

Instructions for Gilbert Toastmasters Membership Application

A Few Basics

- There are two entities involved – Toastmasters International and Gilbert Toastmasters Club.
- Dues are paid by members twice per year- in April and October.
- Those who join other than in those months have their dues pro-rated.
- Toastmasters International dues are \$4.50 per month.
- Gilbert Toastmasters dues are \$5.50 per month.
- New members pay Toastmasters International a one-time fee of \$20.00 to cover the cost of processing and for a new member kit which includes their first manual.

Front page of Toastmasters Membership Application

- Club number – 499
- District number – 3
- Club name – Gilbert Toastmasters Club
- New member information is self-explanatory
- Bottom of page – New / Reinstated / Dual member Sponsor (unless directed otherwise, enter your own name as sponsor.

Other side of Application Form

- New Member Fee (one-time charge) enter \$20.00
- Membership Dues – use Amount Due Cheat sheet for assistance
 - New member pays \$22.50 for Toastmaster International dues.
 - Add up the New Member Fee of \$20 and the dues of \$22.50 (pro-rate if necessary) which equals \$42.50
 - Transfer that amount to the Club Dues Worksheet located in the upper right of page
 - In the Worksheet disregard the Club New Member fee – Gilbert doesn't have one
 - Enter (Gilbert) club dues of \$27.50 (pro-rate if necessary) which equals 27.50
 - Add up all the Toastmaster International charges and the Gilbert Club charges which is \$70. Enter in Total column. ($\$42.50 + \$27.50 = \$70.00$)

Other

- Be sure that new member signs where indicated.
- Have checks made out to Gilbert Toastmasters Club. We are not prepared to take credit cards.
- Give the completed application and check to the Treasurer for processing.