

MEMBERSHIP

2009/2010

1. READ THE BOOK
2. Form a Membership Committee. There could be a possible replacement on this Committee.
3. What to do with a potential member?
 - Complete Visitor's Card
 - Have them sit with experienced member
 - Give Visitor's Packet
 - Explain the educational program.
4. Complete Application – page 28 and 29 in book. Decide who in your club will submit to Toastmasters International and the club dues. Make sure you add a Sponsor at the bottom.
Add 5 and get a pin; add 10 and get a pin; add 15 and receive 25% discount from Toastmasters International for merchandise.
5. Send Follow-Up note or e-mail to prospective members.
6. Assign a Mentor through VP of Education.
7. Induct and Vote on all new members – once a month – page 13 in book.
 - a) Make a list of all who are inducted and keep running list of those that have not been inducted yet.
 - b) Give – pin, bylaws and certificate.
8. Orientation for all new members in conjunction with VP of Education
 - Formals kits are available – “Toastmasters & You” Catalog #1167 - \$2.75
 - “New Member Orientation Kit” Catalog #1162 - \$5.50
9. Membership Roster. Decide which officer will maintain the roster.
10. Try to maintain all members.
Call members who have not been attending and get them interested again.
11. Conduct Membership Building Contests.
12. February & March – Talk Up Toastmasters – 5+ members and receive ribbon & module
May & June – Beat The Clock – 5+ members and receive ribbon & module
August & September – Smedley – 5+ members and receive ribbon & module
13. Have the entire membership recruit.
14. Train your replacement.
15. Many questions can be answered from District web site: www.toastmastersd84.org

Any Questions About Membership
Call Brenda DeArmond, DTM at 1-800-504-6066
or e-mail at brdearmond@aol.com

Visitor's card

Please fill out this card so we may introduce you during our meeting.

Name: _____ Date _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work phone: _____
Employer: _____ e-mail: _____

Please mark the square(s) that apply to you:

- I am visiting to learn about the opportunities Toastmasters can offer me.
- I am interested in joining Toastmasters.
- I am or have been a member of Toastmasters Club _____

How did you hear about us?

- Invitation
- Newspaper/newsletter
- Web site
- Other _____

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Toastmasters Membership Application

CLUBS WITHIN DISTRICTS

For faster service,
add and pay your
new members online

Club Number:

District Number:

Month / Year Joined: /

Club Name: _____ City: _____

Membership Type:

New

Reinstated (break in membership)

Renewing (no break in membership)

Dual

Transfer from club Number / Name

Member # (if known)

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

OTHER ADDRESS INFO (FLOOR NUMBER, BUILDING NUMBER, MAIL STOP):

ADDRESS LINE 1 (APARTMENT OR SUITE NUMBER):

ADDRESS LINE 2 (HOUSE / BUILDING NUMBER, STREET NAME):

CITY:

STATE / PROVINCE:

MALE
 FEMALE

COUNTRY:

ZIP / POSTAL CODE:

HOME PHONE NUMBER:

CELL PHONE NUMBER:

WORK PHONE NUMBER:

FAX NUMBER:

E-MAIL:

New Member Kit preference for new members only:

English

Chinese (Mandarin)

French

Cassette tape (visually impaired only)

Spanish

Japanese

Please do not send promotions to me from Toastmasters International's partners.

NEW/REINSTATED/DUAL MEMBER SPONSOR: The person who recruited and/or encouraged the member to join.

NOTE: TO ENSURE PROPER CREDIT, THE SPONSOR'S FULL FIRST AND LAST NAME AND HOME CLUB NUMBER MUST APPEAR.

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

SPONSOR'S DISTRICT NUMBER:

SPONSOR'S HOME CLUB NUMBER:

MEMBER NUMBER (if known):

PLEASE READ AND COMPLETE THE OTHER SIDE

- 1. NEW MEMBER FEE U.S. \$20.00 \$ _____
Paid only by new members. Covers costs of the New Member Kit and processing.
- 1a. California clubs add 7.75% sales tax (\$1.55) \$ _____
- 2. Membership Dues (all members) \$ _____
Pro-rated at \$4.50 per month. Month chosen must match "month/year joined" listed on previous page.
 - October or April U.S. \$27.00 \$ _____
 - November or May 22.50 _____
 - December or June 18.00 _____
 - January or July 13.50 _____
 - February or August 9.00 _____
 - March or September 4.50 _____
- 3. Total of 1, 1a, and 2 \$ _____

CLUB DUES WORKSHEET FOR CLUB USE ONLY	
International fees and dues: (from Line 3 on left)	\$ _____
Club New Member Fee:	_____
Club Dues:	_____
Total:	\$ _____

By my signature below, I agree to the terms of *A Toastmaster's Promise*, and the *Indemnification and Release* stated below, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

SIGNED: _____
 APPLICANT

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

SIGNED: _____
 CLUB OFFICER

PAYMENT INFORMATION Choose one:

Check: No. _____ Amount \$ _____

Credit Card: MC Visa American Express Discover

Card No. _____ Exp. Date _____

Signature / Name on Card _____

Other _____

Check or money order in US funds drawn on a US bank, or credit card payment, must be included. Line 3 is the amount payable to Toastmasters International.

NOTE: Your club may also charge dues to meet club expenses. Unfortunately, WHQ is unable to charge club dues on the credit card submitted. Club dues must be paid directly to the club. See second column for details. **Dues and fees are payable in advance and are not refundable or transferable.**

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" and the governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, 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, 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.

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 speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- ◆ 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 educational and recognition programs;
- ◆ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

CLUB OFFICER – Please keep a copy for your club's records. If paying online, go to www.toastmasters.org, club business. If mailing, send to: Membership Records, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690 USA. If faxing, send to: 949-858-1207. **NOTE:** Please submit information via one method only to avoid duplication.

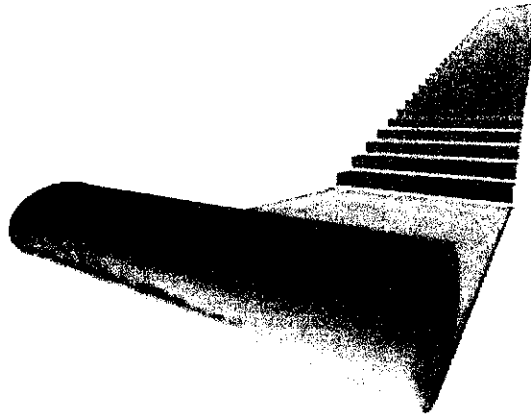
For fastest results, enter new members online.

Toastmasters International



South Lake Club 24

www.southlake.freetoasthost.info



[Insert Member's Name]

[Insert Member's email]

Dear [member's name],

This is my privilege to welcome you to our club as our newest member. Joining Toastmasters is probably one of the best decisions you have ever made. It gives you the opportunity to develop your communication and leadership skills which in turn promotes self confidence and personal growth.

As VP Education, one of my main responsibilities is to encourage you to achieve your educational goals. In your next meeting, I will discuss with you the possibility of assigning you a mentor. Your success is *our* Success!

I am the editor of our weekly newsletter, "*The Great Orator*." I would like to introduce you to the club in our incoming issue. I would appreciate it if you could email me a recent digital picture and one paragraph bio of yourself.

Please do not hesitate to contact me if you have any question. My phone number is 321-662-0040 and my email paul.rene@cfl.rr.com. Once more, welcome to Toastmasters!

Sincerely,

Paul A. René
VP Education

PRESENTER: If time permits, you may wish to explain TI's programs. Remind participants that details are on the TI Web site, and in The Membership Programs Flier (Item 1620). Here are the programs:

NOTES

INDIVIDUAL MEMBER RECOGNITION:

Toastmasters who sponsor new members receive:

- Annual Membership Contest**
(July 1 - June 30)
- 5 members - Membership Building Pin
 - 10 members - Gold Star Pin
 - 15 members - choice of Toastmasters necktie or ladies ascot scarf

CLUB RECOGNITION:

Smedley Award
(August 1 - September 30)

In honor of the formation of the first Toastmasters club, clubs adding five new, dual or reinstated members during the months of August and September will receive the Ralph Smedley Award banner ribbon. The club may also select one module from *The Better Speaker Series*, *The Successful Club Series* or *The Leadership Excellence Series*.

Talk up Toastmasters
(February 1 - March 31)

This membership promotion program recognizes clubs that add five members during the months of February and March, a great time to add members to any club. The club will receive an attractive ribbon for display on its banner, as well as one module from *The Better Speaker Series*, *The Successful Club Series* or *The Leadership Excellence Series*.

Your district governor will be notified if your club receives this award. He may wish to recognize your club at the ensuing district conference.

Beat the Clock
(May 1 - June 30)

Clubs adding five new, dual or reinstated members during the months of May and June will receive an attractive ribbon for display on its banner, as well as one module from *The Better Speaker Series*, *The Successful Club Series* or *The Leadership Excellence Series*.



Division C

The "COGwheel" of Toastmasters District 47
We Clarify, Organize and Grow!

Very Helpful links	NEWS	CALENDAR	CONTESTS	HOME
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Visitor "KITS" - Great "returns" on your investment!

One of the GREAT things about being Division Governor, is the ability to visit with the many clubs and to glean the knowledge of what gives each one its strength. The *Orlando Conquerors (Club 1066)* has been around since 1951. WOW! *Brenda DeArmond, DTM* has allowed me in on ONE of their "secrets" that keep them so strong...

VISITOR "KITS"! When a visitor walks into the room, they are not only given a warm greeting, but they are handed a packet of materials that allows them to make an informed decision to join the club. Below are some of the items that are in the Conquerors' folders. Even if you only use a couple of these ideas, you end up with a well-informed guest that WILL be back!

- **Pocket Folder** - With place for **Business Card of VP Membership** - Business Card Layout Here
- **Latest Club Newsletter** - Filled with informative ideas as well as a calendar of upcoming "THEMED" nights
- **Club History Pamphlet** - "About the Conquerors"
- **Visitor Information Card** that the guest fills out, so that the VPM may follow up with them within 24 hours
- **Toastmaster Magazine** - Past issue
- **Information sheet** explaining the meeting duties (Timer, Evaluator, Ah Counter, TM of the Day, etc) - Here
- **Ice Breaker Speech** information which shows the ease of giving their first speech. Download here
- **Membership Application** - Download here

ACKNOWLEDGE your VISITORS!

The *Florida Hospital Toastmasters* acknowledge their guests either through a photo-synopsis of the day, or by adding them to their "Hall of Fame" webpage. Then, the guests are notified of their "notoriety" via weekly emails. They know they are appreciated, so membership is just a meeting away. If you don't have a club website, you can get yours for FREE at www.freetoasthost.org A club newsletter is equally as effective. Get the word out NOW!

WELCOME YOUR NEW MEMBERS!

Some Clubs welcome every new member with Customized Name Badges and Membership Pins. In addition, they have a New Member induction ceremony which includes the Toastmasters Promise. This instantly forms the close bond that this exciting new club enjoys.

Please, send me your tips and suggestions for success, regarding your club's growth and strength. With Clarity and Organization, we ALL Grow!

Remember, inviting a friend and/or colleague to a meeting, is one of the best ways to say that you care about THEIR future!