



# Application to Organize a Toastmasters Club

## Form 1

**Send completed forms and payment to:**

9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

Phone: +1 720-439-5050 • Fax: +1 303-799-7753 • Email: [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

**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, the name Toastmaster or Toastmasters International shall be conditioned upon permission for such use being granted by 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 by Toastmasters International. Toastmasters clubs agree they must not use the trademarks 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 or publications.

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 OFAC.

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. No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against, in the conduct of official Toastmasters programs 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 efforts, 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 on this document is legally equivalent to my handwritten signature.

I give permission to display the club location, phone number and email address listed within this form on the Toastmasters International "Find a Club" webpage during the chartering process. I also give permission for Toastmasters International to contact me as necessary to complete the chartering process.      Yes      No

\*See Appendix A, "advanced clubs" section

Signed, \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

**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 \_\_\_\_\_

**Payment:**

Charter fee of US \$125 is not refundable or transferable. Clubs meeting in states where tax is collected are responsible for paying the state tax on the charter fee. You can find the tax rate in your state by visiting the **United States Sales Tax webpage** in Leadership Central under Legal and Tax Compliance. Upon receipt of the completed Application to Organize and payment of US \$125 charter fee, the club will receive a charter kit, which includes club 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.

**Mail check / postal money order** (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

Number \_\_\_\_\_ Amount (USD) \_\_\_\_\_

**Mail or Fax Credit Card**      Visa      MasterCard      AMEX      Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

Signature \_\_\_\_\_

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

**Club Type**

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

Check here if this is an advanced club

**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: _____         |

Check here if online attendance is accepted

**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.

Please make 1 copy of this document and mail to World Headquarters.  
Keep the original in your club's permanent records.