



Dear Sir or Madam,

Thank you for attending our Toastmasters of Basel club meeting as a guest. We were very happy to have you and hope you enjoyed your visit. This document will explain you the procedure to become a member of our club.

In this club and in Toastmasters International, we have a code of conduct named "A toastmaster's Promise" which is very important for us. This code of conduct helps to maintain a functional, respectful and peaceful atmosphere in the club. This code is on the registration form and I copy it just below. Before we start the process, you should know that by signing the registration form, you commit yourself to respect this code. This code sounds strict, however don't worry, we don't apply it without feeling: if you can't come for a few months, it's fine everyone has family or work commitment but you need to inform let us, we never force a member to become officer and if you are not ready to deliver a speech you can cancel it but do it in advance.

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"

If you accept the Toastmaster's promise, you need then to fill up the membership application and pay the membership fee. The membership application can be found on our website ([toastmasters-basel.ch](http://toastmasters-basel.ch)) on the "become a member" section. You should fill in only the "Applicant Information" and sign the form, all the rest will be filled up by us. Then scan it and send it to [tmbaselinfo@gmail.com](mailto:tmbaselinfo@gmail.com). The membership fee is in the pro rata of the months remaining until the new term (October 1st). The annual membership fee is 120 CHF and for the new member there is an additional fee of 20 CHF covering the cost of the manuals. Below, there are the new membership fees, including 20 CHF for new member, depending on the registration month (CHF):

October: 140	November: 130	December: 120	January: 110	February: 100	March: 90
April: 80	May: 70	June: 60	July: 50	August: 40	September: 30

Payment details:

Bank name: POST FINANCE BANK  
Account name: Toastmasters of Basel  
Account number: 40-481964-0  
BIC: POFICHBEXXX  
IBAN: CH17 0900 0000 4048 19640

Should you have any question on the registration process don't hesitate to revert it to us by email.

Vincent Jaquet || Vice President Membership  
[tmbaselinfo@gmail.com](mailto:tmbaselinfo@gmail.com)



# 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.

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](http://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.

For questions, please contact [membership@toastmasters.org](mailto:membership@toastmasters.org).

### MEMBERSHIP APPLICATION

#### Club Information

This section is completed by a club officer.

#### Toastmasters of Basel

Club number \_\_\_\_\_ Club name \_\_\_\_\_ Club city \_\_\_\_\_

#### Applicant Information

This section is completed by the applicant.

- Male  
 Female

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 \_\_\_\_\_

#### Membership Type

This section is completed by a club officer.

- New  Reinstated (break in membership)  
 Dual  Renewing (no break in membership)  
 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.

- English  Deutsch  Português  
 العربية  简体中文  Accessible PDF on CD for the visually impaired (English only)  
 繁體中文  日本語  
 Français  Español

#### 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

**1a. California sales tax (US\$1.60)** US\$ \_\_\_\_\_

Paid only by members of California clubs, sales tax is 8%.

**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:

**3. Total payment to Toastmasters International** US\$ \_\_\_\_\_

Total of 1, 1a, and 2.

- October: US\$36  February: US\$12  June: US\$24  
 November: US\$30  March: US\$6  July: US\$18  
 December: US\$24  April: US\$36  August: US\$12  
 January: US\$18  May: US\$30  September: US\$6

I want my membership to begin: \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_

## Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

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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](mailto: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.

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Applicant's signature

Date

In order for this application to be valid, both signatures are required.

### 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
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- 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.

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Club officer's signature

Date

## 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

### Club Dues and Fees Worksheet

#### FOR CLUB USE ONLY

Club dues must be paid directly to the club. World Headquarters cannot charge credit card payments for club dues.

Club new member fee \_\_\_\_\_

Club dues \_\_\_\_\_

Total payment to club \_\_\_\_\_