



DISTRICT 56

Serving Southeast Texas

How To Process Double Dues

OBJECTIVE: The purpose of the double dues incentive is to ensure we renew all clubs for the entire 2019-2020 Toastmaster year and have **NO** net loss of clubs.

QUALIFICATIONS: To qualify for the District 56 \$50 double dues incentive award, your club must have annual dues paid from October 1, 2019 through September 30, 2020 for 8 or more members by December 31, 2019. This will cover membership renewal for October 1, 2019 to March 31, 2020 **AND** April 1, 2020 to September 30, 2020. First round double due incentive award recipients are excluded from this incentive.

Step 1 – Collect Dues

1. If member has not paid October 1- March 31 and does not want a break in service, then collect \$90 for October 1-September 30 dues
2. If member has not paid October 1- March 31 and is okay with a break in service, reinstate the member and collect \$75 for prorated dues December 1- September 30 dues; reinstated members may be processed in Club Central
3. If member has already paid October 1- March 31, then collect \$45 for April 1-September 30 dues
4. If your club also collect local club dues, you will need to collect those dues

Step 2 – Prepare Either an Excel Spreadsheet OR a Word Table to Track Member Payments

1. [Excel Member Payment Spreadsheet](#) (double click link to download)
2. [Word Member Payment](#) (double click link to download)

NOTE: Select only one preferred method above

Step 3 – Send Email / Call Toastmasters International

1. No later than Monday, December 23, 2019, send an email to: MEMBERSHIP@TOASTMASTERS.ORG with the completed excel OR word document mentioned in step 2 attached
2. Payment must accompany the request
3. It is recommended to send the email and then call Toastmasters International at 720-439-5050 with credit card information
4. Sample email:

To: Membership@toastmasters.org

Subject: DISTRICT 56 - CLUB # <Insert #>, <CLUB NAME> - OCTOBER 1, 2019 TO SEPTEMBER 30, 2020
MEMBERSHIP DUES

To Whom It May Concern,

Please process the membership payments for ANNUAL DUES as shown on the attached file. Credit card payment instructions to follow via phone call.

Thank you,

Your Name
Club Officer Title
Club Name, Club Number, District 56
Phone:

5. If your company pays the dues for your members, then you will need to send an invoice with the completed excel spreadsheet mentioned in step 2 to your Accounts Payable department for them to remit payment directly to Toastmasters International