

CLUBS WITHIN DISTRICTS

MEMBERSHIP APPLICATION



> **Please note: Members must be 18 years of age and membership dues are non-refundable.**

Club Information

This section is completed by a club officer.

Club number _____ Club name _____ Club city _____

Applicant Information

This section is completed by the applicant.

Male
 Female

Last name/Surname _____ First name _____ Middle name _____

Email address _____

The monthly *Toastmaster* magazine will be sent to the following address:

Address line 1 (limit 35 characters) _____

Address line 2 (limit 35 characters) _____

City _____ State or province _____ Country _____ Postal code _____

Home phone number _____

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 _____

Club Mission and Etiquette

Ottawa Toastmasters is a professional club whose mission is to provide a welcoming, effective and safe environment to foster the development of effective communication, public speaking, listening and leadership skills amongst its members.

To that end, members and guests of Ottawa Toastmasters are requested to:

- Arrive on time.
- Use their best judgement to maintain a professional, welcoming and safe learning environment.
- Turn off their cell phones or to put them in silent mode for the duration of meetings.
- Refrain from the use of rude or discriminatory language, humour and gestures.
- Respect the individual speaking by minimizing disruptions.
- Encourage the active participation of all those in attendance.
- Provide constructive and encouraging feedback.
- Refrain from using Ottawa Toastmasters as an advertising forum.

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

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 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.

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.

Applicant's signature _____

Club officer's signature _____

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