

Guest Packet

From Pen to Podium



TOASTMASTERS

Patrick K. Hardesty Midtown
Multi-Service Center
1100 S Alvernon Way, Tucson, AZ 85711

2nd and 4th Saturday of the month from 9:00 am - 10:30 am



David Hopper, President

From Pen to Podium Toastmasters

DavidHopperdtm@gmail.com

Welcome Visitor,

Thank you for visiting us and joining a meeting of From Pen to Podium Toastmasters Club. We value your time and effort, and it was a pleasure to share our time with you.

We are part of the worldwide Toastmasters organization and meet twice each month to improve our public speaking, communication, and leadership skills. Our primary goal is to help each other become better speakers and leaders. We hope that this meeting gives you a good idea of what we are about. Our club tries to make each meeting productive, interesting and fun. We strive to maintain a friendly, nurturing and supportive environment for all.

Please fill out the guestbook so we can contact you in the future. The information enclosed in this guest packet is for you to take and share with your family, co-workers, or friends. Feel free to approach any member to ask questions you may have about our meetings or Toastmasters in general. We welcome your comments and suggestions about how our club can support you or improve.

We want you to feel comfortable at our meetings. If our club goals coincide with and support your goals, we invite you to join our club. If you have decided to join us, a membership form is available in the back of this packet. Of course, you can attend more meetings as a guest, and you are always encouraged to bring a friend.

Thanks for taking time from your busy schedule to attend our meeting and we hope to see you again soon.

Sincerely,

David Hopper

President

520-631-5587

DavidHopperDTM@gmail.com

Kristy Hopper

VP of Education

520-250-6687

kristyhopper.tm@gmail.com

Our club meets on the 2nd and 4th Saturday of each month, 9:00-10:15 AM

Patrick K. Hardesty Midtown Multi-Service Center

1100 S Alvernon Way, Tucson, AZ 85711

Club website: <https://pen2podium.toastmastersclubs.org>

District web site: <http://www.aztoastmasters.org>

International web site: <http://www.toastmasters.org>



Roles and Responsibilities for Meetings

Toastmaster

Taking on this role improves organizational skills, time management skills and public speaking skills

The Toastmaster is a meeting's director and host. A member typically will not be assigned this role until he or she is thoroughly familiar with the club and its procedures. As Toastmaster, you:

- Acquire a meeting agenda from your Vice President Education or from the Club's website.
 - Work with the General Evaluator to ensure all club participants know their roles and responsibilities.
 - Introduce speakers during the club meeting, including their speech topic, project title, objectives, delivery time, etc. during your introduction.
 - Ensure smooth transitions between speakers during the club meeting.

Ah-Counter

Taking on this role improves observational and listening skills

The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and*, *well*, *but*, *so* and *you know*. Sounds may be *ah*, *um* or *er*. As Ah-Counter you:

- Request a copy of the Ah-Counter's log from your Sergeant at Arms. If a log is not available, be prepared to take notes.
- When introduced during the club meeting, explain the role of the Ah-Counter.
- In the Ah-Counter's log, record overlong pauses, overused words and filler sounds relied upon too often by all speakers. Examples include: *and*, *but*, *so*, *you know*, *ah*, *um*.
- During the evaluation portion of the meeting, report your observations when called upon.

Table Topic Master

Taking on this role improves organizational skills, time management skills and facilitation skills

The Table Topic Master, also referred to as Topics Master, delivers the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting. As Topics Master, you:

- Select topics in advance of the meeting that allow speakers to offer opinions.
- Give members who aren't assigned a speaking role the opportunity to speak during the meeting by assigning impromptu talks on non-specialized themes or topics.
- Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- In clubs presenting a Best Table Topics speaker award, ask members to vote for the best Table Topics speaker.

Timer

Taking on this role improves time management skills

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer, you are responsible for monitoring time for each meeting segment and each speaker. To perform as Timer, you:

- Acquire the timing/signaling equipment from the Sergeant-at-Arms and know how to operate it.
- Explain the timing rules and demonstrate the signal device if called upon to do so.
- Throughout the meeting, listen carefully to each participant and signal him or her accordingly.
- When called to report, announce the speaker's name and the time taken.
- After the meeting, return the timing/signaling equipment to the Sergeant-at-Arms and give your Timer's report to the secretary.

General Evaluator

Taking on this role improves skills in critical thinking, organization, time management, motivational and team-building skills

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian and Timer. As General Evaluator, you:

- Ensure other evaluators know their tasks and responsibilities.
- Explain the purpose and benefits of evaluations to the group.
- Identify and confirm meeting assignments with the Timer, Grammarian and Ah-Counter.
- Confirm the club meeting program and/or checklist with the Toastmaster.

During the meeting, take notes and report on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.

Table Topics Speaker

Taking on this role improves confidence and impromptu public speaking skills

Table Topics is a long-standing Toastmasters tradition intended to help members develop their ability to organize their thoughts quickly and respond to an impromptu question or topic.

- Table Topics typically begins after the prepared speech presentations.
- The Toastmaster will introduce the Topics Master, who will give a brief description of Table Topics, and then call on respondents at random.
- When asked to respond, come to the front of the room to provide your response. Your response should last one to two minutes.

Speaker

Taking on this role improves critical thinking, confidence and public speaking skills

Every speaker is a role model, and club members learn from one another's speeches. As a Meeting Speaker, you:

- Prepare, rehearse and present a speech during the club meeting.
- Discuss your goals, strengths and weaknesses with your evaluator prior to giving your speech.

Evaluator

Taking on this role improves listening skills, critical thinking and positive feedback skills

In Toastmasters, feedback is called evaluation, and it is the heart of the Toastmasters educational program. You observe the speeches and leadership roles of your fellow club members and offer evaluations of their efforts, and they do the same for you. We suggest that members have at least 3 speech's complete before filling the role of evaluator. As evaluator, you:

- Provide verbal and written evaluations for speakers using the **Effective Evaluation** manual. (<https://www.toastmasters.org/~media/8EA3AA260B5D4C4494657F4E5451E66C.ashx>)
- Ask those you've been assigned to evaluate what they will present and what they wish to achieve.
- Answer evaluation questions in the manual as objectively as possible.
- When giving any evaluation, offer praise as well as constructive criticism.

Grammarian

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills

The Grammarian plays an important role in helping all club members improve their grammar and vocabulary. As Grammarian you:

- Introduce new words to meeting participants and monitor language and grammar usage.
- Introduce a "Word of the Day" that helps meeting participants increase their vocabulary; Display the word, part of speech, and a brief definition with a visual aid and prepare a sentence showcasing how the word should be used. Note who uses this word or any derivatives thereof correctly or incorrectly during the meeting.
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciation, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*
- At the end of the meeting, give your complete report when called on.



THE BENEFITS OF TOASTMASTERS MEMBERSHIP

- ▶ Participation in a unique and proven program for developing your communication and leadership skills.
- ▶ A positive and supportive atmosphere in a community of learners.
- ▶ The opportunity to find your voice while learning to tell your story with confidence.
- ▶ Regular and constructive feedback from other learners as you practice organizing your thoughts and presenting them clearly.
- ▶ Experience in leadership development through training and club involvement.
- ▶ Unlimited opportunities for personal and professional growth.
- ▶ Access to a wealth of educational materials and resources on public speaking, listening skills, meeting protocol, the use of technology in presentations, and effective communication in conferences and meetings.
- ▶ A free subscription to the *Toastmaster*, a monthly magazine that provides insights on communication, leadership, club activities and other relevant topics.

SHARE THE BENEFITS YOU GAIN BY

- ▶ Assisting fellow members in developing their communication and leadership skills while you develop your own.
- ▶ Helping your group maintain the Toastmasters standard of excellence in all projects and programs.
- ▶ Providing leadership in your club, whether performing meeting roles, assisting on committees or serving as an officer.
- ▶ Telling other people about the value of Toastmasters and inviting guests to club meetings.
- ▶ Representing the Toastmasters brand in everyday business, social and community situations.
- ▶ Making the Toastmasters experience – for yourself as well as others – as enjoyable and worthwhile as possible!

TOASTMASTERS INTERNATIONAL

P.O. Box 9052 • Mission Viejo, CA 92690 • USA • Phone: 949-858-8255 • Fax: 949-858-1207

www.toastmasters.org/members

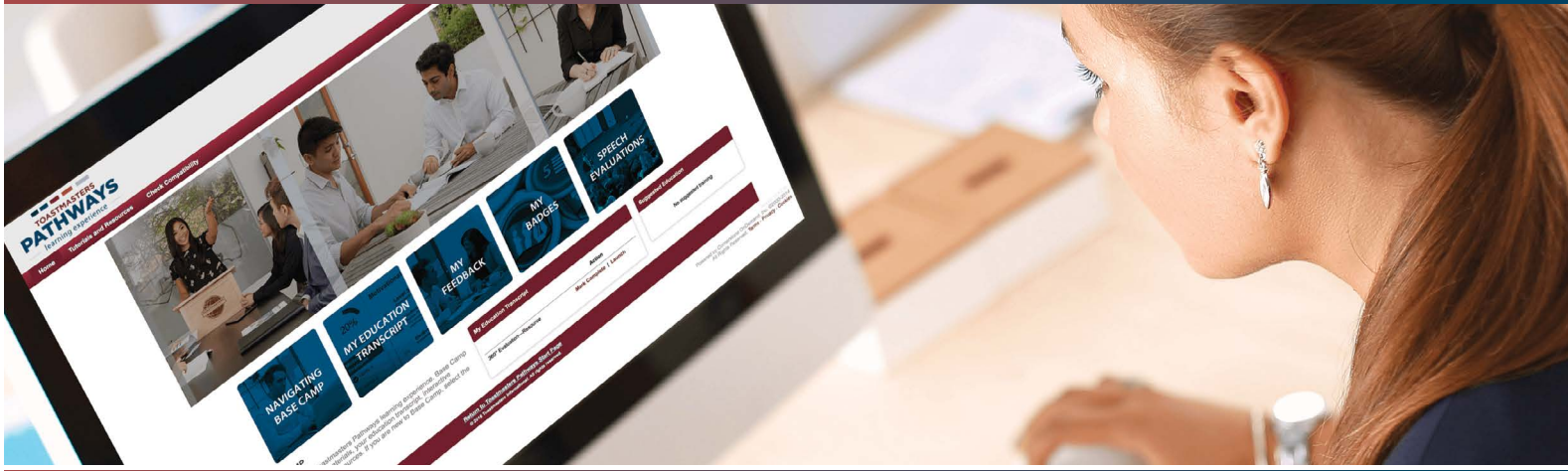
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Item 354INDV



Navigating Pathways



Reach your personal and professional goals through Pathways, Toastmasters' education program. Build the real-world skills you're looking for with a user-friendly online learning experience you can customize to fit your needs.

Five Core Competencies

**Public
Speaking**

**Interpersonal
Communication**

**Strategic
Leadership**

Management

Confidence

There are more than 300 unique sub-competencies in Pathways that build on the five above.

11 Specialized Learning Paths

After taking an online assessment, you will be guided to the ideal path, based on your current goals. There are at least 14 projects in each path.



**Dynamic
Leadership**



**Effective
Coaching**



**Engaging
Humor**



**Innovative
Planning**



**Leadership
Development**



**Motivational
Strategies**



**Persuasive
Influence**



**Presentation
Mastery**



**Strategic
Relationships**



**Team
Collaboration**



**Visionary
Communication**

Want to hear what members are saying? See back for testimonials.

www.toastmasters.org/Pathways

Visit a meeting today!

You won't regret it. With more than 352,000 memberships in over 16,400 clubs across 141 countries, you're sure to find a club that suits you. To find a nearby club, visit www.toastmasters.org/FindAClub. Each club has its own personality, so visit a few to find one that best matches yours!

To see what to expect at a Toastmasters meeting, visit www.toastmasters.org/ClubExperience.

“

We all know how important communication is in business and in life and how daunting it can be to many; Toastmasters' program develops confidence in people to effectively communicate.”



—Mike Fasulo
President and Chief Operating Officer
Sony Electronics Inc.

Find Your Voice

Shape your future with your words



“

The training has made me more focused and disciplined at work and improved my interactions with colleagues.”

—Adrian Jefferson Chofor
Marketing Operations Consultant
Kaiser Permanente



Local club information:

“

Toastmasters has changed my life for the better. It helped me find my voice. ... a more confident me.”



—Maria Martinez
Learning Facilitator
Center for Behavioral Excellence – Wipro



WHERE LEADERS ARE MADE

Give your potential a voice

What is Toastmasters?

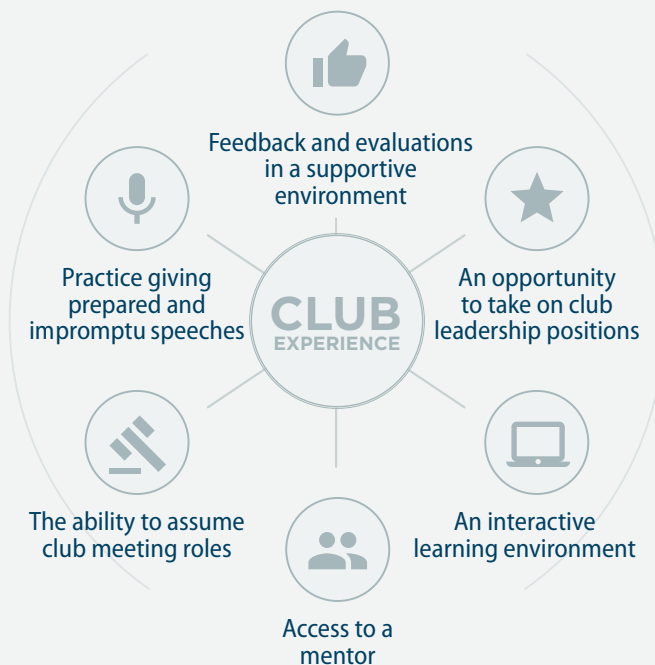
Since 1924, Toastmasters International has helped millions of men and women become more confident when communicating with others. The Toastmasters network of clubs and its learn-by-doing program were created to help you become a better speaker and leader. Why pay thousands of dollars for a seminar when you can join a Toastmasters club for a fraction of the cost and have fun in the process?

The proven way to become a better speaker

What's in it for you?

Toastmasters will give you the skills and confidence you need to effectively express yourself in any situation. Whether you are a tenured manager, student, young professional, someone who is looking to advance their career or looking to make an impact in your community, Toastmasters is the most efficient, supportive, enjoyable and affordable way of gaining great communication skills. By learning to effectively formulate and express your ideas, you open an entirely new world of possibilities. You'll improve your interpersonal communication and be more persuasive and confident when giving speeches.

What does the club experience offer?



How will you grow?

- » Improve public speaking skills
- » Practice writing speeches and presenting in a group setting
- » Build leadership skills
- » Gain a competitive advantage in the workplace
- » Networking opportunities in a small and supportive environment
- » Build self-confidence and self-awareness
- » Allows for unlimited personal growth
- » Ability to maximize your potential



The path to unlocking your full potential

What is the Pathways learning experience?

Pathways is Toastmasters' exciting, interactive and flexible education program. It focuses on five core competencies: Public Speaking, Interpersonal Communication, Strategic Leadership, Management and Confidence. With 10 paths to choose from (and more in development), you have the option to pick which skills you want to focus on.

How does Pathways work?

Sign in to Pathways and take the online assessment, which will suggest a learning path based on your goals. As a Toastmasters member, you will receive one free path when you join. Progress through your path by completing projects, giving presentations at club meetings and implementing feedback, all done at your own pace. Each path has five levels and you'll start by mastering fundamentals before working your way up to demonstrating your expertise. Best of all, Pathways is available online or in print and is translated into eight languages!

Visit www.toastmasters.org/Pathways to learn more. Let Pathways help you build the skills to be the communicator and leader you want to be!

Visit a meeting today!

You won't regret it. With more than 352,000 memberships in over 16,400 clubs across 141 countries, you're sure to find a club that suits you. To find a nearby club, visit www.toastmasters.org/FindAClub. Each club has its own personality, so visit a few to find one that best matches yours!

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—Mike Fasulo
President and Chief Operating Officer
Sony Electronics Inc.

Your Path to Leadership

Become the speaker and leader you want to be



“

Being in Toastmasters pushes you to take on challenges that you wouldn't have taken on by yourself. You start stepping up more for a project and want to take on more responsibility and become a leader.”

—Sven Dejean
Senior Manager, European Partners
The Coca-Cola Company



Local club information:

“

I have been promoted at my job six times since becoming a Toastmaster. Every speaking and leadership opportunity advances your own skills and helps others along the way.”



—Jing Humphreys, DTM
Senior Chemist
Sonneborn, LLC



WHERE LEADERS ARE MADE

Give your potential a voice

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Creating leaders

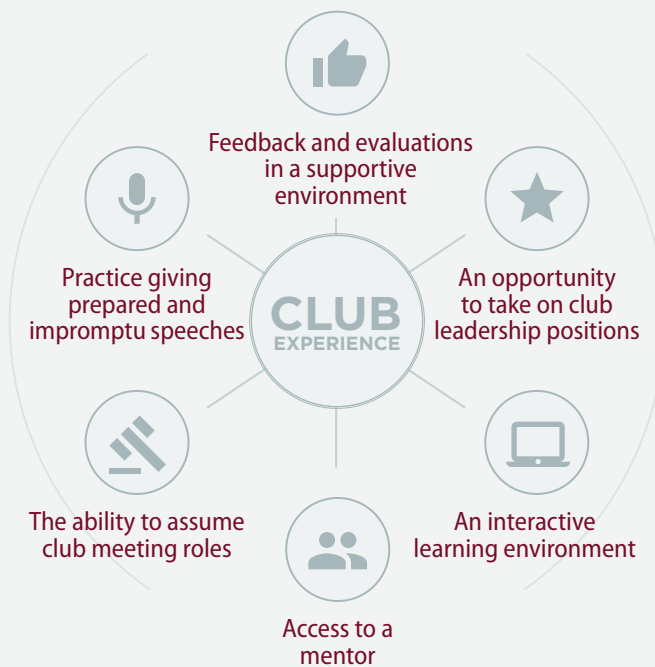
What makes a leader?

Effective leaders empower others to accomplish personal goals and contribute to the successful completion of group objectives. Leaders act as role models for others to emulate. They provide guidance and feedback throughout the course of assigned projects and often help others improve their skills. Great leaders inspire others to follow them.

What's in it for you?

While some are born confident, charismatic leaders, others must work to develop their leadership skills. Through Toastmasters, you'll gain the practice to become the leader and speaker you want to be. You will also sharpen your management skills, become a better negotiator, gain trust and inspire your team. Learn to be decisive!

What does the club experience offer?



How will you grow?

- » Build leadership skills
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Visit www.toastmasters.org/Pathways to learn more. Let Pathways help you build the skills to be the communicator and leader you want to be!

About Toastmasters International

Toastmasters International is a nonprofit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. Headquartered in Rancho Santa Margarita, California, the organization's membership exceeds 345,000 in more than 15,900 clubs in 142 countries. Since 1924, Toastmasters International has helped people of all backgrounds build confidence as speakers and leaders.



Better Speakers and Leaders

Toastmasters is the best way for anyone—whether a working professional, student, stay-at-home parent or retiree—to improve his or her communication and leadership skills. Members overcome the fear of public speaking and learn skills that aid them in becoming more successful. Toastmasters creates better listeners and stronger team members and leaders who can comfortably give and receive constructive evaluations.

Joining Toastmasters

Joining a Toastmasters club is easy. A listing of clubs by geographic area can be located on the Toastmasters website at www.toastmasters.org/find. Visitors to the website can select the most convenient club, attend a meeting and apply for membership. (Applicants must be 18 or older.) New clubs can be started with permission and assistance from Toastmasters International.

Linda Lingle

Former Governor of Hawaii

"Toastmasters is the best and least expensive personal improvement class you can go to. Anybody who begins and sticks with it for any length of time ends up a better speaker. As a result, they build confidence and are able to do their jobs better."



TOASTMASTERS INTERNATIONAL

P.O. Box 9052 • Mission Viejo, CA 92690 • USA
Phone: +1 949-858-8255 • Fax: +1 949-858-1207
www.toastmasters.org

All About TOASTMASTERS



WHERE LEADERS
ARE MADE

How Toastmasters Works

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives members several opportunities:

► Conduct meetings

Members learn how to plan and conduct meetings.

► Give impromptu speeches

Members present one- to two-minute, impromptu speeches about assigned topics.

► Present prepared speeches

Members present speeches based on projects from Toastmasters' communication and leadership program. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

► Offer constructive evaluation

Every speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

Toastmasters Tools

Upon joining a Toastmasters club, each new member receives resources about how to become a better speaker and a more confident leader. Members also have access to a wide variety of educational resources. In addition, they receive the award-winning *Toastmaster*, a monthly magazine that offers the latest insights about speaking and leadership techniques.

**With
Toastmasters,
the potential
is unlimited.**

Toastmasters and Leadership

Leadership takes practice. In Toastmasters, members learn leadership skills by organizing and conducting meetings and completing projects. The projects address skills such as listening, planning, motivating, and team building and give members the opportunity to practice them. Just as Toastmasters members improve communication by speaking, they learn leadership skills by leading.

Company Benefits

A company's success depends on communication. Employees interact with their colleagues and customers to exchange ideas, messages and information. How well they communicate and share their ideas can determine whether a company grows into an industry leader or is mired in mediocrity. At a very reasonable cost,

Toastmasters teaches employees to become better presenters and leaders:

- Give better sales presentations
- Hone their management skills
- Work better with fellow employees
- Develop and present ideas more effectively
- Offer constructive criticism
- Accept feedback more objectively

Toastmasters produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters. Thousands of corporations, community groups, universities, associations and government agencies currently use the Toastmasters program.

Community Benefits

Toastmasters helps many members in their community-service activities. Using the skills developed in Toastmasters, members have become more active in business, church, service and charity organizations. Toastmasters are able to organize activities, conduct meetings and speak in public as their organizations' representatives. Some even become active in local, state or national government.



MEMBERSHIP APPLICATION & PAYMENT INFORMATION



To become a club member, please

1. Completely fill out and sign the **Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to the club officer.
4. Please check here ☐ if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact membership@toastmasters.org.

MEMBERSHIP APPLICATION

Club Information

This section is completed by a club officer.

Club number Club name Club city

Applicant Information

This section is completed by the applicant. ☐ Male ☐ Female ☐ Other

Last name/Surname First name Middle name

The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of

Address line 1 (limit 35 characters)

Address line 2 (limit 35 characters)

City State or province

Country Postal code

Home phone number Mobile phone number Email address

Membership Type

This section is completed by a club officer.

- ☐ New ☐ Reinstated (break in membership)
☐ Dual ☐ Renewing (no break in membership)
☐ Transfer (If applicant is transferring from another club, please fill in the three lines below.)

Previous club name

Previous club number

Member number

Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable from one member to another.

1. New member fee (US\$20) US\$ _____

Paid only by new members, this fee covers the cost of the first education path, online copy of The Navigator and processing

3. Total payment to Toastmasters International US\$ _____

Total of 1 and 2.

2. Membership dues US\$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

		DISTRICTED	UNDISTRICTED
<input type="checkbox"/> October	or <input type="checkbox"/> April	US\$45.00 \$ _____	US\$33.75 \$ _____
<input type="checkbox"/> November	or <input type="checkbox"/> May	37.50 _____	28.13 _____
<input type="checkbox"/> December	or <input type="checkbox"/> June	30.00 _____	22.50 _____
<input type="checkbox"/> January	or <input type="checkbox"/> July	22.50 _____	16.88 _____
<input type="checkbox"/> February	or <input type="checkbox"/> August	15.00 _____	11.25 _____
<input type="checkbox"/> March	or <input type="checkbox"/> September	7.50 _____	5.63 _____

I want my membership to begin: _____
Month/Year

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process credit card payments for club dues.

International Fees and Dues \$ _____
(from line 3 above)

Club new member fee _____

Club dues _____

Total payment to club _____

Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

Sponsor's last name/surname	Sponsor's first name	Sponsor's member number	Sponsor's club number
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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 Toastmasters International Governing Documents and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree 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, officers, employees, agents, 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. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, districts, clubs and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- The collection, use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- That my information may be accessed and used by Toastmasters, its employees and agents, district officers and club officers.
- Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: www.toastmasters.org/login. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods: Mail ☐ Email ☐ Phone ☐

If you would rather not receive non-essential communications from us, please check here ☐

For our full privacy policy, you may visit www.toastmasters.org/footer/privacy-policy.

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 projects to the best of my ability, basing them on the Toastmasters education program
- ▶ 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 education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above, and certify that I am 18 years of age or older (in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International).

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Applicant's signature

Date

Verification of Club Officer

I confirm that a complete membership application, including the signatures of the new member and a club officer, is on file with the club and will be retained by the club.

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

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Club officer's signature

Date

In order for this application to be valid, both signatures are required.

The **club officer** must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to **www.toastmasters.org/clubcentral**.
You can also mail the documents to Membership, Toastmasters International, 9127 S. Jamaica St., Suite 400, Englewood, CO 80112, U.S.A., or fax to +1 303-799-7753. Please use only one of these methods to avoid duplication.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
 - a. Retain the applicant's **Membership Application** with other club documentation; and
 - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

PAYMENT INFORMATION

Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 3 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

US\$ _____
Amount

Card number _____

Expiration date _____

Name on card _____

Signature _____

☐ **Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ _____
Amount

Check or money order number _____

☐ **Other**

Other _____