

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 ®

A World of Thanks!

April 23-29, 2006, marks the 32nd annual **National Volunteer Week** in the USA, a time for thanking each of you, our valued volunteers, for the extraordinary contribution you make each day to serve your local community through the Toastmasters mission.

National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the week as an annual celebration of volunteering.



Since then, every U.S. President has signed a proclamation promoting National Volunteer Week. While National Volunteer Week has been designated an annual U.S. celebration, Toastmasters International's staff extends its warm thanks to all of the organization's volunteers throughout the world.

Take time during this week to reflect on your personal contributions to fulfilling and exemplifying the Toastmasters mission. Then be sure to celebrate successes and all volunteers at the district, division, area and club levels. Surely the organization couldn't

be as strong as it is without the contributions of each of you.

And so, on behalf of Toastmasters International, during this special week designated just for you, our valued volunteers, we salute you for everything you do to make effective communication a world-wide reality!

Is Your District on Track?

How close is your district to achieving its educational goals? The following reminders will help you achieve your goals:

- ▶ All award requirements must be completed before applicants are eligible for awards
- ▶ Applicants must be current members when applications are reviewed 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. 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 the deadline, June 30, to submit award applications critical to your district's success. Remember that if there are problems with an application, you'll want to factor in enough time to resolve them prior to the year-end deadline.

Things Happening on the TI Web Site

Are you familiar with all the district-related business you can conduct online at www.toastmasters.org?

- ✓ Find a club
- ✓ Submit club-officer training
- ✓ Submit Area Report of Club Visit forms
- ✓ Access the DPR
- ✓ Pay dues renewals
- ✓ Order supplies and gifts through the online store
- ✓ Access district forms and resources
- ✓ Read *District Newsletter* and *TIPS*
- ✓ Review TI policies & procedures
- ✓ Find information on trademarks and copyrights
- ✓ Submit member name and address changes

Enter Your Newsletter in the Contest!

Every year at the Hall of Fame ceremony during the International Convention, five districts are honored with the Top 5 District Newsletter Award. Be sure your district's newsletter is entered in the contest this year, so your team can be recognized this August in Washington, D.C.!

Send three issues of your newsletter—published between July 1, 2005, and April 25, 2006—with a cover letter to WHQ's Publications Department by the April 25 deadline.

The newsletters should have a professional appearance and feature content that help achieve the district's mission, such "how to" information on topics related to educational completions, officer training, membership growth and club building. Entries are judged primarily for the level of educational content, but also for readability and layout.

A complete list of rules can be obtained by visiting the TI Web site.

Have You Ordered the New *Competent Leadership Manual*?

Do you have a copy of the new *Competent Leadership* manual? Members can purchase the manual (Catalog No. 265) for \$6 (U.S.) plus shipping. The manual is part of the exciting changes Toastmasters International is making to its educational program. For more information on all the changes, visit www.toastmasters.org and click the "TI's Improving Its Educational Program!" Link in the "News from Toastmasters" section.

Participate in the organization's newest educational program and, upon completion, earn the new *Competent Leader* award! Order your copy of the new *Competent Leadership* manual today!

For fastest service order online at www.toastmasters.org/store

- ▶ **Competent Leadership**, Catalog No. 265, \$6.00
- ▶ **Competent Leadership Library Set** (set of four), Catalog No. 1555L, \$21.00

Washington, D.C.: A Capital Adventure!

Don't miss the 75th Annual Toastmasters International Convention, August 23-26, at the Hilton Washington in Washington, D.C.

Enjoy a varied educational program presented in four tracks: **Communication**, **Skill Building**, **Leadership**, and **Club and District Success**. Mix, match and explore any of these tracks to satisfy your educational interests. Hear professional speaker Mark Sanborn deliver the keynote address at the Opening Ceremonies on Wednesday, August 23 at 7 pm.

Spousal tours are back by popular demand. On Thursday afternoon, August 24, spouses and guests can tour the Smithsonian Museums. Pick and choose or see all four museums: the National Gallery of Art, the Museum of Natural History, the Air and Space Museum, and the Museum of American History. Along the way, you'll learn interesting facts about some of the historic monuments and buildings located throughout Washington.

At noon on Thursday, August 24, Toastmasters International proudly presents **Jim Kouzes** with **The Golden Gavel**, Toastmasters highest honor for communication excellence, during the Golden Gavel Luncheon. Kouzes is a preeminent researcher, award-winning writer and highly sought-after teacher in the field of leadership. Jim's groundbreaking studies with Barry Posner led them to create a model of leadership that has been embraced by more than one million people around the world. Jim is co-author of the award-winning and best-selling book *The Leadership Challenge* with more than one million copies sold. Not only is Jim a highly regarded leadership scholar and experienced executive, *The Wall Street Journal* has cited Jim as one of the 12 best executive educators in the U.S. Join Jim and other guests of honor – district governors of Distinguished Districts, Select Distinguished Districts and President's Distinguished Districts for 2005-2006 – at this exciting event.

On Friday morning, August 25, spouses and guests can enjoy a full day at America's most visited historic house, Mount Vernon. During this guided tour, discover the rich history and significant historical events that took place at this beautiful mansion situated on the Potomac River. Visit the mansion, the estate's outbuildings and the beautiful gardens that have been meticulously groomed for decades. A boxed lunch and beverages will be provided on this tour.

"Fun Night" promises to be spectacular! Join other Toastmasters on a Monuments by Moonlight tour of Washington, D.C. Expert tour guides will visit the city's popular monuments and memorials and share some of the secrets of this capital city.

And don't miss the International Speech Contest on Saturday, August 26!

Beginning in May, visit www.toastmasters.org and register online for the International Convention. Or mail your convention registration form to WHQ. Registration forms can be found in the May issue of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Washington, D.C.!

Corporate Leads

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

United Way of Metropolitan Dallas, Dallas, TX; Sundt Construction, Phoenix, AZ; Microsoft, Redmond, WA; Dennis Wee Realty PTE Ltd, Singapore; Expedia, Bellevue, WA; GMAC Insurance, Winston Salem, NC; Keenan & Associates, Torrance, CA; Keenan & Associates, Abu Dhabi, UAE; Shell, Abu Dhabi, UAE; Stantec, Edmonton, AB, Canada; Chesapeake, VA; Johnson Controls Inc., FM Global, Johnston, RI; and Radical Entertainment, Vancouver, BC, Canada.

Membership Mailing Lists Usage and Policy

TI does not sell its membership list (address, phone numbers, e-mail addresses) to anyone for solicitation purposes. The contact information provided to Toastmasters by members is used only for Toastmasters-related business. Districts and clubs are urged to protect this personal information by not providing it to anyone outside the Toastmasters organization. Also, Toastmasters members may not use the mailing list for personal use to solicit non-Toastmasters business. This is a violation of TI policy and could subject the member to disciplinary action.

On occasion, members receive non-Toastmasters solicitations with their name and the words "Toastmasters International" under their name in the address line. TI's database does not contain the words "Toastmasters International" in it. These mailings are not Toastmasters sanctioned.

To view the complete policy on this issue, go to [http://208.179.231.194/apps/Sections.nsf/Files/SectionVIA19/\\$file/SectionVIA19.doc](http://208.179.231.194/apps/Sections.nsf/Files/SectionVIA19/$file/SectionVIA19.doc)

Prepare for Training!

Your district should begin planning now for training 2006-2007 club officers. Toastmasters International has a new guide to help you get started. *Training Club Leaders* (Catalog No. 217) explains, step by step, how to organize your training. Topics covered include planning the curriculum; choosing a format; selecting a place, date and time; selecting the trainers; and promoting the event. Make sure your training coordinators use this handy tool. It's guaranteed to make your training successful and well-attended.

The guide is available to download on the TI Web site: Click on **Information for Members**, then access **Officer Training Programs**.

Exciting Changes to TI's Educational Recognition System

Be sure your clubs are aware of the exciting changes in our educational system and award designations. Beginning in July, members will see the following improvements:

- ▶ **A new leadership award.** Members completing the new 10-project *Competent Leadership* manual, which debuted in January, will receive the new Competent Leader award.
- ▶ **New titles for the existing leadership awards.** The current Competent Leader award will become the Advanced Leader Bronze award. The current Advanced Leader award will become the Advanced Leader Silver award. The requirements for the Advanced Leader Bronze award include completion of the *Competent Leadership* manual as well as the Competent Communicator (or CTM) award. Because requirements for the award are changing, there will be a two-year "grace period" for those working toward the current Competent Leader award. This means World Headquarters will continue to issue Competent Leader awards under the current requirements through June 30, 2008. Beginning July 1, 2008, all members will have to meet the new requirements. Those who have already earned the Competent Leader award under the current requirements and who apply for the Advanced Leader award after June 30, 2006, will receive the new Advanced Leader Silver certificate.
- ▶ **New titles for the Communication and Leadership Program and Advanced Communication and Leadership Program manuals.** At their next reprinting, the *Communication and Leadership Program* manual will be titled the *Competent Communication* manual and the Advanced Communication and Leadership Program manuals will become the Advanced Communication manuals.
- ▶ **New titles for the communication track awards.** The Competent Toastmaster (CTM) award, given to those completing the *Communication and Leadership Program* manual, becomes the Competent Communicator award. The Advanced Toastmaster Bronze, Advanced Toastmaster Silver and Advanced Toastmaster Gold awards become the Advanced Communicator Bronze, Advanced Communicator Silver and Advanced Communicator Gold awards respectively, with no changes to award requirements. Beginning July 1, 2006, members applying for any of the current awards will receive certificates reflecting the new award names.
- ▶ **A change in the Distinguished Toastmaster award requirements.** To be eligible for the award, a member must have received the Advanced Communicator Gold (or current Advanced Toastmaster Gold) and the Advanced Leader Silver (or current Advanced Leader) awards.

Visit www.toastmasters.org for more information. A training program and visuals about the new program are available for downloading from the Web site as well.

Confirm Eligibility Before Every Contest

Be sure that all of your district's speech contest chairmen confirm contestants' eligibility before each contest. Each year someone is disqualified at the area, division or district level because no one had bothered to confirm his or her eligibility earlier. Don't let this happen in your district!

Those ineligible to compete in the International Speech Contest are: incumbent international officers and directors; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division and district event at which the contest will be held; presenters of educational sessions at regional conferences and/or the International Convention. An individual may not be a judge at any level for a contest in which they are still competing.

A contestant must be a member in good standing of the club in which he or she is competing, and the club also must be in good standing. A new, dual or reinstated member must have dues and membership application current with World Headquarters. Contest chairmen can call World Headquarters' Education and Club Programming Department or email dyosha@toastmasters.org to confirm contestants' membership or if they have other questions about eligibility.

Also make sure contest chairmen and chief judges are familiar with contest rules. Knowing and following the rules ensure a fair and enjoyable contest for everyone.

QUICK DIRECTORY

- ▶ *Need help chartering a new club?*
newclubs@toastmasters.org
- ▶ *Have questions about your district reserve statement?*
statements@toastmasters.org
- ▶ *Have questions about your district budget, audit or treasurer's reports?*
jmcperson@toastmasters.org
- ▶ *Questions about Area Report of Club Visit forms?*
kvangunst@toastmasters.org
- ▶ *Reporting a change in district officers?*
kvangunst@toastmasters.org
- ▶ *General questions about district administration?*
sdemiris@toastmasters.org or kvangunst@toastmasters.org
- ▶ *Questions about disciplinary matters?*
jturpie@toastmasters.org or nlangton@toastmasters.org
- ▶ *To verify eligibility of your area/division/district speech contestants:*
dyosha@toastmasters.org
- ▶ *Questions about speech contest rules and situations?*
dyosha@toastmasters.org
- ▶ *Questions about the District Newsletter?*
sdemiris@toastmasters.org
- ▶ *Want to place a supply order?*
supplyorders@toastmasters.org
- ▶ *Still not sure? Visit the Contact Us section of www.toastmasters.org or e-mail:*
tinfo@toastmasters.org

District Success Measures to Do List

As district leaders, you know that success is achieved by working together. You intimately understand that in order for districts to be successful, clubs, areas and divisions must also be successful. As leaders you have the unique opportunity to mentor the clubs, areas and divisions in your district on their journey to success. Following is a District Success Measures To Do List that will help Toastmasters in your area on their way to success:

APRIL:

Clubs:

- ☐ Remind clubs that in order to receive credit in the Distinguished Club Program, dues renewals must be received at TI on or before April 10th, 2006.

Areas:

- ☐ Ask area governors to share their club-visiting experiences from the second round of area club visits.
- ☐ Remind area governors that their second round of area club visit reports are due no later than April 30th, 2006. Encourage your area governors to submit the report online.

Divisions:

- ☐ Ask your division governors to share one success story and one challenge in their division. Take time to celebrate the successes and see if you can collectively brainstorm the challenges.

Districts:

- ☐ Treasurer's report (July 1 – February 28) due to district governor and lieutenant governors April 15, 2006.
- ☐ Finalize district conference meeting logistics.
- ☐ Where is your district in regards to the nominations and election process? Look back at the Checklist for District Nominations that

was sent to all district governors with district nomination materials to ensure your district is up to speed.

MAY:

Clubs:

- ☐ Ensure clubs are on track with their election process.
- ☐ Follow-up on dues renewals and work with club leaders to ensure any pending dues are submitted to WHQ.
- ☐ Take time to celebrate successes at the club level and recognize your club leaders

Areas:

- ☐ Remind area governors that their second round of area club visit reports are due to WHQ no later than May 31st, 2006. Encourage your area governors to submit the report online.
- ☐ Ensure April renewals are submitted to WHQ no later than May 15, 2006 for credit in the Distinguished Area Program.
- ☐ Take time to celebrate success at the area level and recognize area leaders.

Divisions:

- ☐ Take time to celebrate successes at the division level and recognize division leaders.

Districts:

- ☐ Treasurer's report (July 1 – April 30) due to district governor and lieutenant governors May 15, 2006
- ☐ Review the April District Performance Reports, compare progress to goals and determine actions needed to ensure that the district achieves its Distinguished District Program goals by year-end.
- ☐ Take time to celebrate successes at the district level and recognize district leaders.

The Annual Proxy Chase ...

TI uses a proxy system in order to have sufficient representation at the regional conferences and the Annual Business Meeting at the International Convention to conduct the business of the organization. The proxies for this year's regional conferences and Annual Business Meeting were mailed on March 31.

If a club cannot have a representative at these two events, they can name their district governor to serve as their proxy. That's why it is important for districts to collect proxies and exchange those proxies for ballots at the regional conference credentials desk and the Annual Business Meeting credentials desk.

Here are some tips to help the district with the annual proxy chase:

Advise clubs of the mailing in your district's Web site or newsletter. Ask them to be on the look-out for a blue envelope from TI with the words "Important Proxy Information Enclosed" on the front. If a club president hasn't received the mailing by the end of April, ask him or her to check with the prior president to see if they received the proxies. If the information at WHQ is not updated with the current club officer information, the proxy is sent to the last known club president. The club should check with other members of the club to see if they received the proxy.

Ask area governors to follow up with their clubs to ensure the clubs' proxies are executed.

If the proxy is lost, misplaced or it was never received, send an e-mail to duplicateproxies@toastmasters.org. The e-mail must contain the club number and the president's name and address. Duplicate requests will be honored starting April 24.

Remember, WHQ can send only one duplicate proxy, which must be mailed to the club president.