



Toastmasters District 35 - How to update your Club Addendum

These instructions will assist you in reviewing and updating your Club Addendum

1. Log into Toastmasters International

NOTE When logging in to the website, you will need to use your email address or eight-digit member ID (e.g., 00012345), because your username will no longer work.

2. Go to Leadership Central

Leadership Central

3. Go to Club Central

Leadership Central

Club Central

Club Officer Tools

Brand Portal

Speech Contests

Legal and Tax Compliance



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4. When you log in, you will see this pop up. You should review and make updates as needed.





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5. Click on “Addendum of Standard Club Operations”

Club Administration

 Club Events Submit information for planned club events	 Club Officer Assignment Review, update and assign club officers
 Club Demographics Review and update your club's mailing address, officer terms and club preferences	 Club Financials Review club receipts and statements
 Distinguished Performance Report Review your club's Distinguished Performance Report	 Club Achievements Review and print club awards and achievements
 Eligibility Assistant Verify member eligibility for speech contests and proxy assignments	 Club Contact and Meeting Information Review and update club contact information, meeting schedule and location
 Addendum of Standard Club Options Review, update and print Addendum of Standard Club Options	 Administrative Reports View and print reports on current and historical club information
 Club Success Plan Share club success plans to enhance the quality of member clubs.	

6. If you need to refer to your prior Addendum, you can click on the link to “Download Historical Addendum”

Addendum of Standard Club Options



Club Name Leading Voices

Last Modified :

Last Modified By :

Historical Addendum as of May 27, 2022

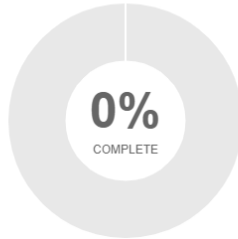
[Download Historical Addendum](#)

7. Click on “Access Form”



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Total Progress



Section Progress

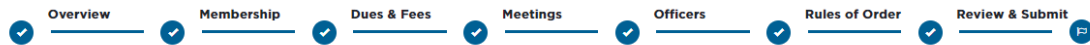


Access Form

Above is a breakdown of the progress on your club's Addendum of Standard Club Options (Addendum). This important club document specifies the choices made to govern the operations of your club, including meeting frequency and location, officer terms, and more. To make updates or print a copy of your club's Addendum, click the "Access form" button.

8. Review your club information for accuracy and update as needed. Once you are done, click on "Close & Exit"

I Addendum of Standard Club Options



Congratulations!



Your club's Addendum has been successfully updated.

You're all set! To download a copy of your newly-updated Addendum of Standard Club Options, use the button below. Return to this webpage anytime you would like to download a copy or make future updates.

Download a copy

Close and exit