

CHARTER KIT

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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.

Congratulations for being a part of this exciting and worthy endeavor! Compiled in this Charter Kit are materials—for club leaders, members, meetings and membership growth—to help your club get under way.

CLUB LEADERS

► **Club Leadership Handbook (Item 1310)**

Distribute a copy to each club officer to help them better understand their role's responsibilities and how to perform their respective duties. Use this handbook to learn more about the organization's structure and how to manage a successful Toastmasters club.

► **Master Your Meetings (Item 1312)**

Use this manual to learn how to have high quality club meetings for your members and guests to enjoy. This manual includes guidelines, tools and recommended club programs to help you create a unique club environment that inspires guests to join and keeps members engaged.

► **The Navigator (Item 8722)**

Once chartered, every member will have access to the Toastmasters Pathways learning experience. This manual will be made available to every member at that time. Take a first look at the learning experience soon to come.

► **Membership Growth (Item 1159)**

Ensuring your club reaches the minimum of 20 charter members can be quite the challenge. This manual provides a variety of best practices to not only reach this minimum, but also how to retain membership in the process. It is only available in a digital format and you may view/download the manual at www.toastmasters.org/1159.

MARKETING MATERIALS

► **All About Toastmasters (Item 124)**

Distribute this brochure to meeting guests and/or interested individuals you meet to help them better understand the organization. Pre-fill a Charter Member Application so it includes your club's meeting and contact information and distribute it along with the brochure. This will help make the joining process easier and more organized for the prospective charter member.

► **Charter Member Application**

To download and print this application, visit www.toastmasters.org/Form3. Before handing out the materials listed below to an individual, ensure their Charter Member Application and payment is provided to your club.

► **Toastmaster Magazine**

Included in the Charter Kit are 10 copies of the latest issue of *Toastmaster* magazine for prospective members to enjoy. Each paid member will be receiving a monthly issue once the club is officially chartered.

CHARTER MEMBERS

► **Take the First Step (Item 8954)**

Provide this card to new club members along with the materials listed on the card (The Navigator should be returned). The card explains the materials currently available to help them improve their communication and leadership skills.

► **Fundamentals of Public Speaking (Item 8955)**

These booklets contain projects for charter members to complete until the club has officially chartered. Distribute the packets to new charter members for them to start presenting project speeches in club meetings.

MEETING MATERIALS

▶ **Gavel (Item 375)**

Use this gavel to officially open and close your club meetings. Learn more about conducting official club meetings in the Club Leadership Handbook (Item 1310) and Master Your Meetings (Item 1312).

▶ **Timing Cards (Item 901)**

Use these Timing cards to help speakers, and ultimately your club meetings, to stay on track. Signal speakers when they've met their speeches' minimum time requirements and when they need to bring their speeches to a close.

▶ **Ballots and Brief Evaluations (Item 163)**

Recognizing performance at each meeting is an integral part of a Toastmasters club. Ensure each guest and member receives one copy at the start of each meeting to evaluate speakers and vote for the best evaluator and speakers.

▶ **A Toastmaster Wears Many Hats (Item 1167DT)**

Provide this brochure prior to a meeting to those members signed up for a meeting role. The brochure provides details for each specific role helping them to contribute to a successfully organized and implemented club meeting.

▶ **Ice Breaker Project Completion Request (Item 8953)**

Provide this request form first to the member who has completed their Ice Breaker and, second, to the club's future vice president education. Once the club is officially chartered, send the completed form to Toastmasters International so the member can receive their project completion credit within Pathways.

▶ **Pathways Evaluation Forms (Item 8054)**

These forms should be distributed to those members acting as the "Evaluator" for speakers completing a project from the Fundamentals of Public Speaking (Item 8955) booklet. Written evaluations help speakers take home how they can improve for next time!

If you have any questions about your Charter Kit, please contact the New Clubs team at newclubs@toastmasters.org. Good luck to you and your new club!

Sincerely,



Daniel Rex
Chief Executive Officer

TOASTMASTERS
INTERNATIONAL