



Excitement! Anticipation! Elation!

Those are understandable emotions to feel...**We are going to start a Toastmasters club!** This document is to give you information and a loose timeline as a guide to getting the club chartered.

First Step *Discuss Goals & Interest*

We have connected, either by phone and/or email, and agreed to start on this exciting project. You are the “Club Champion(s)”, my team (Club Extension Chairs, Club Sponsors, Club Mentors, and myself) is the New Club Team for District 6. We will be working together to build our new club. We will be there every step of the process: from the beginning, through the charter process, and beyond. We will discuss the details of starting a Toastmasters club and the team will answer whatever questions you have.

Some of the items we will cover are:

- How Toastmasters’ experiential learning will help build better communicators & leaders in your organization & community
- The 4 topics learned in a Toastmasters meeting
 - how to prepare & give a presentation
 - how to speak extemporaneously (off-the-cuff)
 - how to give effective evaluations
 - how to run a professional meeting
- The expectations of the Club Champions and the expectations of the New Club Team
- The financial details of starting a club

Second Step *Schedule & Promote Demo Meeting*

Schedule Demo Meeting The goal of the Demo Meeting is to introduce potential members to Toastmasters, have the potential members interact through a



meeting, and fill out a Charter Member application-moving them from potential member to Charter Member of our newest Toastmasters club!

Promote Demo Meeting I've attached this document along with a flyer and a brochure to the email. The flyer and brochure can be used to help garner interest with potential members. The goal for generating this interest is to get 30+ RSVPs for a Demo Meeting where we will introduce the potential members to Toastmasters.

Third Step *Host Demo Meeting*

My team and I will come and hold an interactive meeting with potential members, at the end of which we hope to have enough interested members to charter your club. Clubs typically charter between 25-30 members. At this meeting, the Club Sponsors will be introduced to the club.

Fourth Step *Formalize Club*

These Club Sponsors will help the club with running a meeting, help generate ideas to get more potential members into meetings, help with choosing a club name and election of officers, and help fill out the charter paperwork.

Fifth Step *Charter*

When we reach the requisite membership to "charter" [officially recognized by Toastmasters International (TI) as a club], typically between 25-30 members, we finish the charter paperwork and send it in to TI.



After processing, TI will inform us your club has chartered. At that point we'll schedule a charter party to celebrate your chartering! At this meeting, the Club

Mentors will be introduced to the club. The Club Mentors will help guide the club through the first 6 months. They will help with running meetings, answer questions along the way, and help your club grow to be a successful club

Continue to meet, grow, and be successful through Toastmasters!

The ideal timeframe for chartering is 0-2 months for a corporate club, 0-4 months for a community club. We realize every club's road to chartering is different, but again, this is the **ideal** timeframe.