



Gavel Club

An affiliate of Toastmasters International

Gavel Club Financial Policies and Procedures

1. A schedule of fees and charges for Gavel Clubs is enclosed.
2. **General Policy:** Fees, service charges, and prices for educational materials and club items are standard for all Gavel Clubs.

Gavel Club costs fall into two categories:

- a) **Certification Fee and Annual Fees:** These charges, set forth on the Certification Checklist and Remittance Notice, cover the costs of administration and service to each club. Upon initial payment, clubs will receive digital assets which include club officer materials, club program aids, and educational materials. Certification and annual fees must be paid promptly and on schedule for a club to maintain its affiliation with Toastmasters International.
 - b) **Optional Costs:** Additional training aids, educational materials, and club items are available through the online store (www.toastmasters.org/shop). Gavel Club representatives of record may order these at any time on behalf of the club members. Trophies and jewelry bearing the Toastmasters insignia are not available for Gavel Club use.
3. **Certification Fee and Procedure:** A Certificate of Affiliation will be issued upon receipt and approval of the executed Request for Certification, accompanied by a check or credit card information (MasterCard, Visa, Discover, American Express).
 4. **Payment:** Payment must accompany Requests for Certification and orders for purchases. These communications should be sent only by representatives of record. All checks should be made payable to Toastmasters International. To avoid confusion, however, please write "for Gavel Club account" on the bottom of each check. Clubs associated with institutions or others requiring invoices before making payment should inform World Headquarters as soon as possible, and the clubs will be billed on a 30-day basis. No open accounts can be carried.
 5. **Time for Billing:** Clubs may apply for certification at any time during the year. Annual fees are due by November 1.

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