TOASTMASTERS
INTERNATIONAL

MOMENTS OF TRUTH
HANDOUT

The Successful Club Series

TOASTMASTERS INTERNATIONAL
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WHERE LEADERS ARE MADE

MOMENTS OF TRUTH

Worksheet

FIRST IMPRESSIONS

- Guests greeted warmly and introduced to officers and members
- Guest book and name tags provided
- Professionally arranged meeting room
- Convenient meeting location
- Guests invited to address the club
- Guests invited to join

MEMBERSHIP ORIENTATION

- Formal induction, including presentation of membership pin and manuals
- Assignment of mentor
- Education programs and recognition system discussed
- Learning needs assessed
- Speaking role(s) assigned
- Member involved in all aspects of club activities

FELLOWSHIP, VARIETY, AND COMMUNICATION

- Guests greeted warmly and made welcome
- Enjoyable, and educational meetings planned
- Regularly scheduled social events
- Members participate in area, district, and International events
- Inter-club events encouraged
- Club newsletter / website published and updated regularly

PROGRAM PLANNING AND MEETING ORGANIZATION

- Program and agenda publicized in advance
- Members know program responsibilities and are prepared to carry out all assignments
- All projects are manual projects
- Meetings begin and end on time
- Creative Table Topics™ and activities
- Positive and helpful evaluations

MEMBERSHIP STRENGTH

- Club has 20 or more members
- Members are retained
- Promotion of club in the community or within its organization
- Club programs varied and exciting
- Toastmasters sponsoring new members recognized
- Regular membership-building programs

ACHIEVEMENT RECOGNITION

- Award applications immediately submitted to World Headquarters
- Progress charts displayed and maintained
- Member achievements formally recognized with ceremony
- Club, district, and International leaders recognized
- Club and member achievements publicized
- DCP is used for planning and recognition

EVALUATING THE STANDARDS

Directions: List below the standards belonging to your assigned moment of truth. Discuss with other group members how your club handles each of the quality standards, determine which of those standards are being met by circling "yes" or "no", then write the total number of achieved standards in the space provided.

1. _____ Yes No

2. _____ Yes No

3. _____ Yes No

4. _____ Yes No

5. _____ Yes No

6. _____ Yes No

Total number of Yes answers _____

RECOMMENDATIONS

Directions: Now that your group has evaluated each of the assigned standards, discuss and record any recommendations for improvement or change.

1. _____

_____

_____

2. _____

_____

_____

3. _____

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4. _____

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5. _____

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6. _____

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