

**FOR CLUBS ASSIGNED  
TO DISTRICTS**



**#2**  
Charter Membership  
Certificate & Remittance

**Charter Membership Certificate and Remittance Notice**

Submitted by \_\_\_\_\_  
CLUB NAME

Toastmasters Club of \_\_\_\_\_  
CITY & STATE/PROVINCE COUNTRY

WHQ USE ONLY	
Charter No. _____	District _____

TO: The Board of Directors  
Toastrmasters International

In compliance with the provisions of the Bylaws of Toastmasters International, we the undersigned President and Secretary of the above-named club, hereby certify that on this date the membership of this club is shown below, and that there is due Toastmasters International the amount shown in item 9 below.

**Note:** Minimum requirement for the issuance of a charter is 20 members (17 of which cannot belong to another club, except in the case of specialty and advanced clubs where dual membership is a prerequisite).

1. Number of *new* members listed on Membership Roster (Part B) \_\_\_\_\_.
2. Number of *dual* or *reinstated* members (also include transfer members if they are not presently in good standing with former club) \_\_\_\_\_.
- 2a. Number of *dual*, *reinstated*, or *transfer* members who require educational materials (must pay \$20.00 service charge) \_\_\_\_\_.
3. Total (add item 1 to item 2) \_\_\_\_\_.
4. Charter Fee (if not previously paid) \$125.00
5. Service Charge: Number of members shown in item 1 and 2a @ \$20.00 \_\_\_\_\_
6. Sub Total: add lines 4 and 5 \_\_\_\_\_
7. California clubs add 7.75% sales tax: Line 6 x .0775 \_\_\_\_\_
8. Membership Dues: Total number of members shown in item 3 @ \$27.00\* \_\_\_\_\_
9. TOTAL AMOUNT ENCLOSED: Add lines 6, 7 and 8 \_\_\_\_\_

**METHOD OF PAYMENT**

Check     Credit Card    MC    Visa    American Express    Discover    (CIRCLE ONE)

No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE:** Pursuant to the Bylaws of Toastmasters International, Toastmasters clubs are required to remit membership payments semiannually in April and October. At the next reporting period (April or October), the club will be required to submit a prorated membership payment for the period beginning with the end of the initial six months advance payment to either March 31 or September 30, whichever occurs first. Forms for this report will be sent to the club secretary by World Headquarters.

If only the charter fee has been paid, remittance must be made for items 5 & 8 above when application forms are submitted. The charter kit which is provided upon receipt of the charter fee, contains educational materials for 20 members. Materials for additional members over 20 are provided only upon submission of the per capita and service charge payments and all charter forms.

\*Membership dues for a new club's charter members are not prorated.

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
PRESIDENT SECRETARY

Date \_\_\_\_\_ Date \_\_\_\_\_

Please make 2 copies of this document. Mail one to World Headquarters, one to your District Governor, and keep the original in your club's permanent records.