

## CHARTER FORMS CHECKLIST

The official charter date is when all charter forms and payments are received by Toastmasters International World Headquarters. Downloadable forms are available in the Resource Library at [www.toastmasters.org/resources/resource-library](http://www.toastmasters.org/resources/resource-library).

Complete and submit the following forms and payment:

- Form 1** Application to Organize a Toastmasters Club
- Form 2** Charter Payments:  
US\$125: charter fee with the Application to Organize (if not previously sent)  
US\$20: new-member fee per person  
US\$36 six months' membership dues per person (US\$27 for undistricted clubs)
- Form 3** Charter Membership Application (one required per member)  
Applications must be signed by both the applicant and club officer.
- Form 4** Charter Club Officer Information
- Form 5** Club Information
- Form 6A** Club Constitution for Clubs of Toastmasters International
- Form 6B** Addendum of Standard Club Options

Clubs chartering in September or March (the last months of the dues renewals periods) may wish to submit membership dues amounting to US\$42 per person. The extra US\$6 per person will be used to pay the prorated renewal dues. By doing this, your club will not have to collect dues from each member twice in two months. For clubs not assigned to districts, the amount would be US\$31.50. The extra US\$4.50 per person will be used to pay the prorated renewal dues.

*Please note: All payments must be in U.S. dollars*

### SEND COMPLETED FORMS AND PAYMENT TO:

#### **Toastmasters International New Clubs**

Mailing Address: P.O. Box 9052 • Mission Viejo, CA 92690 • USA

Courier Address: 23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA

Email: [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

Phone: +1 949-858-8255

Fax: +1 949-858-1207