

District 99

Chartering a New Club Checklist

Are you interested in starting a new club? Use the following checklist as a guide.

For questions, reach out to Club Growth Director at cgd@d99tm.org

Step	Task	Description	Status (Not Started, Planned, In- progress or Completed)
Step 1	Generate leads	Identify and qualify an opportunity (community, company, church, etc.) and the contact person	
Step 2	Form a team	Put together the team led by someone who could do this as an HPL project and earn credit towards their DTM	
		1. experienced TM members (as new club sponsors, involved up to charter)	
		2. Organization's contact(s)	
		3. managerial, HR, training, and executive support personnel	
Step 3	Make initial contact	4. facility managers, etc.	
		Hold an information meeting with the contact and support group.	
		1. Explain the entire process, including finances.	
		2. Make sure everyone has a copy of the "How to Build a Toastmasters Club" manual (or at least has the URL).	
		3. Determine local club dues	
		4. Discuss International dues are \$45 for six months plus \$20 for new members (total \$65), regardless of when the club charters (dues are pro-rated at the first renewal). Transfer members pay nothing as long as they're paid up at their old club. Reinstated and dual members pay \$45.	
Step 4	Prospect for charter members	5. Set a demo date, considering probable day and time for regular club meetings (e.g., 2nd/4th Tuesdays at noon). Set dates for future meetings.	
		6. Send in the "Application to Organize" with \$125, for the new club kit (which includes 20 new member kits with manuals).	
		Prospect for a minimum of 20 charter members	
		1. Publicize the demo meeting!!! Invite as many as possible.	
		2. Hold the demo meeting.	
		a. Get guests to serve as timer and grammarian, coached by a TM sitting with them	
		b. Pass around a sign-in sheet, including phone and e-mail	
		c. Sponsoring organization introduces the TM.	
		d. One Icebreaker from member of sponsoring org.	
		e. One speech from level 2 of Pathways (not too advanced).	
f. Table topics, calling on guests (e.g., "What sort of speaking have you done?").			
g. Strong constructive positive evaluations from experienced Toastmasters.			

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		<ul style="list-style-type: none"> <li data-bbox="673 338 1274 401">h. Get membership commitments, allow time for Q&A. <li data-bbox="673 401 1274 464">i. At the demo meeting, distribute membership kit to committed (paid) members. <li data-bbox="673 464 1274 527">j. Conclude by signing people up for next meeting roles. <li data-bbox="613 527 1274 632">3. Continue to hold meetings, obtaining more commitments/membership payments; committed/paid members should get a new member kit. <li data-bbox="613 632 1274 758">4. After a couple of meetings, explain officer roles and hold an election to start spreading the responsibility around – provide the new officers with short one-on-one training if possible. <li data-bbox="613 758 1274 949">5. When 20 payments/commitments are in hand (or more!), announce that charter memberships will be closed at the next meeting, last chance. TI will accept individual credit card payments of the funds due to TI (\$65, no local dues), and individual checks can be made for local club dues. 	
Step 5	Appoint club mentors	Identify who will be new club mentors (often same as new club sponsors, involved for a year after chartering).	
Step 6	Prepare to charter	Fill out and send in the charter paperwork to WHQ <ul style="list-style-type: none"> <li data-bbox="613 1060 1274 1092">1. Charter officers and club info form (part A in book) <li data-bbox="613 1092 1274 1155">2. Charter membership roster (preferably home addresses, with e-mail too, part B in book) <li data-bbox="613 1155 1274 1218">3. Review and sign Constitution and bylaws with proper signatures (part C in book) <li data-bbox="613 1218 1274 1281">4. Complete remittance form and submit payment by credit card <li data-bbox="613 1281 1274 1344">5. Watch for TI website and communication via email to get club Number 	
Step 7	Complete charter and commission club	Announce confirmation of club's charter status and plan for official commissioning and kick-off of full club operations. <ul style="list-style-type: none"> <li data-bbox="613 1417 1274 1480">1. Club Growth Extension chair holds transition meeting with Club Sponsors and New Club Mentors <li data-bbox="613 1480 1274 1543">2. District Director receives new club charter and charter member certificates <li data-bbox="613 1543 1274 1585">3. District Admin Manager orders new club banner <li data-bbox="613 1585 1274 1648">4. Club Growth Extension chair works Charter president to schedule charter party <li data-bbox="613 1648 1274 1711">5. Invite all members, guests, sponsoring organization leaders, and district leaders. <li data-bbox="613 1711 1274 1753">6. Hold charter celebration! <li data-bbox="613 1753 1274 1814">7. Transition District support to new Club Mentors to drive club officer training and membership drive 	