



Gavel Club

An affiliate of Toastmasters International

Certification Checklist and Remittance Notice

The following forms must be submitted, along with this form, to certify a Gavel Club:

- ▶ Request for Certification
- ▶ Club and Officer Information
- ▶ Club Constitution and the Standard Bylaws for Gavel Clubs

To complete certification, the forms above must be accompanied by the following remittance:

- 1) **Certification fee \$125 USD** (One-time only charge)
- 2) **Gavel Club annual fee \$125 USD** (Due every November)

Initially prorated based on month of certification, see schedule below and check one:

- November \$125.00 USD
- December \$114.51 USD
- January \$104.10 USD
- February \$93.69 USD
- March \$83.28 USD
- April \$72.87 USD
- May \$62.46 USD
- June \$52.05 USD
- July \$41.64 USD
- August \$31.23 USD
- September \$20.82 USD
- October \$10.41 USD

Sales Tax*: \$ _____
Total Due:** \$ _____

Payment Method:

MasterCard Visa AMEX Discover Check \$ _____

Card Number _____ Expiration Date _____

Name on card _____

Signature _____

Submit all forms and fees to

Toastmasters International • 9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA • +1 720-439-5050
toastmasters.org

* U.S.A. only. Go **here** for states listed under "Tangible Personal Property" to determine if sales tax is applicable to your club's Certification fee.
 **If your calculations are incorrect, you will be charged the correct amount. All information must be complete and payment in U.S. dollars must be included or the order will be returned to you. Any taxes incurred are the responsibility of the person placing the order.