

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 ®

Big Changes to the Toastmasters Web Site!

TOASTMASTERS NOW HAS TWO WEB SITES – one for members and one for the general public. There is also a new online Shop area and access to the *Toastmaster* magazine.

Members.toastmasters.org is customized for members and provides access to reports, contact information and many resources for membership building.

Toastmasters.org is geared toward non-members and is the best place to direct people who are interested in learning more about Toastmasters.

Either site you're on, you are able to move from one to the other. Check them out!

Introducing the New Promotional DVD, *Welcome to Toastmasters!*

Use this film to show, as well as tell...about Toastmasters!

SHARE IT WITH CO-WORKERS, friends and neighbors.

Inspire anyone to join Toastmasters with these personal stories.

Show at your next corporate visit, demonstration meeting or other gathering or give to individuals to view on their TV or computer.

Copies will be available online soon at toastmasters.org > Shop (Item 244DVD) and in the near future, every club will be shipped a copy of the new DVD.

Charter Kit #1 + Charter Kit #2 = Charter Kit!

STARTING IN APRIL 2007, NEW CLUBS HAVE RECEIVED A SINGLE CHARTER KIT instead of receiving two kits at different stages as was previously the practice. The new charter kit is shipped after the Application to Organize and \$125 charter fee are received at World Headquarters. The new, single kit ensures that new clubs quickly receive all the material they need to start out strong.

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President's 20+ Awards

This award is presented for successfully motivating clubs to achieve and maintain charter strength.

District 71 – *Nicholas Benning, DTM, Governor*

District 81P – *Erich Rene, DTM, Governor*

District 79 – *Sonny Varghese, DTM, Governor*

President's Extension Awards

This award is presented for outstanding achievement in club extension and retention.

District 34 – *Jorge Miguel Gamboa Arvizu, DTM, Governor*

District 79 – *Sonny Varghese, DTM, Governor*

District 51 – *Sivanganam Rajaretnam, DTM, Governor*

"He who does not have the courage to speak up for his rights cannot earn the respect of others."

– René G. Torres

District Orders – HELP US HELP YOU!

IN AN EFFORT TO PROCESS DISTRICT ORDERS IN A TIMELY MANNER, we offer the following guidelines:

- Submit your orders as early as possible as they are processed as received. Orders with future delivery times are not held.
- Most orders contain requests for engraving (badges and plaques/trophies). There is no priority service for engraved items, so if you are ordering engraved items along with other materials, we suggest you place two separate orders.
- WHQ receives hundreds of engraving requests. To ensure your district receives its order on time and with correct information, please:
 - Type engraved copy exactly as you want it to appear (including educational designations and dates). Information will be engraved exactly as received.
 - Following is the normal turnaround time for processing of engraved orders. Note: this does not include shipping/delivery time:

1-9 items	Eight working days
10-15 items	Nine working days
16- 20 items	11 working days
21+ items	13+ working days (customers will be advised of the turnaround time when the order is being processed)
- All district orders require the approval of the district governor. Be sure the approval is made prior to placing your order with WHQ or it will result in delays.

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, nationality 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 violation.

Contacting the Board of Directors or Executive Committee

ANYTIME YOU WANT TO GET A MESSAGE TO A BOARD or Executive Committee member, you need only contact WHQ. Send an e-mail to dmetcalfe@toastmasters.org or send a letter, addressed like this:

Attn: Name of the person you wish to contact, c/o Executive Director, PO Box 9052, Mission Viejo, CA 92690

District Fund Requisition & TI Reporting Requirements

IF A DISTRICT IS DEFICIENT IN ITS REPORTING REQUIREMENTS, the district is unable to access the district reserve account or place a district order against the account. Only districts that are current in their reporting requirements can place a supply order against their district account. This does not affect individual or district orders that are accompanied by a payment.

Please take note of this, as district reporting requirement deficiencies could slow down district supply orders. The district can contact the Volunteer Support Services Department prior to placing an order to verify the district reporting requirements are current. Simply send an e-mail to districts@toastmasters.org for this information.

District Officer Resources: A One-Stop Shop

THE DISTRICT RESOURCE CENTER is a designated area of the Toastmasters International Web site for all your district needs. You can access forms, templates and a host of information on such topics as district elections and training to name a few.

The two most recent additions to this section of the Web site are, (1) District Financial Planning and Resources and (2) the District Success Plan. The new additions are accessible by visiting us at members.toastmasters.org > **District Officers** > **District Officer Resources**. The District Financial Planning and Resources are your one-stop shop for all of your district financial needs including the templates for the district budget and the quarterly treasurer reports. What are you waiting for? Visit us today.

**Please note that TI no longer provides a Resource CD of district finance forms and templates as they are all available on the TI Web site.*

CORPORATE CLUBS CORNER

PROFESSIONAL CONFERENCES AND TRADE SHOWS are excellent ways to market Toastmasters to corporations. In June, Toastmasters International exhibited at the American Society of Training and Development conference, with an overwhelming response. The leads we received from this conference were distributed to districts worldwide to charter new corporate clubs. We plan to participate in even more of these global events to increase the awareness of Toastmasters among corporate leaders.

You can do this at a local level, too! Here are some tips for successful exhibitions:

- ▶ Stay informed of local events, conferences and expositions
- ▶ In your district marketing budget, allot funds for these events
- ▶ Order marketing materials to give to attendees. Some examples to use are:
 - 10 Tips flier (Item 105)
 - Clear Communication brochure (Item 103)
 - Find Your Voice brochure (Item 99)
 - Confidence brochure (Item 101)
 - Copies of the *Toastmaster* magazine

Look for next month's District Newsletter, where we will provide ideas for conversation starters and specific questions to ask attendees to determine how Toastmasters can help their employees become better speakers and leaders!

Can Clubs Conduct Seminars?

OCCASIONALLY A CLUB IN YOUR DISTRICT may want to have a seminar and invite the general public to attend. Please be aware that to protect the club, the district and Toastmasters International as a whole, there are some restrictions on such events.

Toastmasters International is a nonprofit organization with a 501(c)(3) rating with the Internal Revenue Service. If we are perceived in any way as being in the seminar business or in competition with for-profit enterprises, we can jeopardize our tax-exempt and nonprofit statuses. Also, Toastmasters International provides liability insurance for all clubs. Our premiums are low because the risk is low – a group of members meeting for one to two hours each week to give speeches and evaluations.

However, a club must constantly seek new members by promoting itself in the community or company. One recognized method of promotion is for a club to conduct *Success/Communication*, *Success/Leadership*, *Youth Leadership*, *The Better Speaker Series*, *The Leadership Excellence Series* and *The Successful Club Series* programs and invite nonmembers to attend. Clubs cannot present any other programs or workshops for the public.

Clubs can conduct the above programs for the public only as a means to promote the club within the community or company and to increase membership. All of the programs are to be presented by club members acting as representatives of their clubs, which preserves the programs', clubs', and organization's identity. No individuals, educational institutions or other organizations may derive financial gain either directly or indirectly from presenting these programs.

Occasionally a club may want to conduct a seminar or workshop for members of other Toastmasters clubs. A Toastmasters club's purpose is to educate its own members within the club setting, not to provide seminars or other events for Toastmasters members from outside of that club. Events held for members who belong to other clubs then become district events. Only districts may conduct training programs for members and club and district officers. A district may occasionally have a club conduct a training program or similar event for other Toastmasters clubs and members, but this is at the district's discretion and can only be done with the district's advance permission. The event also must be in keeping with the district and club missions.

The Following Organizations Chartered Toastmasters Groups in June 2007!

Accenture
Acres
AEP
AHCCCS
Alpha Diamond
Amgen, Inc.
Amkor Technology
Atlanta Public Schools (2)
Bank of America
Blue Cross/Blue Shield
Boeing
Briggs & Veselka Co.
Cerner Corporation
United States Coast Guard
City of Ann Arbor
Clark Construction
Coca-Cola Co.
Colegio Panamericana
Direct Energy
Ericsson, Inc.
Excellus Blue Cross/Blue Shield
Federal Reserve Bank
FHLBank
General Electric
GELPA
Girl Scouts of San Gorgonio
Goodyear
Grant Thornton
GS E&C
HDR
ING
International Academy of Design & Technology
INTI College
Ivy Tech Community College
Janney
KAZ
Kern Schools
KPMG (2)
LandAmerica Austin Title
Lockheed Martin
Merck (27)
MSD
Nelson Mullins Riley & Scarborough
Nestle
Nortel West Mall
Philips Medical Systems
PMTA Mandarin TMC
PREMIER BankCard
QDC
Sarawak Pan-Chen Laos' Clan Association
SEIU
Sobeys Inc.
Spirent Communications
State Farm
SUPP
Talent+
Tarbell
Teach For America
Thai Airways, International
The Women's Council at CitiBank
Tolko
Town of Ajax
Tri-Ocean Engineering
UBS Mandarin TMC
Unitar
U.S. Census Bureau
Verisign Telecommunications
Visayan Electric Company, Inc.
Yayasan Perguruan Sutomo

Conducting an Effective Club Visit

PART OF THE DISTRICT'S MISSION is to ensure every club fulfills its responsibilities to its members. To achieve this, the district must establish and maintain positive, supportive relationships with each club. Area governors play a critical role in preserving this relationship through club visits, which are required twice a year and should take place between July 1–October 31 and again from January 1–April 30. As you prepare for your club visits:

- ▶ Review the Distinguished Club Program report online for the club to determine where the club is in relation to its goals.
- ▶ Familiarize yourself with the Area Report of Club Visit form online—it will act as your evaluation tool during your visit.
- ▶ Contact the club president at least one month prior to your visit.
- ▶ Request a copy of the Club Success Plan from the club president and spend time reviewing it prior to the visit.
- ▶ Ask that the club president share the club's historical information and demographics.
- ▶ Work with the club president to determine the club's specific needs so you can customize your visit and ensure the club is getting the most out of it.

Each club visit will vary depending on the arrangements you've made with the club president. Focus on those items that are applicable based on your agreements:

- ▶ Discuss the club mission.
- ▶ Discuss characteristics of successful clubs through best practices.
- ▶ Ask club leaders how they know when they are successfully meeting the needs of their members?
- ▶ If you give a speech, opt for a manual one.
- ▶ Review the Toastmasters programs (e.g., Membership Building, Distinguished Club Program).
- ▶ Identify prospective future leaders—talk about leadership opportunities within Toastmasters.
- ▶ Debrief your visit with the members. Ask these questions about the meeting—What worked well? What didn't work? How can you better meet the club's needs during your next visit? Use this feedback to plan future visits.

After your visit with the whole club, spend time with the club's leaders. Do a separate debrief with them. They may provide different feedback than you receive from the members. Ask how communication between you and the club can improve. Discuss where the club is in relation to year-end goals and discuss strategies to ensure those goals are achieved. Use the Distinguished Club Program and Club Success Plan as your guide. Recommend methods for moving forward and point out opportunities for enhancement.

Even though your visit with the club has ended there are some additional items you need to complete:

- ▶ Submit the Area Report of Club Visit form online at members.toastmasters.org > **District Officer > Conduct District Business > Area report of club visit**. A copy of the form will automatically be sent to your district leaders and the club president. Reports are due twice a year. Deadlines are November 30 and May 31.
- ▶ Write a thank you note to the club.
- ▶ Follow up with the club and see how things have been since the visit. Ask if the club needs additional support then ensure you provide it.
- ▶ Keep records of your area club visits and pass them on to the next year's area governor. This will ensure clubs' needs are continually met.

Enter and Double Check Your Club Officer Training Reports Online!

DEADLINE TO TRAIN CLUB OFFICERS was August 31, 2007.

Deadline to report club officers trained is September 30, 2007.

Be sure your clubs will receive proper credit for their training by entering and double checking for accuracy online today! You can do so at the TI Web site members.toastmasters.org > **Club Officer > Club Officer Resources > Distinguished Club Reports**.

Be Sure Clubs Confirm Eligibility for Contestants Participating in the September, October and November District Speech Contests.

ONE ELIGIBILITY REQUIREMENT THAT CAUSES CONFUSION for clubs and districts is whether a contestant and club are in good standing. The following are considered to be in good standing:

- ▶ A continuing member whose dues for the April – September 2007 period was received at World Headquarters before the club contest was held
- ▶ A new, dual or reinstated member who joined the club since the April – September dues period began and whose membership application and dues were received at World Headquarters before the club contest was held
- ▶ A club whose dues for the April – September 2007 period were received at World Headquarters before the club contest was held

Payment of October 2007-March 2008 dues is not required for participation in contests held in September, October and November. We encourage clubs and members to submit dues on or before October 1, but allow them to pay dues as late as November 30 before they lose their good standing.

Contact speechcontests@toastmasters.org to confirm that contestants are members in good standing. Your e-mail must include each contestant's full name, the club number and the contest date.

Membership in good standing of a club in good standing is just one eligibility requirement. Please check Toastmasters International's Speech Contest Rulebook for additional eligibility requirements.

It's Contest Time!

IT'S ALMOST SPEECH CONTEST SEASON AGAIN and time to stock up on supplies and awards! There are many speech contest kits to choose from including international, humorous, evaluation, tall tales and table topics (Items 1169, 1169H, 1169E, 1169 TT and 1169TBL). Each kit is \$10.00 and contains enough materials for 5 contestants and 5 judges. We also have additional speech contest materials that can be purchased separately.

Once you've conducted your speech contests, you'll need some high quality awards to recognize the winners and participants. We have a variety of trophies, plaques, ribbons and certificates to choose from. Please remember, you must purchase official awards from Toastmasters International Headquarters.

To ensure adequate time for engraving and delivery, be sure to place your order at least three weeks before the contest date. Awards sold by Toastmasters International bear the Toastmasters emblem, or the names "Toastmasters International" or "Toastmasters". These three trademarks are the property of Toastmasters International and may not be reproduced on locally obtained gift or prize items.

To view photos or obtain additional information, please consult the catalog or visit our online store at members.toastmasters.org > **Shop**.

Do You Want District Success? Try This To-Do List:

AS DISTRICT LEADERS, you know that success is achieved by working together; that district success is achieved only through successful clubs, areas and divisions. The following To-Do list will help ensure that this will happen:

AUGUST

Checklist:

- Complete club, area and division officer training
- Complete district budget
- Set district goals for the District Success Plan Matrix
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points

Deadlines / Important Dates:

August 31:

- Last day for club, area and division officer training
- Year-end Audit due to WHQ

Tips:

- Submit club, area and division officer training online
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Network with other leaders
- Look ahead; what's coming up?
- Take time to get to know your leadership trio and build the foundation

SEPTEMBER

Checklist:

- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points
- Submit club membership dues renewals online
- Complete area governor first-round club visits
- Send out credential/proxy forms to club president and vice president education at least two weeks in advance of the district conference

Deadlines / Important Dates:

September 30:

- Report of club, area and division officer training due to WHQ (85% of area and division governors trained and reported to WHQ in order to qualify for the Distinguished District Program)
- District Success Plan Matrix due to WHQ (Required in order to qualify for the Distinguished District Program)

- District budget due to WHQ
- End of promotion for a Distinguished District point for chartering as many clubs as possible in the months of August and September

Tips:

- Submit club, area and division officer training online
- Work on club-building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Network with other leaders
- Don't get overwhelmed, ask for help, delegate and stay organized

OCTOBER

Checklist:

- Submit club membership dues renewals online
- Complete area governor first-round club visits
- Prepare for district conference
- Prepare for district executive committee meeting
- Prepare for district council meeting
- Prepare previous year's financial records
- Start planning audit committee appointments

Deadlines / Important Dates:

October 1:

- October dues renewals due to WHQ

October 10:

- October dues renewals due to WHQ for Distinguished Club Program credit

October 15:

- Monthly treasurer's report (July 1 - August 31) due to district trio

October 31:

- First-round area governor club visits should be completed

Tips:

- Work on club-building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- If every club in your district is distinguished, it makes your district goals easier to achieve
- Evaluate the training and use the findings to enhance the next officer training

E-MAIL DIRECTORY

New clubs:

newclubs@toastmasters.org

Orders:

supplyorders@toastmasters.org

District questions:

districts@toastmasters.org

District reserve statements:

statements@toastmasters.org

District budget, audit or treasurer's reports:

districtfinancialquestions@toastmasters.org

Speech contests:

speechcontests@toastmasters.org

Disciplinary matters:

districts@toastmasters.org

Duplicate proxies or other proxy questions:

duplicateproxies@toastmasters.org

Other questions:

See the Contact Us section of toastmasters.org or e-mail: tminfo@toastmasters.org