

Esbjerg Toastmasters Club

Instructions on how to fill out the Toastmaster membership application form (form 400):

Fill out the Applicant Information section: last name, first name, middle name, sex, address, city, postal code, country, phone, email. Fill out the New Member Kit Preference on p.1. Then sign on the bottom left of page 2.

Do not fill out anything else - it is not necessary.

Save, or print and scan, and email pages 1-2 back to VP membership Ole Mikkelsen: ole_mikkelsen@mac.com . He then sends you an invoice, and within 1-2 days after it has been paid you will get a profile on easyspeak, where you can sign up for speeches etc.

Please also fill out the New Member Profile form (form 1162F) and return it to Ole together with the application.

Questions? email Ole: ole_mikkelsen@mac.com or call him at +45 23 38 49 67.

Welcome to Esbjerg Toastmasters Club!

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CLUBS WITHIN DISTRICTS

MEMBERSHIP APPLICATION & PAYMENT INFORMATION

Prospective members should follow the instructions provided below for becoming a club member.

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.

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.

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 _____

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.

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

Paid only by new members, this fee covers the cost of the New Member Kit and processing

2. Membership dues US\$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month at US\$6 per month:

- | | | |
|---|---|---|
| <input type="checkbox"/> October: US\$36 | <input type="checkbox"/> February: US\$12 | <input type="checkbox"/> June: US\$24 |
| <input type="checkbox"/> November: US\$30 | <input type="checkbox"/> March: US\$6 | <input type="checkbox"/> July: US\$18 |
| <input type="checkbox"/> December: US\$24 | <input type="checkbox"/> April: US\$36 | <input type="checkbox"/> August: US\$12 |
| <input type="checkbox"/> January: US\$18 | <input type="checkbox"/> May: US\$30 | <input type="checkbox"/> September: US\$6 |

I want my membership to begin: _____
Month/Year

Membership Type

This section is completed by a club officer.

- | | |
|---|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Reinstated (break in membership) |
| <input type="checkbox"/> Dual | <input type="checkbox"/> Renewing (no break in membership) |
| <input type="checkbox"/> Transfer (If applicant is transferring from another club, please fill in the three lines below.) | |

Previous club name _____

Previous club number _____

Member number _____

New Member Kit Preference

This section is completed by the applicant if a new member.

- | | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Deutsch | <input type="checkbox"/> Português |
| <input type="checkbox"/> العربية | <input type="checkbox"/> 简体中文 | <input type="checkbox"/> Accessible PDF on CD for the visually impaired (English only) |
| <input type="checkbox"/> 繁體中文 | <input type="checkbox"/> 日本語 | |
| <input type="checkbox"/> Français | <input type="checkbox"/> Español | |

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot charge 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

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, 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.

By submitting this application, I agree to 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. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify addresschanges@toastmasters.org of any change to my personal information and make requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes and that the failure to provide this information may prevent my application from being properly processed or the inclusion of my contact information in the members directory.

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 Member Clubs of Toastmasters International.

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

Applicant's signature

Date

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 speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* 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 education and recognition programs
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Verification of Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of 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, P.O. Box 9052, Mission Viejo, CA 92690, U.S.A., or fax to +1 949-858-1207. 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



NEW MEMBER PROFILE

Personal Data

Name _____ Occupation _____

Best way to contact you _____ Employer _____

Accomplishments and interests _____

Personal and career goals _____

Name of sponsor _____ Name of mentor _____

Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club? _____

Does your job or profession require you to speak in front of an audience? _____

How would you describe your current skill level as a speaker? _____

How would you describe your current skill level as a leader? _____

Do you have any specific concerns relative to speaking in front of an audience? _____

Do you have any specific concerns about leading a group? _____

Why did you decide to join a Toastmasters club? _____

Communication and Leadership Skills

What specific skills do you want to improve?

- | | |
|--|---|
| <input type="checkbox"/> Persuading others | <input type="checkbox"/> Leading meetings |
| <input type="checkbox"/> Expressing ideas clearly | <input type="checkbox"/> Listening effectively and critically |
| <input type="checkbox"/> Improving public speaking skills | <input type="checkbox"/> Evaluating others tactfully and constructively |
| <input type="checkbox"/> Writing and delivering speeches | <input type="checkbox"/> Accepting helpful criticism gracefully |
| <input type="checkbox"/> Improving self-confidence | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Thinking quickly and clearly under pressure | <input type="checkbox"/> Other (specify) _____ |



Distribution: Member / Club file / Vice President Education / Mentor

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