



Getting Your Club Materials Quickly

To help your club and members get started smoothly and quickly, consider submitting the Application to Organize form and \$125 charter payment as early as possible. This allows Toastmasters International to immediately send you the new-club kit, which contains club materials and 20 sets of educational manuals for the first 20 members.

Since the \$125 charter fee will be paid anyway, paying this in advance benefits your club in several ways:

- Committed members have the education manuals they need right away.
- Prospective members see what they'll receive, encouraging them to join.
- The club has materials to function like an official, chartered Toastmasters club.

To submit the Application to Organize, follow the steps below:

1. Download and print the Application to Organize form at <http://www.d6tm.org/wp-content/uploads/Form-1-Application-to-Organize.pdf>.
2. Complete the 1st page of the application.
3. On the 2nd page of the application:
 - a. Complete the Payment section. Check and credit card are accepted.
 - b. Specify the club type in the "Membership Category" field.
 - c. Specify the language for both kits and manuals (typically English).
 - d. For the Qty of New Member Kits field, write "20".
 - e. Ignore the Sponsoring Club, Individual Toastmaster Sponsors, and Individual Toastmaster Mentors sections.
 - f. At the very bottom of the page, in the District field, write "6".
4. Arrange for the \$125 payment.

If you'll pay the \$125 charter fee by credit card, scan the completed Application to Organize form and email it to newclubs@toastmasters.org. This is the fastest option.

If you'll pay the \$125 charter fee by check, mail the completed Application to Organize form and check (payable to Toastmasters International) to:

Toastmasters International
Attn: New Clubs
23182 Arroyo Vista
Rancho Santa Margarita, CA 92688

Note: The 20 new-member kits shipped to the club are intended only for individuals that complete a membership application and provide payment (doesn't apply if all costs are covered).