



District 56

Serving Southeast Texas

Everything You Ever Wanted to Know About Dues, Renewals and More

Joining Toastmasters is one of the best investments you'll ever make in yourself, fellow employee, family member and/or friend. As a member, you'll have access to all the benefits and values of Toastmasters International, with support from your club, your district and the global organization, as you work toward your goals and become a better version of yourself. Learn more about joining at [Toastmasters.org](https://www.toastmasters.org)

Members pay pro-rated international dues of \$45 every six months. Some clubs may have club fees to help cover rental costs and/or supplies. All new members pay a one-time fee of \$20. Download a [membership application here](#).

When are dues due?

Renewals take place every 6 months from August 15 to September 30 and February 15 to March 31st. For clubs to remain in "good standing", they must meet the minimum renewal requirement of 8 or more membership renewals - with at least three members from the club's previous renewal period - by September 30 and March 31.

New clubs must submit their prorated dues to be considered paid. If the new club does not pay the prorated dues, they will not be reflected as a paid club on the dashboard, causing a club loss to the program year. Additionally, the clubs are not able to participate in speech contests or vote in the District elections.

INCENTIVE: Be sure to check the [District 56 website](#) for any district double dues incentives.

Why is it important to pay dues on time?

For corporate clubs, ensure your sponsors are aware of the dues schedule and have payment procedures in place so dues can be paid on-time. Take time to educate members and corporations months in advance of when dues are approaching. No one likes surprises that involve paying money! Delinquency will result in the club losing its good standing. Consequences of not paying dues on time include losing contest eligibility, voting eligibility, and access to the Pathways on-line learning program. Paying dues on time helps your Club, your Area, your Division and District to achieve their membership payment goals.

How can you leverage technology to collect payments?

If your club uses a [FreeToastHost website](#), the club treasurer can email dues invoices, keep track of who has paid with the payment method used, and follow up with those who haven't paid yet. Many thanks to Andy Paultanis, DTM, for this [FreeToastHost](#) document with detailed samples/instructions. Technology such as PayPal, Zelle, and Venmo can be used to send money electronically while Square can collect dues at meetings with the swipe of a debit/credit card.

How do I create custom invoices using Club Central?

To create custom invoices, go to www.toastmasters.org/clubcentral and log in with your username and password. Renewal dues for current members are automatically added to each club's online invoice 45 days before the new renewal period begins. If the club has no new, dual, or reinstating members to pay with their renewal invoice, they can skip to Step 2. If the club has new, dual and/or reinstating members to pay with their renewal invoice, they will start with Step 1.



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1. Using the Club Central tool: Add Membership, first associate any new, dual, or reinstating members
2. Access the Club Central tool: **"Submit Payment"**
3. Add each renewing member to the cart
4. Only when applicable: Before adding any new, dual, or reinstating members to the cart, select their membership begin and end dates
5. Once all the members who need to be presented on the invoice are added to the cart, click **"Continue to Payment Information"**
6. Next, click **"Print the Cart"** which will open a new tab with a created invoice
7. The invoice can be printed or saved as a PDF document, to either be forwarded to the necessary party, or to World Headquarters at renewals@toastmasters.org

There are also custom invoice templates ([Form 1](#), [Form 2](#), [Form 3](#)) for club use that you may download from Toastmasters International.

How can I help corporate sponsored clubs with payments?

It is important to educate members and corporations months in advance of when due payment dates are approaching. Payments going through a corporate Accounts Payable system take longer time to process. Area Directors should work with their corporate clubs and their club officers to facilitate corporate sponsored club payments. If your corporation sponsors club member payments, club officers should follow these steps to ensure timely payments:

1. No later than June 1 or December 1 (depending on renewal period), verify with Accounts Payable the vendor address for Toastmasters International has been updated to its new mailing address, Toastmasters International, 9127 S. Jamaica St. #400, Englewood, CO 80112. If it has not been updated, submit a change request to Accounts Payable.
2. On August 15th or February 15th (depending on renewal period), submit your club member renewal invoice for approval and processing through your corporate Accounts Payable process
3. Track Accounts Payable and club due status regularly

How do you pay dues on Club Central?

Club Central allows club officers to manage club business online. Only Club Officers can pay Toastmasters International dues online in Club Central. If your club has club fees, these are separate payments that must be paid to the Club Treasurer and not Toastmasters International.

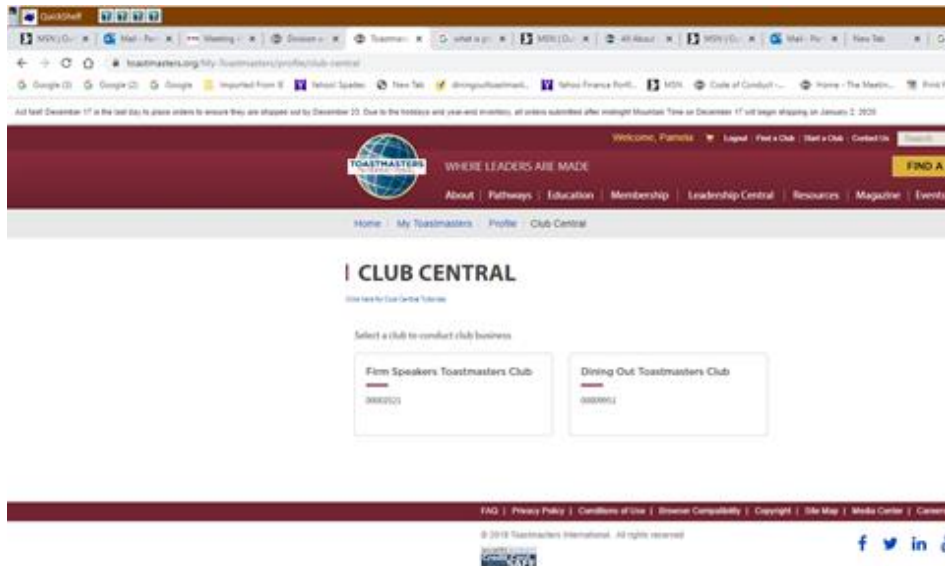
To submit renewals, go to www.toastmasters.org/clubcentral and log in with your username and password. Complete the follow these steps:

1. From the home page, click **"Leadership Central"**, click **"Club Central"**. It may require you to select the club name you want to pay renewals for.

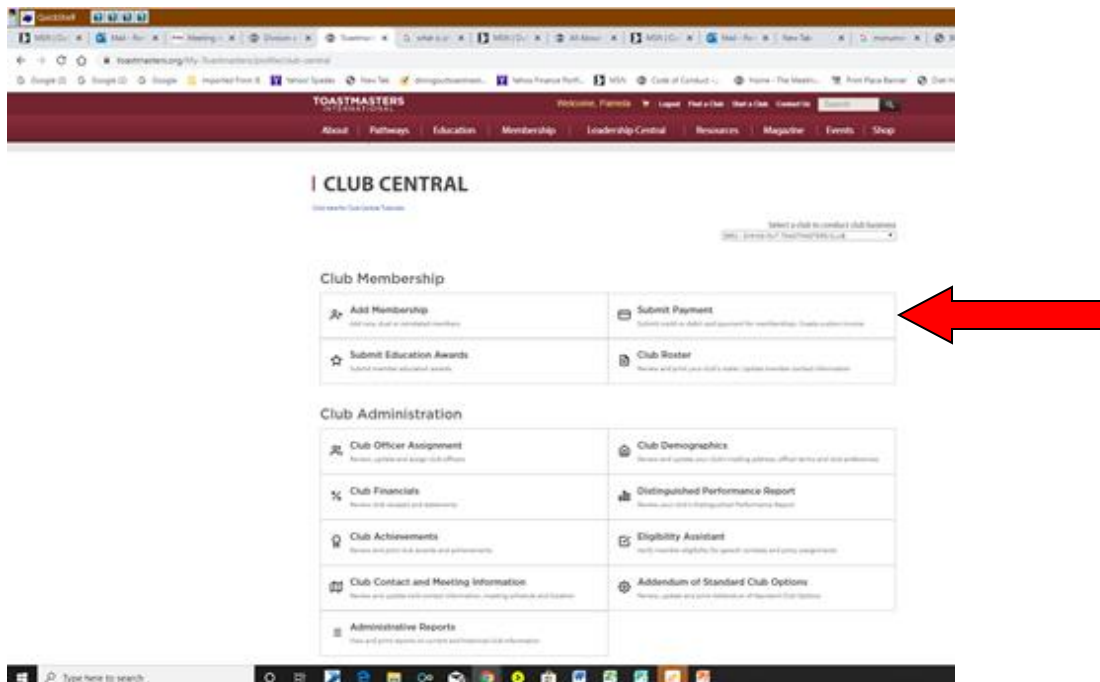


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- From the “Club Central” page, click on “**Submit Payment**”





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- From the “Submit Payment” page, click “**Add to Cart**” to select the member(s) you want to submit payment for. You may be asked to select end dates.

SUBMIT PAYMENT

Select memberships for payment

| Type | Member | Begin Date | End Date | Order # | Amount Due | |
|-------------|--|---|---------------------------------------|------------|------------|--|
| Renewal | Andrew Paulitanis, DTM 91575949 | Oct 01, 2019 | Mar 31, 2020 | 9009596514 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Renewal | Max E. Rangelinha, DTM 90302737 | Oct 01, 2019 | Mar 31, 2020 | 9009597080 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Renewal | Maya Shetty Shrivastava, CC, ALB 91188752 | Oct 01, 2019 | Mar 31, 2020 | 9009597806 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Renewal | Mehboob Shrivastava, DTM 91575949 | Oct 01, 2019 | Mar 31, 2020 | 9009597407 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Renewal | Deepak Kumar Sharma, DTM 91134953 | Oct 01, 2019 | Mar 31, 2020 | 9009620515 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Renewal | Mary J. Scaggs, DTM 91271779 | Oct 01, 2019 | Mar 31, 2020 | 9009625052 | \$45.00 | <input type="button" value="Add to Cart"/> |
| Dual Member | Mercedes Bulli, DTM 90327886 | <input type="text" value="Start Date"/> | <input type="text" value="End Date"/> | | | <input type="button" value="Add to Cart"/> |



Membership Cart

| Type | Member | Begin Date | End Date | Order # | Processing Fee | Amount Due |
|--|--------|------------|----------|---------|----------------|------------|
| There are no members to pay for. Please add the member(s) you wish to pay for to the cart. | | | | | | |

- Once you added all desired members to the cart, scroll down to “Membership Cart” section. **IMPORTANT:** If your corporation’s payroll department requires an invoice to issue payment, print out this invoice page. The total due is located in the bottom right corner. You may also click the “**Create a Custom Invoice**” from the “Submit Payment” page, located at the top of the page.
- Click “**Submit Payment**”
- Enter the credit card information for an individual member or the club’s credit/debit card number
- Click “**Submit the Payment**”
- Payment options:
 - Credit Card - to pay by credit card, enter the credit card information and click “**Process Payment**”
 - Phone – to pay by phone, contact Toastmasters International at 1-720-439-5050
 - Check– to pay by check, print the **Pay Dues for My Club Members** screen indicating the renewing members and mail it, along with payment, to Toastmasters International, 9127 S. Jamaica St. #400, Englewood, CO 80112. Make checks payable to Toastmasters International. Be sure to include club number, name, and area on the check for processing.
 - Fax – to pay by fax, print the **Pay Dues for My Club Members** screen indicating the renewing members and fax it, along with payment information, to 1-303-799-7753
 - Wire Transfer – to pay by wire transfer, print the **Pay Dues for My Club Members** screen indicating the renewing members and follow the wire transfer instructions on the screen. Note that wire transfers may cause payment acknowledgement delays. If your renewals are not reflecting accurately, email the confirmation of the wire transfer (commonly called the SWIFT receipt) to financequestions@toastmasters.org.



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How do I track my club dues status?

Track your club's daily membership renewal payments progress from Toastmasters International District 56 daily reports. Click on either this [April Dues Renewal Status report](#) or [October Dues Renewal Status report](#), depending on your current renewal cycle. What does status mean on the report?

- **Verified complete: mm/dd/yyyy**
Minimum payments have been made. Your club is in good standing. The payments must be postmarked by the deadline for your club to score the DCP goal #10.
- **Low: Minimum Requirement not yet met**
Less than eight payments have been made. Your club will not be in good standing if the minimum payments are not made by the deadline.
- **Ineligible: Minimum Requirement not yet met**
Paid member count does not include three renewing members. Your club will not be in good standing if the minimum payments are not made by the deadline.
- **Renewals not here**
No payments have been made. Your club will not be in good standing if the minimum payments are not made by the deadline.

[Click on this Club Status Guide link](#) for more details. Contact Club and Member Support at 1-720-439-5050 or membership@toastmasters.org with any questions.

How can clubs use 501(c)(3) nonprofit club fees?

If your club votes to collect optional fees for club use, a prepared budget should be approved by a majority of the members at the beginning of the year. Club fees collected must be paid to the Club Treasurer and not Toastmasters International.

Authorized uses of funds include: educational / admin materials for club / members use (i.e. Toastmasters International online store items such as ballots, ribbons, pins, certificates, awards, etc.), meeting place rental fees, refreshments for club meetings / open houses, guest packet supplies, advertising related costs, agenda printing, etc.

Non authorized uses of funds include: paying member dues, scholarships, parties and social gatherings (i.e. mentors having coffee with mentees, holiday parties, etc.), purchasing pathways educational materials, or expenses not approved by a majority of the members.

Email clubofficers@toastmasters.org with any questions of authorized use of club fees.

Where can I find other Toastmaster International renewal dues FAQs?

Click on this [Toastmasters International renewal dues FAQs](#) link for more frequently asked questions.