

RESOURCES LIST

Achieving Success as Secretary

Allowing are some materials you may want to order to ensure a successful term as Secretary:

Quantity		\$	Total
_____	82 Membership Roster & Record of Dues	.75	\$ _____
_____	1310E Secretary Handbook	2.50	\$ _____
_____	1503 Record of Regular Meetings (30 each)	2.25	\$ _____
_____	1504 Committee Minutes Record Form (25 each)	2.00	\$ _____
_____	1205 Supply Catalog	1.00	\$ _____
_____	1205A Catalog Order Blanks	N/C	\$ _____
_____	1111 Distinguished Club Program/Club Success Plan	1.25	\$ _____
_____	1324 Club Administrative Materials Kit... all the necessary supplies and forms for successful club administration	17.00	\$ _____
_____	1329 Portable File Case...12"x9½"x9½" file case to house above kit	29.95	\$ _____
_____	1325 New Member Record Sheet	.25	\$ _____
_____	351 Club Letterhead Stationery (100 each)	6.50	\$ _____
_____	350 Club Envelopes (100 each)	6.50	\$ _____
_____	352 Note Cards (set of 25)	6.00	\$ _____
_____	400 Application for Membership	N/C	\$ _____
_____	1300 Looseleaf Binder - 3"	6.00	\$ _____
_____	1305 Looseleaf Binder - ¾"	3.00	\$ _____
_____	B30 <u>Robert's Rules of Order, Newly Revised</u>	17.00	\$ _____
_____	210C Club Constitution and Bylaws	.25	\$ _____

TOTAL \$ _____

CA clubs add 7.75% \$ _____

TOTAL AMOUNT \$ _____

S&H = Shipping and Handling

Mail to: Toastmasters International
P.O. Box 9052, Mission Viejo, CA 92690 U.S.A.
or telephone (949) 858-8255 Fax No. (949) 858-1207

PAYMENT MUST ACCOMPANY ORDER

___ Enclosed is my check in the amount of \$ _____ (U.S.) or

___ Please bill against my MasterCard/VISA/AMEX/Discover (Circle one)

Credit Card No. _____ Expiration Date _____

Signature _____

Name _____

Club No. _____ Club Name _____

Address _____

City _____ State/Province _____

Country _____ Postal Code _____

Email _____ Phone No. _____

Standard Domestic Shipping Prices - 2006					
TOTAL ORDER		SHIPPING CHARGES	TOTAL ORDER		SHIPPING CHARGES
\$0.00 to \$2.50	\$1.80	35.01 to 50.00	\$7.90		
2.51 to 5.00	3.45	50.01 to 100.00	9.15		
5.01 to 10.00	4.15	100.01 to 150.00	12.15		
10.01 to 20.00	4.90	150.01 to 200.00	15.15		
20.01 to 35.00	6.90	200.01 to _____	— Add 10%	of total price	

For orders shipped outside the United States, see the current Supply Catalog for item weight and shipping charts to calculate the exact postage. Or, estimate airmail at 35% of order total, though actual charges may vary significantly. Excess charges will be billed. All prices subject to change without notice.

Order online at www.toastmasters.org