

Instructions for Completing the Club and Officer Information Report

When is the Report Due?

Please use the enclosed Club and Officer Information Report to submit the names and addresses of your club's officers as soon as they are elected.

- Deadline for submission of the report for those clubs that elect annually:
Postmarked **June 30 and received by July 7.**
- Deadline for submission of the report for those clubs that elect semiannually:
Postmarked **June 30 and December 31 and received by July 7 and January 7.**

(Note: As stipulated in the Club Constitution, only clubs that meet weekly have the option of electing officers semiannually; clubs meeting less frequently than weekly must elect officers annually. An annual term of office is July 1 through June 30. Semiannual terms are July 1 through December 31 and January 1 through June 30. No other terms are allowed.)

Can I Submit My Officers List Online?

Yes. Go to www.toastmasters.org and, under Club Business, click on Assign Club Officers. Follow the prompts. You will need a club password to transact any club business, including adding or changing club officers. Passwords are provided to current club officers.

If I Choose to Fax or Mail My Information to WHQ, How Do I Fill Out The Form?

Type or print all information, including your club's name, club and district numbers, contact phone number, frequency of meeting, meeting day, meeting time, meeting place, and club type. List all club officers, giving phone numbers and e-mail addresses.

Please note:

- In order to hold office, a person must be an active member in good standing (dues paid at Toastmasters International).
- A club must report at least three officers—the president, a vice president, and the secretary or secretary / treasurer—and each office must be held by three different individuals).

(over)



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Where Do I Send The Completed Form?

Please complete this form and mail it as soon as possible to avoid any delay in the services your new officers deserve.

White Copy: Mail to: Toastmasters International
Member Services - Officers
P. O. Box 9052
Mission Viejo, CA 92690

or FAX to: Toastmasters International
Member Services - Officers
(949) 858-1207

Yellow Copy: Mail to your district governor

Pink Copy: Retain in your club file

What If My Club Has Changes After The Form Is Submitted?

If your club has any changes to its officers anytime during the term of office, please notify World Headquarters by mailing or FAXing only the changes immediately. Always include your club and district number when submitting information to World Headquarters.

What If I Have Questions About My Officers List?

If you have any questions about your officers list, please write to **Member Services - Officers** at World Headquarters at the address listed above. Or you can call **Member Services** at World Headquarters at (949) 858-8255, Monday through Friday, between 8 a.m. and 5 p.m., Pacific Time.

**PLEASE SUBMIT YOUR INFORMATION VIA ONE METHOD;
PLEASE DO NOT SEND MULTIPLE COPIES.**



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