# Membership Application

To become a club member, please

1. Completely fill out and sign the **Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to a club officer.
4. Please check here ☐ if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact **membership@toastmasters.org**.

## Membership Application

### Club Information

This section is completed by a club officer.

| 3900590 | Top Shelf Toastmasters | Peachtree Corners |
|---|---|---|
| Club number | Club name | Club city |

### Applicant Information

This section is completed by the applicant. ☐ Male ☐ Female ☐ Non-binary ☐ Decline to respond

Last name/Surname | First name | Middle name

Any correspondence mailed to you will be sent to the following address:

Organization/In care of

Address line 1 (limit 35 characters)

Address line 2 (limit 35 characters)

City | State or province

Country | Postal code

Home phone number | Mobile phone number | Email address

### Membership Type

This section is completed by a club officer.

- ☐ New
- ☐ Dual
- ☐ Transfer (If applicant is transferring from another club, please fill in the four lines below.)
- ☐ Reinstated (break in membership)
- ☐ Renewing (no break in membership)

Date of transfer (MM/YYYY)

Previous club name

Previous club number

Member number

### Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are **not refundable or transferable from one member to another**.

**1. New member fee (US$20)** US$ _____

Paid only by new members, this fee covers the cost of the first education path, online copy of The Navigator, and processing

**2. Membership dues** US$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

Date my membership began: _____ Month/Year

| | | | | |
|---|---|---|---|---|
| ☐ October | or | ☐ April | US$60.00 | $_____ |
| ☐ November | or | ☐ May | 50.00 | _____ |
| ☐ December | or | ☐ June | 40.00 | _____ |
| ☐ January | or | ☐ July | 30.00 | _____ |
| ☐ February | or | ☐ August | 20.00 | _____ |
| ☐ March | or | ☐ September | 10.00 | _____ |

**3. Sales Tax** US$ _____

Go to **www.toastmasters.org/Sales-Tax** to determine your state's tax

**4. Total payment to Toastmasters International** US$ _____

Total of 1, 2, and 3.

### Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process payments for club dues.

| | |
|---|---|
| International Fees and Dues (from line 4 above) | $ _____ |
| Club new member fee | _____ |
| Club dues | _____ |
| Total payment to club | _____ |

## Sponsor of New, Reinstated, or Dual Member

Transfer and renewing members are not eligible to be sponsored. This section is completed by a club officer. **Sponsor's last name/surname and member number are required fields.**

Sponsor's last name/surname | Sponsor's first name | Sponsor's member number

## Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise, the Toastmasters International Governing Documents, and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, Districts, clubs, and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- The collection, use, and processing of the personal information I provide to Toastmasters in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use, and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- That my information may be accessed and used by Toastmasters, its employees and agents, District leaders, and club officers.
- Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: **www.toastmasters.org/Login**. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods: Mail ☐ Email ☐ Phone ☐

If you would rather not receive non-essential communications from us, please check here ☐

For our full privacy policy, you may visit **www.toastmasters.org/Footer/Privacy-Policy**.

## A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- To attend club meetings regularly
- To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- To act within Toastmasters' core values of integrity, respect, service, and excellence during the conduct of all Toastmasters activities

## Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above, and certify that I am 18 years of age or older (in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International).

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

Applicant's signature | Date (MM/DD/YYYY)

## Verification of Club Officer

I confirm that a complete Membership Application, including the signatures of the new member and a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

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

Club officer's signature | Date (MM/DD/YYYY)

In order for this application to be valid, both signatures are required.

The **club officer** must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to **www.toastmasters.org/ClubCentral**. You can also mail the documents to Club and Member Support, Toastmasters International, 9127 S. Jamaica St., Suite 400, Englewood, CO 80112, U.S.A., or fax to +1 303-799-7753. Please use only one of these methods to avoid duplication. If the member is transferring, the application must be submitted to World Headquarters by email, mail, or fax.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
   a. Retain the applicant's **Membership Application** with other club documentation. While held, the application should be kept secure, such as in a lock box, or destroyed once it is digitally retained. It is up to your club and your country's privacy guidelines on how long the application should be retained.
   b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

## Payment Information

### Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 4 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

US$_____
Amount

_____
Card number

_____
Expiration date

_____
Name on card

_____
Signature

☐ **Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US$_____
Amount

_____
Check or money order number

☐ **Other**

_____
Other

☐ **Check box if Billing Address is the same as Shipping Address**

_____
Address line 1

_____
Address line 2

_____
City

_____
State or province

_____
Country

_____
Postal code

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