant club.

As club coordinator and on behalf of the applicant club, I agree to the terms and conditions listed above.

I acknowledge that my electronic signature (or typed name) on this document is legally equivalent to my handwritten signature.

Signed, _____ Date (MM/DD/YYYY) _____

*May not apply to advanced clubs, see Addendum of Standard Club Options

Please type or print the following information:

Coordinator or president's name _____
Organization name (if applicable) _____
Address line 1 _____
Address line 2 _____
City _____ State/Province _____
Country _____ Postal code _____
Phone _____ Email _____

I give permission to display the club location, phone number, and other club information listed within this form on the Toastmasters International "Find a Club" webpage. I understand this information can be updated in Club Central at any time. I also give permission for Toastmasters International to contact me as necessary to complete the chartering process. Yes No

Payment:

The charter fee of US \$125 plus applicable taxes is not refundable or transferable. For more information about taxes you may owe on the charter fee, see the **Tax and Legal Resources**. Upon receipt of this completed Application to Organize and payment, the club will receive digital administrative and new member materials.

Club charter fees and membership dues and fees may not be paid from District funds or a District leader's personal funds, except when that District leader is also a President, Vice President, or Treasurer of the club. Club charter fees may be paid by another club; however, membership dues and fees may not.

Wire transfer* No. _____ Amount in USD: \$ _____

*Please see **wire transfer instructions**.*

Check No. _____ Amount in USD: \$ _____

*U.S. funds drawn on a U.S. bank only. Payable to Toastmasters International.
Mail to 9127 S. Jamaica Street, Suite 400 Englewood, CO 80112*

Credit card Master Card Visa AMEX Discover

Card number: _____ Expiration date: _____ Name on card: _____

Signature: _____

I acknowledge that my electronic signature (or typed name) on this document is legally equivalent to my handwritten signature.

Club Type

- Community
- Company
- Government Agency
- Correctional Institution
- College or University
- Religious organization

Language(s) in which meetings are held:

- | | |
|----------------------------|----------------------|
| Arabic العربية | Japanese 日本語 |
| Chinese - Simplified 简体中文 | Korean 한국어 |
| Chinese - Traditional 繁體中文 | Portuguese Português |
| German Deutsch | Spanish Español |
| English | Tamil தமிழ் |
| French Français | Other: _____ |

Sponsoring Club (up to two):

This is an existing Toastmasters club that assists in the formation of the applicant club.

Club number _____ Club number _____

Individual Toastmaster Sponsors, must be assigned within 60 days of Charter (up to two):

These are individuals who assist in the formation of the club before Charter is granted.

Name _____ Member number _____

Name _____ Member number _____

Individual Toastmaster Mentors, must be assigned within 60 days of Charter (up to two):

These are individuals who assist the club for at least six months after Charter is granted.

Name _____ Member number _____

Name _____ Member number _____

New club alignment:** District _____ Division _____ Area _____

**If alignment is unknown, please leave this section blank.

Thank you for completing the Application to Organize. Submit this form to newclubs@toastmasters.org or fax to 1-303-799-7753. Keep the original in your club’s permanent records.