



How to sign up for a FREE Canva Pro account for your US based Toastmasters Club

Step 1 - Download the IRS document 501 (c) (3) letter.

501 (c) (3) is needed for verification of nonprofit status with Canva. To verify that your club is within the limits to use Canva Pro for Non-Profits, login to Toastmasters International website and download the determination letter. Download the letter by following one of the two options.

Option 1 – Direct link. Click [here](#) to download from d106tm.org.

Option 2 – Follow instructions below.

- A. Login and access **Leadership Central**
- B. Click on **Legal and Tax Compliance**

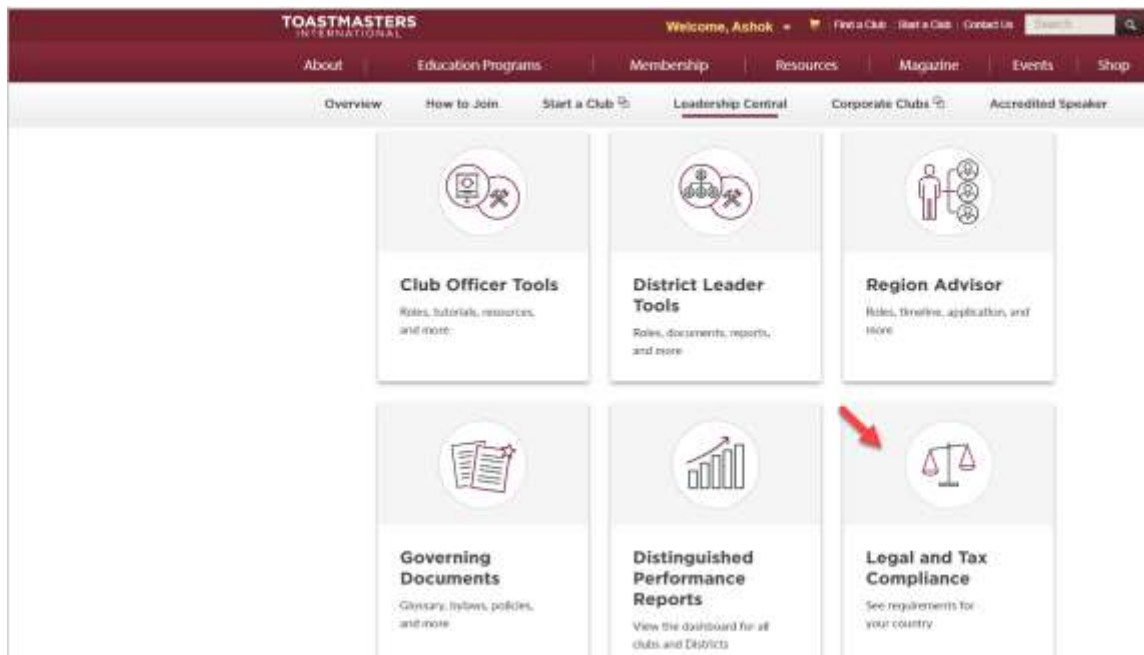


Figure 1 - Login and Access Leadership Central

- C. Scroll down to **Related Resources** and click on the **501(c)(3) Determination Letter** title.

TOASTMASTERS INTERNATIONAL

Welcome, Ashok

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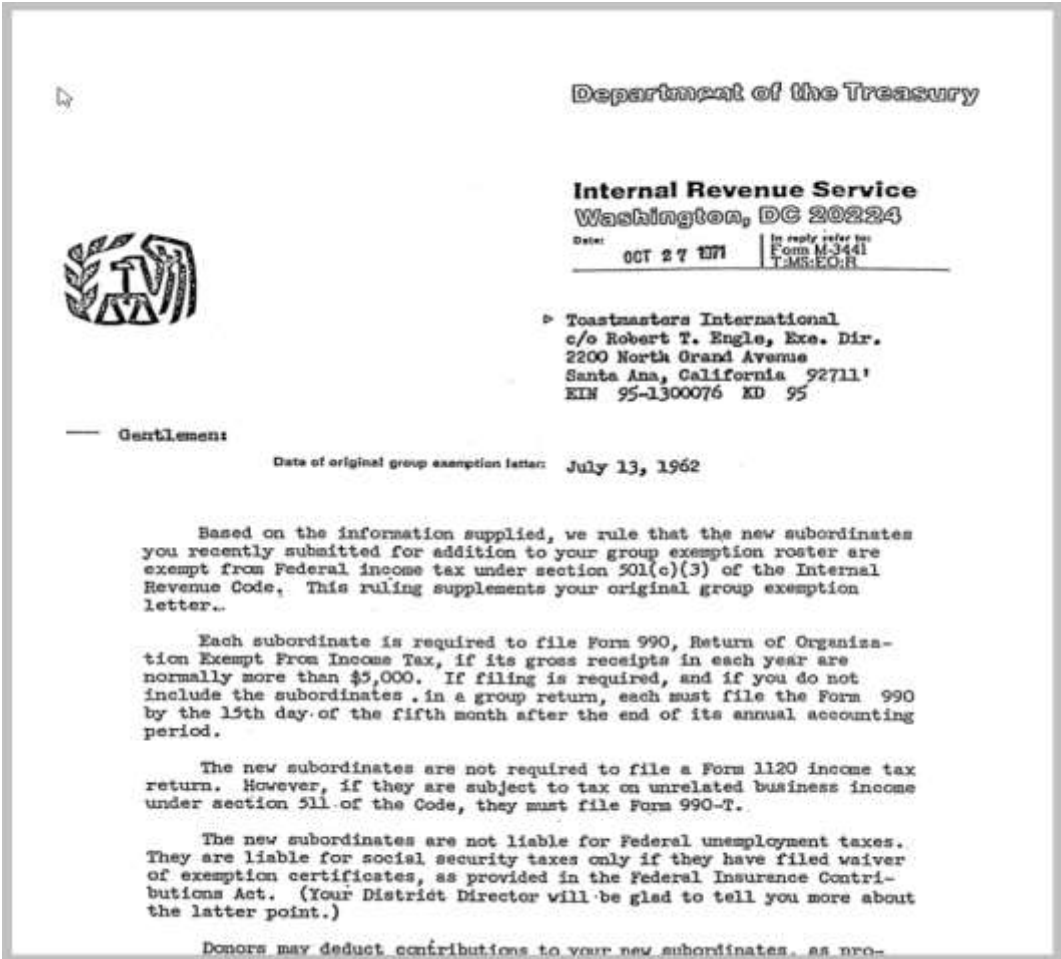
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The materials and information available on these pages relating each country page are for informational purposes only and do not constitute legal financial or tax advice.

RELATED RESOURCES

- Certified Articles of Incorporation**
Toastrmasters International's certified Articles of Incorporation. This document has been certified by the State of California that it is a true copy. Clubs may provide this document to vendors, venues and other third parties as requested. This document can be presented to the registry of societies (ROS) in countries where clubs need to register with the ROS.
- 501(c)(3) Determination Letter**
The 501(c)(3) Determination Letter provided shows proof that Toastmasters International and its subordinate clubs are considered to be 501(c)(3) nonprofits per the United States Internal Revenue Code.
- Tax Residency Certificate**
Many U.S. treaty partners require the IRS to certify that an entity is a resident of the United States for federal tax purposes. The IRS provides this tax residency certification (Form 5168) to Toastmasters International certifying that it is a U.S. resident company for purposes of the income tax laws of the United States.

Figure 2 - Scroll and locate the determination letter.



D. Download, Save or Print the document into PDF format



Figure 3 - Save, Download, or Print to PDF

Step 2 - Setting up your Pro account in Canva using Toastmaster's Non-profit status.

Create a [Canva.com](https://www.canva.com) account using your Toastmasters Club email account and make sure whoever is creating this account have access to your Club email account as the verification code is sent to that email account. As part of the account set up you will be asked to choose what type of organization you are representing. Choose Non-profits and you will see the screen as shown below to get started.

Click the **Get started** button.

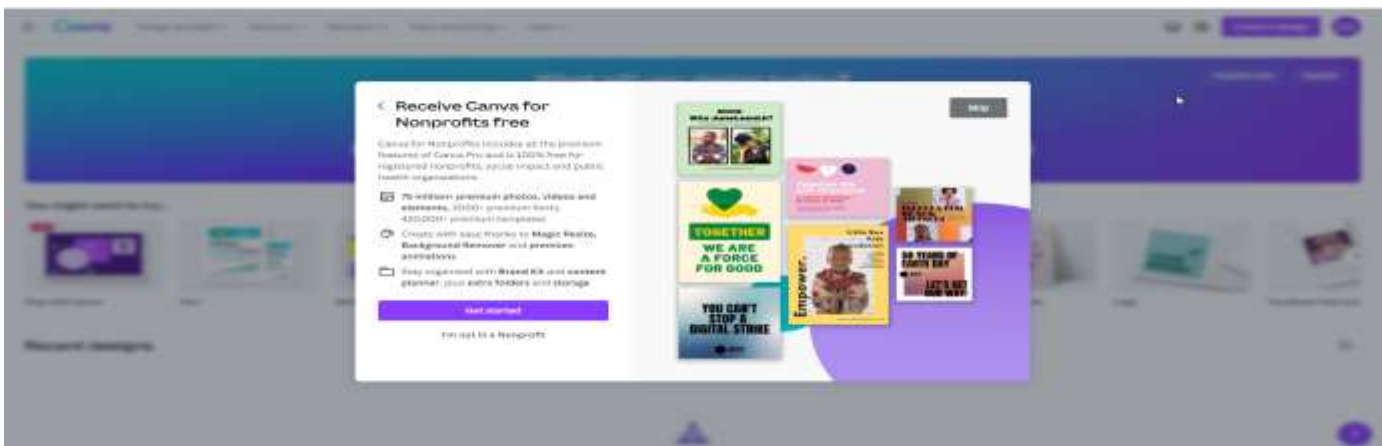


Figure 4 - Get started

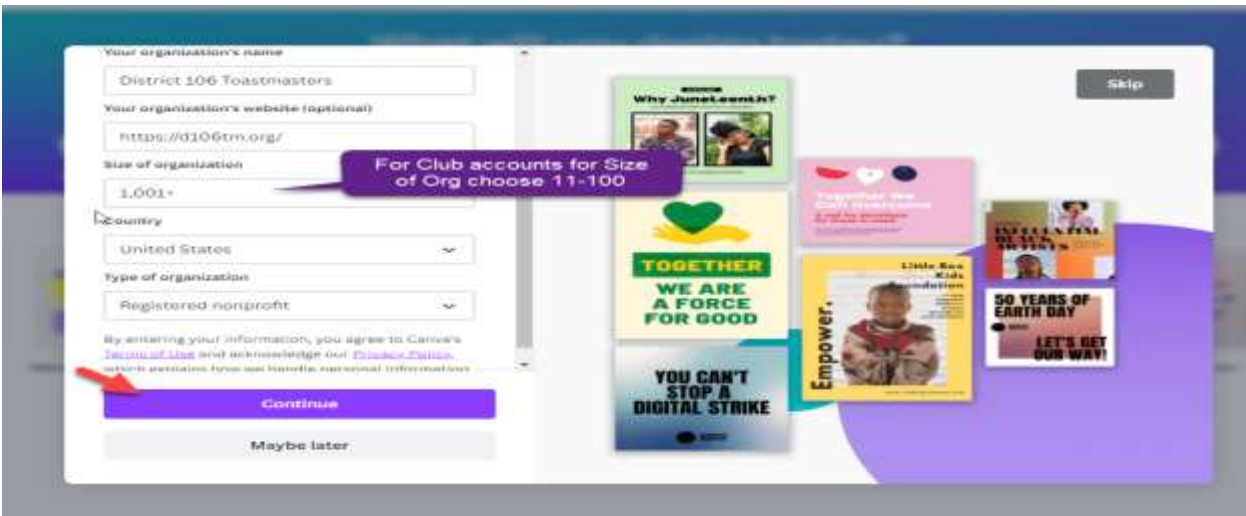


Figure 5 - Fill in the information and click Continue.

Proceed with next steps for uploading the document you downloaded in Step 1 as shown below.

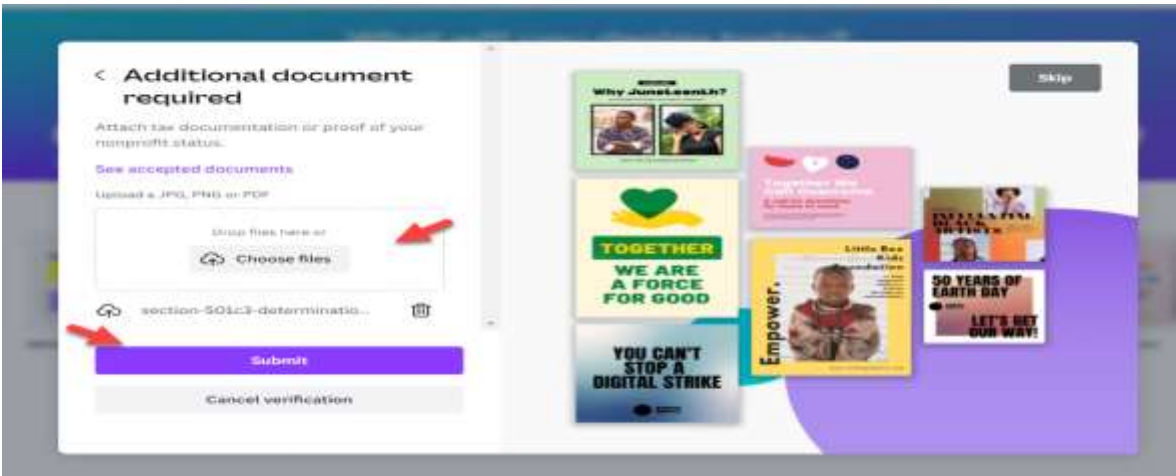


Figure 6 - Upload or attach the determination letter.

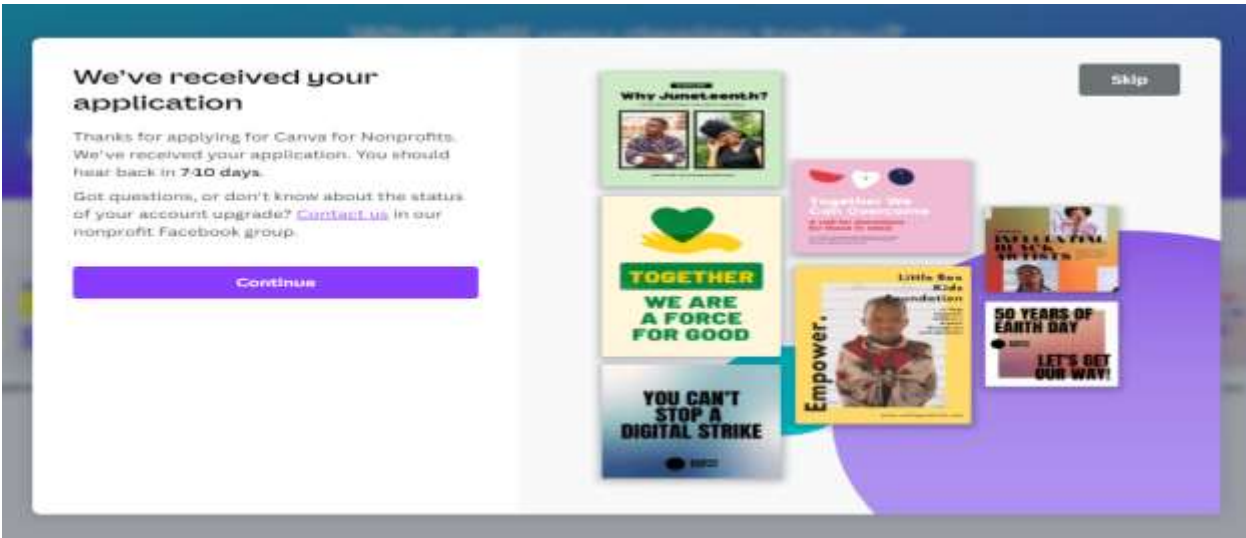


Figure 7 - Click continue.

Step 3 – Extend the canva.com account to other Canva.com club member accounts.

You can extend the Club Canva Pro account access to your other club members who will be contributing to the content creation by clicking the add People as shown below pointing with red arrow.

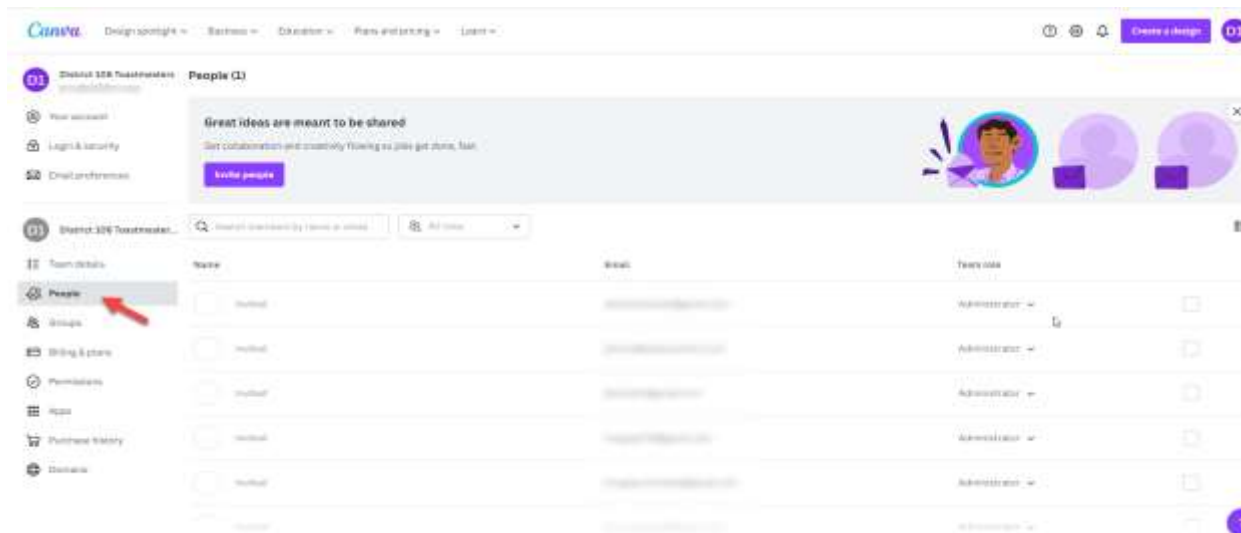


Figure 8 - Invite people

The email you registered with will receive 2 emails. One as confirmation Canva received, your submission and timeframe for review of 7-10 business days. Second as confirmation the application has been approved. This second email has links for hands on training, design, resources, and templates.

Have fun! Experiment! Enjoy!

From the Office of PRM @ d106tm.org

Links and Resources

Canva.com <https://www.canva.com/>

Legal and tax Compliance <https://www.toastmasters.org/leadership-central/legal-and-tax-compliance>