

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 ®

Show Your Toastmasters Style!

We have some great gift ideas available in our Online Store!

- ▶ T-shirts
- ▶ Dress shirts
- ▶ Sweatshirts
- ▶ Hats
- ▶ Jackets
- ▶ Watches
- ▶ Key Chains
- ▶ Coffee Mugs
- ▶ Briefcases
- ▶ Gift Certificates for \$5, \$10 and \$25.
- ▶ And much, much more.



www.toastmasters.org/store

How's Training Going?

Your district is conducting training for club officers between December 1 and February 28. Are your club's officers planning to attend?

If your club elects officers semiannually, this training allows the newly elected officers to learn their roles and responsibilities, to meet district leaders who can help them during their terms, and to get new ideas on how to improve their clubs.

If your club elects annually, this second training gives club officers the opportunity to discuss any problems they may be having, to get advice from district officers, and to network with officers of other clubs.

Encourage your officers to attend training soon. Contact your district for training dates and locations.

Things Happening On The TI Web Site

YOU CAN:

- ✓ Add/Update Club Officers
- ✓ Pay Dues Renewals
- ✓ Add New Members
- ✓ Update Club Info
- ✓ Check the DCP Report
- ✓ Order Gifts and Supplies through the Store

THINGS TO COME:

- Enhanced process for submitting Education Awards
- Enhanced "Find a Club" search tool

Contest Rules Are on the Web

Rules for the International Speech Contest are on the Toastmasters International Web site, www.toastmasters.org.

Encourage all members and clubs to read the rules before the contest takes place and to follow them carefully.

International Speech Contest Judge's Guide and Ballots and other contest materials are available for purchase from WHQ.

Rules and materials for evaluation, humorous, table topics, and tall tales contests are also available for purchase. To get your copy, order online or call WHQ.

Place Your Orders Early

World Headquarters will be taking inventory December 27-29, 2004. Supply orders received between December 17, 2004, and January 4, 2005, will not be shipped until after January 5, 2005.

Plan ahead and place orders early to avoid delays.

QUICK DIRECTORY

Need to change your mailing or e-mail address:

addresschanges@toastmasters.org

Need help related to your clubs officers:

clubofficers@toastmasters.org

Have questions about an award application:

educationawards@toastmasters.org

Need your password to access the online processes:

lostpassword@toastmasters.org

Have a membership-related problem or missing your magazine?

membership@toastmasters.org

Questions about dues renewals?

renewals@toastmasters.org

Need some help with your club's statement?

statements@toastmasters.org

Want to place an order?

supplyorders@toastmasters.org

Still not sure?

Visit the Contact Us section of the TI Web site or e-mail

tminfo@toastmasters.org

MANAGEMENT CORNER:

Steps to Save Time

It is often said that "time is money." But it also is much more! Every moment is a valuable piece of your life. To help you manage your time as a district officer more efficiently, follow these tips:

- ▶ **Focus on the District Mission.** Make sure you devote your district officer time primarily to helping achieve Distinguished Area, Division and District goals.
- ▶ **Turn a "to do" list into a schedule.** Put the "must do" items at the top of the list, with "should do" items in the middle and "may do" items at the bottom.
- ▶ **Establish reasonable deadlines for yourself.** Estimate how much time a task will take to complete, and plan to meet your deadlines.

Stick to one task at a time. It is more efficient to complete one task before moving on to the next.

District Scoreboard

Thirty-four clubs were chartered for October, compared with 54 in 2003, and 55 in 2002. Our year-to-date total of new clubs is 168. The leaders in Club Extension are:

<u>District</u>	<u># of Clubs</u>
25, 55, 60	7
37, 40, 75	6

Corporate Leads

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

State Farm Insurance, Indianapolis, IN; H.D. Vest, Irving, TX; Holt CAT, Irving, TX; Lifeline Systems Inc., Farmingham, MA; Progressive Insurance, Plymouth Meeting, PA; Camden National Corporation, Rockport, ME; NASA, Houston, TX; Blake, Cassels & Graydon LLP, Toronto, ON, Canada; and World Strides, Charlottesville, VA.

Have You Seen Our Redesigned Brochures?

Find Your Voice (Catalog No. 99) targets potential members who work in various trades.

Confidence, The Voice of Leadership (Catalog No. 101) targets individuals, stressing the personal benefits of participation in Toastmasters.

****UPDATED—Clear Communication. Your organization needs it.** (Catalog No. 103) designed for promoting Toastmasters inside business, industry and government organizations.

District Checklist/Calendar

DECEMBER

Distinguished Division and Area Programs

- ❑ Area Governors begin second round of Club visits.

Distinguished Club Program Deadlines and Club Officer Training

- ❑ District conducts Club Officer Training. Club Officer Training must be conducted in December, January or February for clubs to receive Distinguished Club Program credit. Officer training reports must be submitted to WHQ postmarked on or before March 31 in order for clubs to receive credit in the Distinguished Club Program. Reports may also be submitted online at the TI Web site.
- ❑ Clubs must submit club officer lists and these lists must be post-marked on or before December 31 and received at WHQ by 5 p.m. January 7 for Distinguished Club Program Credit.

Financial Deadlines

- ❑ Treasurer's report for July 1 - October 31 period must be submitted to district governor and lt. governors by December 15.
- ❑ District treasurer begins preparing for midyear audit (due at WHQ by February 15).

Membership and Club Growth

- ❑ Follow up on dues renewals.
- ❑ Promote Toastmasters International's Annual Membership Program. Individual members receive recognition for sponsoring 5, 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 which demonstrate net growth of 5 members also receive recognition.

Mission-Focused Meetings

- ❑ Plan for next District Conference.

Nominations and Elections of District Officers

- ❑ **December/January:** Publish a call for candidates in the district's newsletter. Include a description of the qualifications

and responsibilities for each officer position and a form for submitting candidate names.

- ❑ **December/January:** Appoint a Nominating Committee. See the District Nominating Committee Procedural Rules distributed to district governors and printed in the District Leadership Handbook.

JANUARY

Distinguished District Program: Midyear Review!

- ❑ Important! Review December District Performance Report (DPR). Check District progress for first six-month period and analyze results to determine if District has achieved following:
 - 50 percent or more of per capita goal
 - Number of paid clubs equals or exceeds the club goal
 - 50 percent or more of CTM goal
 - 50 percent or more of ATM goal
- ❑ Determine midyear action needed to make up deficits and achieve goals. Publicize and promote actions needed so District can achieve its goals for membership growth, club growth, CTMs, and ATMs.

Distinguished Division and Area Programs

- ❑ Area Report of Club Visit Forms for second round of visits mailed to area governors along with December 31 Distinguished Division/Area Report.
- ❑ Area governors begin second round of club visits.

Distinguished Club Program Training Deadline

- ❑ Club Officer Training for December – February period must be completed by the end of February. Club Officer Training Reports for December – February period must be sent to WHQ post-marked by March 31 for clubs to receive Distinguished Club Program credit. Reports also may be submitted online using the TI Web site.

Financial Deadlines

- ❑ Treasurer's report for July 1 - November 30 period must be submitted to district governor and lt. governors by December 15.

Assets at the District and Club Levels

We want to buy an overhead projector for our club. Can we? A local car dealer wants to donate a car to our district. Can we accept it? Read on for the answers.

It is not within the scope of districts and clubs to own assets beyond what is necessary to deliver the Toastmasters program. Any assets are held for the benefit of the respective districts and clubs. It is assumed that the administration of the districts and clubs will occur on a volunteer basis by officers and members using their own personal equipment and furniture. However, on occasion, a situation may arise where a district or club

may have an opportunity to accept a donation of an asset or have a need to purchase an asset.

Acceptable assets include, but are not limited to, bank accounts and incidental items that are used in the conduct of a meeting or conference, such as lecterns, banners, stationery, mailing supplies, timing lights, recognition awards including trophies, audiovisual equipment, sound systems, coffee makers and similar equipment, and educational materials. Districts may also own other assets such as computers, copy machines, facsimile machines and answering machines, with advance permission from WHQ.

Assets not acceptable at the district and club levels include, but are not limited to: motor vehicles, office space, real property, furniture, telephones and telephone systems, whether rented, leased, purchased or donated.

Each district and club must maintain a written list of its assets and a written procedure to ensure that the assets are accounted for and transferred smoothly to the next administration.

If you have any questions about assets at either the district or club level, please contact the Policy Administration Department at WHQ or e-mail jturpie@toastmasters.org.