

My Most Embarrassing Moment By Lorraine Myers

Why should I share my most embarrassing moment by making it public? I share it because I do not want any of you to experience what I experienced that cool, crisp autumn day. I took refuge in the warm, cozy and safe confines of my Toastmasters club, Adlibmasters.

As we broke for our usual ten minutes to enjoy refreshments and socialize, the guest sitting next to me said, "I want to join this club. What do I fill out in these fields of the application form?"

I froze and my blood rushed to my face as I became flushed with embarrassment. I frantically looked around for the Treasurer, Brian Delaire, but he was busy talking to another guest. I turned to the guest and reluctantly admitted that I didn't know. It was one of my most embarrassing moments. To add fuel to the fire, I was President of the club!

I can imagine what the guest thought when I told him that. I vowed from that day forward I would never be embarrassed that way again and had the Treasurer instruct me and the other club officers on how to fill out the application form.

Rose Renwick, LGM, informed me that every member, not just club officers, should be aware of how to fill out the application. Therefore, this article will show you how to add new members to your club by providing you the knowledge of how to process their applications.

1. Obtain the applications with the new dues increase by downloading and printing from www.toastmasters.org. Choose the forms for Districted Clubs (400). You may also order a pad of 20 from Toastmasters International for free.
2. Find out what your club no. is by going to www.d4tm.org or www.toastmasters.org. Click "Find a club" and search for your club. Your club no. will be listed and you can see how your club info is presented. Is it correct or is it out of date? Make the necessary corrections so you don't lose potential guests by their inability to make contact with your club.
3. Our district is District 4. You may put 004 or just 4 in the last field.
4. To determine the Membership Type, ask if the person has ever been a member. If no, mark New. If yes and was a member of your club, determine if the person has taken a break for over 6 months - past the last renewal period (Reinstated) or within the last 6 months of renewal period (Renewing). If the person is already a member of one or more clubs and wants to join your club, mark Dual. If the person is currently a member of another club and wants to transfer his dues from this club to yours, mark Transfer.
5. If the person joining was a member of your club, you may find his membership no. from the Renewal form or you can look up the no. through the Club Business section of Toastmasters.org.
6. Have the person fill out as much information as possible to avoid holding up the application. For the New Member Sponsor, ask the person who recruited

and encouraged him to join. You want to credit the individual as the Sponsor. If he doesn't name anyone, you may put yourself down as the Sponsor.

- For payment, use the following guide that was created by Adlibmasters SAA – Taka Suzuki. Note that each club may have a different New Member fee and Dues fee. It is up to the club to decide what to charge. Some clubs may charge more for the new member fee because they purchase member pins, new member kit, badges or other items for their induction ceremony. The fees and dues new members pay to the Club help to finance educational programs and materials for the Club. Find out what your club fees and dues are and charge accordingly. The following is what Adlibmasters charges:

New member case

=====	
New member fee	20.00
CA Tax	1.55
Membership dues	___ = 4.5 x (month(s) to March or September,
Club New member fee	2.00
Club Dues	___ = 2 x (month(s) to March or September,
Total	___

Reinstated (Break in membership)

=====	
New member fee	N/A
CA Tax	N/A
Membership dues	___ = 4.5 x (month(s) to March or September,
Club New member fee	2.00
Club Dues	___ = 2 x (month(s) to March or September
Total	___

Renewing (no break in membership)

=====	
New member fee	N/A
CA Tax	N/A
Membership dues	___ = 4.5 x (month(s) to March or September,
Club New member fee	2.00
Club Dues	___ = 2 x (month(s) to March or September,
Total	___

Dual

=====	
New member fee	N/A
CA Tax	N/A
Membership dues	___ = 4.5 x (month(s) to March or September,
Club New member fee	2.00
Club Dues	___ = 2 x (month(s) to March or September,
Total	___

Transfer from club Number /Name

=====

New member fee	N/A
CA Tax	N/A
Membership dues	N/A
Club New member fee	2.00
Club Dues	___ = 2 x (month(s) to March or September
Total	___

8. Ensure that the applicant and an officer sign the application. Vote the member in.
9. Collect the amount for the International fees and dues and your own Club fees and dues. If the applicant wants to pay in cash but doesn't have enough to pay all of the fees, he may pay for the International fees and dues using his credit card by filling out the credit card information. The Club dues can be paid in cash. You may fax or mail the application if credit card info is used. If a check is used, have the applicant write out the check to your club's account. Make three copies of the application – one for Toastmasters, one for the Treasurer and one for the applicant. Make a copy of the check for the Treasurer's records. The Treasurer will deposit the applicant's check and write out a check from the club's account and mail to Toastmasters International.
10. For faster processing, you may go online at www.toastmasters.org under Club Business. Use the information from the hard copy application to fill out the online application. Pay by credit card. If you use your own credit card, get reimbursed by the Treasurer from the club's account. Note that currently, New and Renewing categories can be processed online. The others will need to be mailed in. Toastmasters is working on getting Reinstated, Dual and Transfer applications online, so check to see if these are available. When online processing is completed, the club officer will receive a confirmation via email.

Use only one method of submission – mail, fax or online to avoid duplication. These instructions show you how to fill out an application and process a member online.

As stated in the Successful Club Series – Finding New Members for Your Club, “new members provide the Club with fresh ideas, different personalities, different perspectives and different talents. They provide other members with opportunities to grow socially and educationally. The more members we have, the better our selection of Club officers and the easier it is to recruit members to serve as officers.” Having more members attend and participate will make your meetings fun and enjoyable.

Add fuel to your club's fire by increasing your membership. I hope you will use this guide so you won't experience an embarrassing moment like I did that cool, crisp autumn day.