

District Newsletter



T O A S T M A S T E R S I N T E R N A T I O N A L ®

Submit New Members and Dues Renewals Online!

Enjoy these same benefits:

- ❖ You'll save time!
- ❖ Receive immediate and printable confirmation of the transaction.
- ❖ Eliminate the need to fax or mail documents.
- ❖ Stop worrying about on-time receipt at WHQ.
- ❖ Avoid expensive courier costs.
- ❖ Eliminate the need to call WHQ to check on the status of your submittal.

PLUS—It's the fastest way for new members to receive their kits!

Go online today – www.toastmasters.org/renew! Take advantage of the quickest and easiest way to pay dues and register new members!

Duplicate Proxies For Clubs

WHQ is happy to comply with requests for duplicate proxies for regional conferences or the international convention. However, policy dictates that we send the duplicate to the club president of record, not to the district governor or any other district officer.

Be sure to provide the current club president's name and mailing address when calling or writing WHQ for a duplicate proxy. E-mail requests for proxies can be sent to cperez@toastmasters.org.

Remember: Only one replacement proxy per club is permitted, so it is vital that the duplicate is mailed to the correct person.

Big Fun in Reno!!

Don't miss the 73rd Annual Toastmasters International Convention, August 18-21, at The Reno Hilton, Reno, Nevada, USA.

- ❖ Enjoy a varied educational program presented in five tracks covering: *Speaking, Personal Growth, Motivation and Leadership, Club and District Success* and *Professional Speaking*. Mix, match and explore any of these tracks tailored to satisfy your educational interests.
- ❖ Attend the Golden Gavel Luncheon where this year's recipient is well-known speaker and author of *The 7 Habits of Highly Effective People*, Dr. Stephen Covey.
- ❖ Witness the excitement of the World Championship of Public Speaking on Saturday, August 21.

In April you can register online at www.toastmasters.org. Or mail your convention registration form to WHQ. Registration forms will be in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Reno!

Deadline: June 30

An important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2003-04 Distinguished District, Division, Area and Club programs.

- ❖ Items pertaining to club charters, dues renewals, membership applications and education award applications must be postmarked on or before **June 30, 2004**, and received at WHQ no later than July 7, 2004.

- ❖ Items submitted online or by e-mail must be received at WHQ on **June 30, 2004**. Faxed documents must be received at WHQ by 5 p.m. PT Wednesday, June 30.

WHQ now accepts dues renewals, new member applications and educational award applications through the Toastmasters International Web site, www.toastmasters.org. Although WHQ has a fax and e-mail available to receive information, it is the sender's responsibility to make sure the submission is successfully transmitted.

Do not send duplicate copies of documents to WHQ. Choose only one method of transmission.

Check Those Reports

Remind your clubs to review their Distinguished Club Program progress reports at the end of April, paying close attention to the December-February Club Officer Training section. If a club discovers errors in the December-February information, it should contact the district. Your district has until May 31 to submit corrections to WHQ. Corrections submitted after May 31 will not be accepted. WHQ will accept training reports only from the district.

Reports appear on the Toastmasters International Web site, www.toastmasters.org. Click "District Performance" under Member Quicklinks.

Achieve Your District Goals

How close is your district to achieving its educational goals? The following reminders will help you achieve your goals and avoid year-end disappointment:

- ❖ All award requirements must be completed before applicants are eligible for awards.
- ❖ Applicants must be current members when applications are received by WHQ. Current members are those whose dues for the current renewal period have been received at WHQ and whose names appear on the club membership roster submitted to WHQ. For instance, if WHQ receives a CTM application in June for a member who did not pay dues in April, an award cannot be issued. Please submit all award applications promptly to WHQ to ensure all members receive the recognition they deserve.
- ❖ Distinguished Club Program credit for awards can be given only to the club of which the award recipient is a current member.
- ❖ No exceptions can be made to award requirements. All requirements must be fulfilled, as given, by the applicant.

Don't wait until June 30 to submit award applications critical to your district's success. If there are problems with an application, you'll need time to resolve them before the year-end deadline.

It's Now The Top 5 District Newsletter Contest

Starting this year (2003-2004), the district newsletter contest will honor the Top 5 District Newsletters.

These newsletters should help achieve goals related to the district's mission, educational completions, officer training, membership growth and club building. Entries are judged for content, readability, layout and presentation, and should be composed primarily of original material of educational value.

Here's how your district can participate in this contest: Send three issues of your newsletter – published between July 1 and April 25 – to WHQ by the April 25, 2004, deadline. Failure to include a cover letter will result in disqualification.

To obtain a complete list of rules, visit the "Newsletters" link under "Information for Members" on the Web site: www.toastmasters.org.

District Scoreboard

Fifty-three clubs were chartered in February, compared with 53 in 2003, and 53 in 2002. Our year-to-date total of new clubs is 415.

The leaders in Club Extension are:

| District | # of Clubs |
|----------|------------|
| 51 | 30 |
| 47 | 23 |
| 60 | 20 |

Corporate Leads

Thinking of starting a corporate club? Here are some companies that already have:

Dow Chemical, Freeport, TX; PCL Construction, Burnsville, MN; Express Scripts, Bloomington, MN and Maryland Heights, MO; The Hartford Insurance, Charlotte, NC; TriMont Real Estate Advisors, Atlanta, GA; and John Deere, Greenville, TN.

Toastmasters Is For Everyone

Just a reminder that Toastmasters International has a policy against discrimination: *"No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against in the conduct of official Toastmasters programs because of age (except those persons under the age of 18), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability so long as the individual, through his or her own efforts, is able to participate in the program."*

Policy violation by an individual member, club, area, division, district or other official groups will subject the offending person or entity to disciplinary action, in accordance with the Bylaws of Toastmasters International, unless the offending party ends its own violations.

2004 Regional Conferences

| | | | | |
|-------------|------------|---|------------------------|------------------------|
| I | June 18-19 | Seattle, WA Hilton Seattle Airport & Conference Center | Kyle Hall, ATM-S | kyle.s.hall@att.net |
| II | June 11-12 | Ontario, CA Ontario Airport Marriott Hotel | Paul Clark, DTM | paulc25629@aol.com |
| III | June 18-19 | Albuquerque, NM Albuquerque Marriott Hotel | Ralph Wallace, DTM | rwallace@pms.org |
| IV | June 4-5 | Des Moines, IA Renaissance Savery Hotel | Pat Amadeo, DTM | pamadeo@cpmi.com |
| V | June 25-26 | Milwaukee, WI Four Points by Sheraton Milwaukee Airport | Judith Bauer, DTM | jbauertm@hotmail.com |
| VI | June 11-12 | East Lansing, MI East Lansing Marriott | Bob Brentin, DTM | rbrentin@dow.com |
| VII | June 4-5 | Westford, MA Westford Regency Inn & Conference Center | Carmen Lowe, DTM | region7@carmenlowe.com |
| VIII | June 25-26 | Jacksonville, FL Omni Jacksonville Hotel | Barbara Bergstrom, DTM | leadrship1@aol.com |

District Checklist/Calendar

APRIL

Distinguished Division and Area Programs Deadline

- ❑ Area governors must send Area Report of Club Visit forms for the second round of visits to the district governor by April 30.

Distinguished Club Program Deadline

- ❑ To receive DCP credit, renewals must be received at WHQ on or before April 10.

Membership and Club Growth

- ❑ Follow up on overdue renewal reports.
- ❑ **Promote Toastmasters International's Annual Membership Program.** Individual members receive recognition for sponsoring five, 10, or 15 members during the year. Recognition is given to clubs beginning the year under charter strength and ending the year with 20 or more members. Clubs that demonstrate a net growth of five members also receive recognition.

District and Club Officer Training

- ❑ Division Governor Kits, Area Governor Kits for incoming division/area governors will be mailed to the Lt. governor education and training.

Mission-Focused Meetings

- ❑ Finalize District Conference plans. District conferences must be held after March 15, but before June 1.

Administrative

- ❑ **Proxies:** Begin follow-up with clubs. If clubs will not have delegate attending the Regional Conference and/or International Convention, ensure that clubs send proxies to the district governor.

MAY

Distinguished District Program

- ❑ **URGENT!** Review the April District Performance Reports, compare progress to goals and determine actions needed to ensure district achieves its Distinguished District Program goals by year-end.
- ❑ **URGENT!** Begin the final push to achieve Distinguished District Program goals for membership, net club growth, CTMs and ATMs by June 30.

Distinguished Division and Area Program Deadlines

- ❑ April renewals are due May 15 for credit in the Distinguished Area Program. Complete April renewal reports must be received at WHQ no later 5 p.m., May 15.
- ❑ District governors must submit Area Report of Club Visit forms to WHQ by May 31. Forms must be postmarked on or before May 31, and received at WHQ by June 10, in order to receive credit in the Distinguished Area Program.

Distinguished Club Program Deadlines

- ❑ All clubs elect officers during the first meeting in May. Officer lists must be postmarked by June 30 and received at WHQ on July 7 by 5 p.m. PST, for clubs to receive credit in the Distinguished Club Program.

Financial Deadlines

- ❑ Treasurer's report for the July 1 – March 31 period are due at WHQ on or before May 15.

- ❑ Treasurer's report for the July 1 – March 31 period must be submitted to the district governor and Lt. governors by May 15.

Membership and Club Growth

- ❑ Follow up on overdue renewal reports.
- ❑ Promote Toastmasters International's Annual Membership Program.

Mission-Focused Meetings

- ❑ **District Conference, District Council Meeting and District Executive Committee Meeting:** Use these meetings to focus on end-of-year efforts needed to achieve goals in Distinguished District, Division, Area and Club programs.

At the District Council meeting the following business must occur:

- ❑ Adoption of the alignment of clubs within divisions and areas
- ❑ Report of the Nominating Committee
- ❑ Nominations from the floor (if any)
- ❑ Election of district officers
- ❑ Audit Committee report (midyear audit)
- ❑ Presentation of most recent treasurer's report

Conduct international speech contest at district conference

Administrative

Report new district officers to WHQ.

- ❑ WHQ mails Club Officer Kits to district governors, Lt. governors, and club presidents.
- ❑ **Proxies:** Continue follow-up with clubs. If clubs will not have a delegate attending the Regional Conference and/or International Convention, ensure clubs send proxies to the district governor.

JUNE

Distinguished District, Division, Area and Club program deadlines

- ❑ June is the final month for reporting membership, new clubs, educational accomplishments and pertinent administrative activities for inclusion in the Distinguished District, Division, Area and Club programs. (See program brochures for deadline requirements.)
- ❑ Follow up on overdue renewals. Clubs must submit complete renewal reports by June 30 to be counted in district year-end club totals.
- ❑ Intensify the final push to achieve Distinguished District Program goals for membership, net club growth, CTMs and ATMs.

Financial Deadlines

- ❑ Prepare for district yearend audit.
- ❑ Treasurer's report for the July 1 – April 30 period must be submitted to the district governor and Lt. governors by June 15.
- ❑ Treasurer's report for the July 1 – May 31 period submitted to the district governor and Lt. governors by July 15.

Administrative

- ❑ Complete the transfer of all district records to the new administration by July 1.