# **How to Complete Your Charter Forms**

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| **Completing Your Charter Forms (All forms are hyperlinked)** | |
| **(Form 1) Application to Organise** | |
| This form is typically sent in as soon as you decide you want to start a club, so if it was previously submitted to Toastmasters International (TI), you don’t have to submit it again unless you are making changes such as mentors. If you do re-submit, be sure to let TI know that it was previously submitted and call their attention to the changes. You can type directly into this form and once complete, save and attach it to the email to TI. | |
| **(Form 2) Charter Payments** |  |
| The Charter Payment form should be completed and submitted to Toastmasters International. It provides your statement for total payment. However, you can use the ‘Charter Payment Calculator Worksheet’ (double click on the file icon and save to your personal folder) to help you calculate your payment.  Once you’ve calculated your payments, transfer the required information to the Charter Payment form. You can type directly into the form and then save and attach to the email to TI. Tips on completing this form follow:   * Line 1 of the Charter Payments form. If you previously sent your $125 with your Application to Organize, leave this blank. If not paid, you will need to pay at this time. If you are unsure if this fee was paid, please contact a member of the District Leadership Team (jhgamester@gmail.com, [kevinlee25@hotmail.com](mailto:kevinlee25@hotmail.com) or Luakent@gmail.com) * You will need to include the $20 new-member fee per person for the manuals that were sent at the time the Application to Organize fee was paid as well as any additional being ordered at this time.   ***Note : If you paid the $125 Application to Organize fee previously, TI would have sent twenty (20) New Member kits(manuals) at that time; however, they were not included in the fee and therefore must be paid for now.***  ***If you require additional manuals at this time, you will need to add that number to the 20 previously sent, for example, if you require six new manuals, you will enter the quantity and cost for 26 manuals on the Charter Payment form. TI will recognise that 20 of these were for the manuals already sent and will therefore send only six new manuals.***   * Include $36 six months membership dues per person or consider an additional amount to align with next renewal period at the rate of $6/month/member—especially if you’re chartering close to a new renewal period (October 1 and April 1) as TI will request additional dues on those dates to align you with the next renewal period.   ***Note: The ‘Charter Payments form’ assumes $36.00 is being paid for Membership Dues for the minimum 6 months required; however, if you’re paying more in order to align with the next renewal period, include the additional amount on line 6 of the form. The ‘Charter Fee Calculator’ embedded above will help you with this calculation.*** | |

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| **(Form3) Charter Membership Application** |  |
| ***When submitting your charter forms to World Headquarter (WHQ), you do not have to send each individual Charter Member Application forms; you can send in the information in the Charter Member Roster form.*** Just click on icon above to open and save to your computer then complete, save and attach it to your email to TI. (*You can also include Club Officer Information (form 4) in this form****.)***  Note however, each member must fill out a membership application form and it must be signed and retained by the club. | |
| **(Form 4) Charter Club Officer Information** | |
| You can name your officers using this form and submit with charter documents or you can include the information in the Charter Membership Roster *as described above*--it’s much easier. | |
| **(Form 5) Club Information** | |
| This is where you provide vital information about your club, i.e., club name, meeting time, location and contact details. You can type directly into this form and required information is highlighted in the form to make it easier. When complete, save and attach to your email to TI. | |
| **(Form 6) Toastmasters Club Constitution & Bylaws** | |
| This is where you decide the Bylaws of your club. You can type directly into this form (pages 3, 22 and 23) and required information is highlighted in the form to make it easier. The biggest issue encountered with this form is that folks forget to have the secretary sign in the two required places:The ‘Certificate of Club Adoption’ section on page 3, andThe ‘Addendum of Club Options’ section on page 23 You’ll only need to send TI any pages on which you’ve written (it’s ok to scan pages and attach in email)   * page 3, Certificate of Club Adoption * Pages 22-23, Addendum of Standard Club Options | |

*Retain copies of all forms (including member applications) in your club files and send a copy to WHQ as required. Your forms can be attached (scans are acceptable) and emailed* *to* [*newclubs@toastmasters.org*](mailto:newclubs@toastmasters.org) *.* If faxing, send to: 949-858-1207; however please submit information by one method only to avoid duplication.