

# District 3 Toastmasters

## 2012–2013 New Club Charter Process

### Step 1: First Contact

Whether you have contacted us or we have contacted you, the first step we'd like to take with you to help charter your club is to meet with you in person, if possible – we have some materials we'd like to share with you to help you get started. If a face-to-face meeting is not practical, we'll be happy to do communicate with you electronically or by phone. We will share our process with you for starting a new club, whether that is in your organization or your community.

### Step 2: Getting the Ball Rolling

- Corporate Clubs: Talk with Human Resources and/or Management staff to get support for your prospective club.
- Schedule the first meeting: Secure a date, time, and location for your first meeting.
- If possible, complete and submit “Application to Organize” with \$125 charter fee payment.
  - After this has been submitted, Toastmasters International will send the primary contact a starter kit containing many valuable resources and materials.
  - Corporate Clubs: Companies will often pay this. Talk to HR and see if the company will be willing to cover this fee.
  - Community Clubs: You may have to wait until after your first meeting and get a buy-in from enough prospective members in order to raise the \$125 charter fee (unless you have a willing donor). These prospective members may be willing share the cost by contributing \$5–\$10 per person.

### Step 3: Plan Your First Meeting

- Publicize your first meeting as much as possible. Have prospective members contact you to let you know they are interested in participating. In return, send them copies of the Ice Breaker Speech Project and Charter Member Application Form.
- Work with District 3's Lieutenant Governor of Marketing, the Division Governor for your general meeting place, the assigned Area Governor, and the Club Extension committee to begin building your Toastmasters support group. This will include finding 1 or 2 sponsoring clubs, 2 club sponsors (individuals who will help you through the charter process), and 2 club mentors (individuals who will help guide your club after chartering).
- Your support group will help plan and support your first meeting. The following roles will be filled by experienced Toastmasters:
  - Toastmaster

- 2–3 Speech Evaluators
- Table Topic Master
- General Evaluator
- From among the prospective members who have contacted you, take volunteers for the following roles:
  - 2–3 Ice Breaker Speakers
  - The following roles can be filled ahead of time or on the spot at the meeting:
    - Timer (required)
    - Ah–Counter (strongly encouraged)
    - Grammarian (strongly encouraged)
    - Wordmaster (optional – may also be combined with Grammarian)
    - Joke Master (optional)
    - Words of Wisdom / Inspiration (optional)
- Create your first meeting agenda (see below for what to include) and send out to all participants and prospective members.

#### Step 4: Your First Meeting

- Supplies needed, to be supplied by your experienced Toastmasters: Stopwatch, colored folders/cards/lights, note paper & pens, clicker/bell for ah–counter, dictionary, markers, blank papers, Charter Member Application forms, printed agendas
- Part 1: 30–45 minute demonstration meeting
  - This gives prospective members a good idea of how a Toastmasters meeting works – fun, educational, efficient, and professional – with 4 core skills of Prepared Speaking, Impromptu Speaking, Feedback/Evaluations, and Leadership
  - Opening & Introductions
  - Prepared Speeches (prospective member Ice Breakers, if possible)
  - Table Topics
  - Speech Evaluations
  - Functionary Reports
  - Concluding Comments
- Part 2: 30–45 minute organizational business meeting
  - Confirm that prospective members are interested in proceeding with the formation of the club
  - Fill in roles for the next meeting (two Ice Breaker speeches from among prospective members, if possible)
  - Facilitate selection of new club name
  - Facilitate selection of club officer election (if possible)

- Finalize meeting day, time, and location
- Identify someone in the new club to maintain possession of all club paperwork for the duration of the chartering process.
- Close the Sale: Ask prospective members to complete Charter Member Application forms and submit with dues payment.

Repeat Step 4 as needed until you have received 20+ charter member applications with payment.

Step 5: Submit all required paperwork:

- All paperwork should be submitted directly to Toastmasters International World Headquarters by a designated representative of the club (this could be you as the primary contact, or another designee). It should not be handled by a representative of District 3 Toastmasters. It can be faxed, emailed, or mailed in. We encourage the use of couriers (such as FedEx) so that tracking service is provided.
- Batch 1 (if not already completed): Application to Organize (\$125 charter fee). Submit as early as possible. Corporate clubs may use this form as charter fee invoice, if necessary. You may leave names and numbers for sponsoring clubs, club sponsors, and club mentors blank for now, if necessary.
- Batch 2: Submit all of the following forms at one time when completed
  - 20+ Charter Member Application forms with payments (\$20 new member fee + \$36 six month dues)
  - Charter Payments form
  - Club Officer Information form
  - Club Constitution & Bylaws
  - Club Information form

Step 6: Plan your charter party!

Notes:

Toastmasters clubs have two options available: Open and Advanced clubs.

- Open Clubs: A minimum of 20 charter members is required. At least 17 must be new or reinstated members (not current Toastmasters). The remaining 3 may be dual members and there may be additional dual members but they won't be counted toward the 17 new or reinstated members.
- Advanced Clubs: A minimum of 20 charter members is required and all members of the club must already have a current membership in another Toastmasters club. Advanced clubs may become "Open" anytime after chartering. Advanced clubs may also have additional educational or other requirements.