

DISTRICT 74
TOASTMASTERS INTERNATIONAL

**CORPORATE CLUB
RENEWAL GUIDELINE**

How to Complete the October 2026 Club Renewal

Prepared for Club Officers — President, Treasurer, Vice President Membership and Secretary

Renewal Period: 1 October 2026 – 31 March 2027

Official Toastmasters International Deadline: 30 September 2026

Document Reference: D74-CR-OCT2026
Issued August 2026

Table of Contents

Introduction3

Step 1: Confirm the Membership List3

Step 2: Prepare the Invoice and Initiate Payment4

Step 3: Monitor, Confirm and Submit Payment.....6

Key Timeline8

Contact Summary8

Introduction

This guideline sets out the responsibilities, actions and internal deadlines for completing the October 2026 Toastmasters membership-renewal process for the club. Internal deadlines have been brought forward from the official Toastmasters International deadline to allow sufficient time to resolve any payment, approval or membership challenges before the renewal is due.

The official Toastmasters International renewal deadline is 30 September 2026. Club officers should treat the internal deadlines below as the operative dates for their respective steps.

RENEWAL PERIOD

1 Oct 2026 – 31 Mar 2027

OFFICIAL DEADLINE

30 September 2026

DISTRICT

District 74

Step 1: Confirm the Membership List

RESPONSIBLE OFFICER

Vice President Membership

INTERNAL DEADLINE

Friday, 14 August 2026

How to Complete This Step

1. Log in to the Toastmasters International website and open Club Central.
2. Access the club's membership and performance information.
3. Review the current membership list and divide members into the following categories:
 - Continuing members who will renew
 - Members who will not renew
 - New members who need to be added
 - Potential members who are still to confirm
4. Contact existing members and ask them to confirm whether they will continue for the October 2026 to March 2027 renewal period.
5. For a corporate club, identify employees who have resigned, transferred or are otherwise unable to continue.
6. Identify employees or other eligible individuals who could join the club as new members.
7. Compile the final membership list, including:
 - Full name
 - Toastmasters membership number
 - Email address
 - Renewal or new-member status
 - Amount payable
8. Check whether the club is on track to satisfy the Distinguished Club Programme membership requirement of:

- At least 20 paid members; or
 - A net growth of at least three paid members above the club's membership base
9. Send the verified membership list to the Club President and Treasurer immediately.

Required Output

A final, verified list of renewing and new members for the October 2026 renewal period, submitted to the President and Treasurer by Friday, 14 August 2026.

Step 2: Prepare the Invoice and Initiate Payment

RESPONSIBLE OFFICER
Treasurer

DEADLINE TO FINANCE/PROCUREMENT
Monday, 17 August 2026

How to Complete This Step

1. Obtain the final membership list from the Vice President Membership.
2. Capture each member on the Toastmasters Invoice Template, including:
 - Full name
 - Membership number
 - Renewal or new-member status
 - Applicable membership dues
 - Total amount payable
3. Apply the six-month renewal fee of US\$72 per renewing member for the period 1 October 2026 to 31 March 2027, or, if possible, US\$144 per renewing member for the period 1 October 2026 to 30 June 2027 to avoid repeat processing in March 2027. Funds for 1 April to 30 June 2027 can be held in credit until the new renewal list is submitted in March 2027.
4. For new members, confirm the applicable new-member fee and any prorated dues based on the member's joining date.
5. Confirm whether the club has any available credit with Toastmasters International before finalising the amount payable.

How to Confirm the Club's Available Credit

The Treasurer or another authorised club officer should contact Toastmasters International using one of the following options:

EMAIL
membership@toastmasters.org

TELEPHONE
+1 720-439-5050

APPROX. OPENING TIME
From ~17:00 SA time

Toastmasters International will generally discuss club financial information only with an authorised club officer.

The credit enquiry should include:

- Club name
- Club number
- District number — District 74
- Name of the club officer
- Officer position
- Renewal period being queried
- A request for written confirmation of the club's available credit balance

Suggested Email to Confirm Club Credit

Subject: Confirmation of Available Credit – [Club Name and Club Number]

Dear Toastmasters International Membership Team,

Please confirm whether the following club has any available credit that may be applied to its October 2026 membership-renewal payment:

Club name: [Insert club name]

Club number: [Insert club number]

District: District 74

Officer name: [Insert name]

Officer role: [Insert officer position]

Please provide written confirmation of the available credit balance and advise how it should be reflected when the club submits its membership-renewal payment.

Kind regards,

[Name]

[Club officer position]

[Club name]

6. Verify the total amount payable after deducting any credit confirmed by Toastmasters International.
7. Include the applicable wire-transfer fee, stated in the original communication as US\$10, where payment is made by wire transfer.
8. Submit the following documents to the organisation's Finance or Procurement Department:
 - Completed membership invoice
 - Confirmed membership list
 - Toastmasters International payment details

- Written confirmation of any available club credit
 - All internal approval documents required by the organisation
9. Request Finance or Procurement to provide proof of payment immediately after the payment has been processed.
 10. Clearly indicate that the payment relates to the club's October 2026 Toastmasters membership renewal.

Required Output

A complete and approved invoice submitted to Finance or Procurement by Monday, 17 August 2026.

Step 3: Monitor, Confirm and Submit Payment

RESPONSIBLE OFFICERS

President, Treasurer, Secretary

INTERNAL TARGET

Tuesday, 25 August 2026

OFFICIAL DEADLINE

Wednesday, 30 September 2026

How to Complete This Step

1. Follow up with Finance or Procurement every Monday and Friday after the invoice has been submitted.
2. Confirm:
 - Whether the payment has been approved
 - The planned payment date
 - Whether the payment has been released
 - The amount paid
 - The payment reference used
 - Whether proof of payment is available
3. Escalate any delays or missing approvals immediately through the organisation's relevant Finance or Procurement channels.
4. Obtain a clear copy of the proof of payment.
5. Verify that the amount paid agrees with the final membership invoice after accounting for any confirmed club credit.
6. Prepare the complete submission package containing:
 - Proof of payment
 - Completed membership list or invoice
 - Club name and club number
 - Total number of members being paid for
 - Total payment amount
 - Payment date
 - Payment reference

7. Submit the complete package to Toastmasters International by the internal target of Tuesday, 25 August 2026.

Where to Submit the Payment Documents

PRIMARY RECIPIENT**renewals@toastmasters.org****COPY****marketing@toastmasters74.org****ALSO COPY****Area Director & Division
Director**

Suggested Payment-Submission Email

Subject: October 2026 Club Renewal Payment – [Club Name and Club Number]

Dear Toastmasters International Renewals Team,

Please find attached the October 2026 membership-renewal documentation for the following club:

Club name: [Insert club name]

Club number: [Insert club number]

District: District 74

Number of renewing members: [Insert number]

Number of new members: [Insert number]

Total amount paid: US\$[Insert amount]

Payment date: [Insert date]

Payment reference: [Insert reference]

The following documents are attached:

1. Proof of payment; and
2. The completed membership list or invoice.

Please confirm receipt and allocation of the payment to the club's account.

Kind regards,

[Name]

[Club officer position]

[Club name]

[Contact number]

8. If an acknowledgement is not received, follow up with Toastmasters International using the following contact details:
 - Renewal documentation: renewals@toastmasters.org

- Membership and account enquiries: membership@toastmasters.org
- Telephone: +1 720-439-5050

9. Continue following up until Toastmasters International confirms that:

- The payment has been received
- The payment has been correctly allocated
- All listed members have been renewed
- The club is in good standing for the October 2026 renewal period

10. Check the club's dashboard in Club Central to confirm that the renewed memberships and Distinguished Club Programme Goal 10 status have been updated.

11. Resolve any payment-allocation or member-renewal discrepancies before the official Toastmasters International deadline of Wednesday, 30 September 2026.

Key Timeline

Responsibility	Responsible Officer	Internal Deadline
Confirm and distribute the final membership list	Vice President Membership	Friday, 14 August 2026
Submit the approved invoice to Finance or Procurement	Treasurer	Monday, 17 August 2026
Submit proof of payment and the membership list to Toastmasters International	President, Treasurer and Secretary	Tuesday, 25 August 2026
Resolve outstanding matters and ensure payment is received and allocated	Club officers	Before Wednesday, 30 September 2026
Official Toastmasters International deadline	All responsible club officers	Wednesday, 30 September 2026

Contact Summary

Purpose	Contact
Confirm club credit, membership fees or account information	membership@toastmasters.org
Submit proof of payment and membership-renewal documents	renewals@toastmasters.org
Copy the District 74 Club Growth Office	marketing@toastmasters74.org
Contact Toastmasters International by telephone	+1 720-439-5050
Local operational support	Area Director and Division Director