** Why Charter a Toastmasters Club at <\_\_\_\_\_\_\_\_\_>?**

Good communication skills is essential, whether talking or listening to customers, coworkers, and sub-contractors. Toastmasters provides an experiential environment where members can improve, practice, and hone their communication – *and* leadership – skills. *See Benefits Sheet.*

**How Does It Work?**

Members participate in regular meetings (proposing <company name club> will be weekly), which have three main parts: 1) prepared speeches, 2) formal evaluations of the speeches, 3) impromptu/off-the-cuff speaking. Meetings also have a meeting leader (a Toastmaster) and various supporting functionaries.

**Who Can Join?**

For this club, membership will be restricted to employees of <company name>.

**When and Where Will The Club Meet?**

Looking at \_\_\_\_\_\_\_day or \_\_\_\_\_\_\_\_day at lunch?, or \_\_<time>\_\_\_\_\_ in room \_\_\_\_\_\_\_.

**What Are The Costs?**

To bring the Toastmasters curriculum into the workplace: $125 Charter Application Fee: <company name> is/is not providing the charter fee. <Can submit New Club Form 1 now)

* Optional: Initial supplies: Banner ($100), Portable Lectern ($95)

Membership (20 members needed to charter the club):

* $20 new member fee (duel members do not pay the new member fee; up to 3 dual members can join)
* $45 dues every 6 months to Toastmasters
* Club dues? Y/N? If yes, \_$\_\_\_\_\_\_\_

Who can handle money/Credit Cards? Club Treasurer? Employer?
Will club open a bank account? \_\_\_\_ Or will dues be by credit card or check that is provided to TI.

**Is This On Employee Time? Or Charged Time?**

* Preparing for meetings will be on personal time
* Attending meetings will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the Club Name?**

* Does <company name> Leadership want to name the club? If, yes, what?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If the club members or employees name the club, maybe provide a simple prize.
	+ Ideas submitted prior to next meeting/vote at the meeting? Or submit ideas at meeting?
* Good idea to include name of organization and/or city in the club’s name

**Toastmasters**

Toastmasters International is a world leader in communication and leadership development. The organization has 358,000+ memberships. Members improve their speaking and leadership skills by attending one of more than 16,000 clubs in 143 countries that make up the global network of meeting locations.

The world needs leaders. These leaders must not only accomplish, they must communicate. By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge from the Toastmasters program.

**Mission**: We empower individuals to become more effective communicators and leaders.

**Club Mission**: We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

**Core Values**: Integrity, Respect, Service, Excellence