

HOW TO FIND FORMS & DOCUMENTS ON TMI WEBSITE

www.toastmasters.org

A - You want to request a New Club Information Kit:

In the frame under: "*Interested in Toastmasters?*"(homepage)

Click on "*Start a Club*"

Then, after: "*Yes! I would like to receive a New Club Information Kit*", just fill in the form and click on "*Send*".

WHQ will answer by e-mail, giving you access to all the forms and documents you may download from the website. If you want a hard copy of the documents, note it in the box "*Comments*".

B - You need the forms and documents to apply for charter:

Click on "*Information for members*"

Then "*Brochures, Forms & Documents*"

Then "*New Club Organization*"

➔ Here you find

1. "*How to Build a Toastmasters Club: a step-by-step Guide*" 183 KB
2. "*Application to Organize a New Toastmasters Club*" 27 KB

➔ If you click on "*New Charter Instructions for Forms A to E*" you will find:

1. *Charter Form A/ Club & Officer Information report* 29 KB
2. *Charter Form B/ Charter Membership Roster* 36 KB
3. *Charter Form C/ Club Constitution & Standard Bylaws for Clubs* 81 KB
4. *Charter Form D/ Charter Membership Certificate & Remittance Notice (Districited)* 54 KB

⊗ Forms n° 5, 6, 7 (D Undistricted, E, EIN) are NOT for us!

➔ **All forms and documents may be downloaded and printed, but not saved for further use.**