

CELEBRATE!

Once you have submitted your completed charter forms, your club will receive its official charter. A club is officially chartered when World Headquarters has received and processed all documents and payments

Now is the time to share the good news!

The presentation of the charter marks the debut of your new Toastmasters club, recognize the members who helped form the club and to promote your club.

Here are some tips and tricks to help make your club charter ceremony a success:

1. Your club banner will be sent to your club president along with the charter certificates. This may take up to eight weeks for clubs within the U.S. or Canada
2. Choose a date that allows for the best turnout of members and guests. It does not have to be the regular meeting day and time.
3. The location should be large enough to host all of the guests and members so if your regular meeting location is not big enough find another location.
4. The atmosphere should be festive and upbeat. After all, this is the debut of a brand new club. Keep the agenda brief but follow the TI guidelines.
5. Work with your area director, sponsors and mentors to resolve any issues
6. Be sure to invite the following:

Corporate Club:

- Fellow co-workers
- Supervisors and/or managers
- Human Resources Department
- Executives of the company ~~and~~
- Club sponsors and mentors
- District director and other district leaders

Community Club:

- Members of the sponsoring club

- Friends and family
- Members of nearby Toastmasters clubs
- Club sponsors and mentors
- Local community and business leaders
- District director and other district leaders

7. Always promote your club and Toastmasters!

Your Charter Ceremony is an opportunity to celebrate and an excellent opportunity to publicize Toastmasters, recognize individuals – both from the community and within Toastmasters

Here are some Toastmasters resources:

How to start a club manual:

<https://www.toastmasters.org/~media/7f6b7a41b3d84d41b2a78c36a5455270.ashx>

How to start a club website:

<https://www.toastmasters.org/membership/how-to-start-a-new-club>

How to sponsor a club:

<https://www.toastmasters.org/~media/8dac02a3bae04e959356da4d57645dda.ashx?la=en>

Sample Agenda

Here is a sample agenda. Feel free to modify to best suit your club.

- Opening of the meeting & Introduction of the Toastmaster 2 minutes (Read the club mission)
- Setting the context of the chartering meeting – Toastmaster – 2 minutes
- Speeches by Dignitaries from the Corporate (for a corporate club) – (2 minutes x two dignitaries) – 4 minutes
- Speeches by Dignitaries from Toastmasters International (2 minutes x two dignitaries) – 4 minutes
- Induct Charter Members – Toastmasters International Dignitaries (30 seconds x 20 members) – 10 minutes
- Installation of club officers – Toastmasters International Dignitaries – 10 minutes
- Present the Club Charter and Club banner to the club President
- Club President delivers the acceptance speech (3 minutes)
 - Acceptance speech typically has the President's plan for the club, at a high level for the next 6 months. You can look at the Sample Presidential Acceptance Speech
 - Recognizes the Sponsors/Mentors of the club
- Toastmaster of the Day runs through a simpler version of a regular meeting –
 - Have 1-2 prepared speeches
 - Have 2-3 table topics
- Toastmaster adjourns the meeting (2 mins)