

# 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 ®

## IMPORTANT NOTICE

### World Headquarters – Transactions Postponed for Inventory

As part of TI's inventory process, which is required by law, we will be unable to process the following transactions between Saturday, December 16, 2006 through January 7, 2007. This includes submissions online, via fax and/or by mail:

- ▶ Supplies
- ▶ New Member Kits
- ▶ Charter kits
- ▶ Education award certificates (including free advanced manuals)

Submissions received by Friday, December 15, 2006, 11:59 p.m., PT, will be processed and shipped, with one exception – orders that require engraving must be received by Wednesday, December 13, 2006, 11:59 p.m., PT.

Between December 16 and January 7, supply orders, applications for educational awards and applications for new members cannot be entered online. Any of those items, as well as new club charter forms received by mail will be held and processed after January 7.

We suggest you hold your submissions until January 8 and then enter the information online. This is the fastest way to get your materials.

#### HELPFUL HINTS:

If you know you will need materials during this time, place your order in early December so you will have the materials you need and you won't be disappointed.

Have some *Competent Communication* and *Competent Leadership* manuals on-hand to give to new members if they join your club during this time. Once new members have submitted their application and their dues, and have been voted into your club, you can give them a set of manuals to get started. Then, when they receive their New Member Kit they can turn the manuals over to the club. The club can then give the manuals to other new members who are waiting to get started in the program.

## QUICK DIRECTORY

*Need help chartering a new club?*

[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

*Have questions about your district reserve statement?*

[statements@toastmasters.org](mailto:statements@toastmasters.org)

*Have questions about your district budget, audit or treasurer's reports?*

[jmcperson@toastmasters.org](mailto:jmcperson@toastmasters.org)

*Questions about area visit reports?*

[districts@toastmasters.org](mailto:districts@toastmasters.org)

*Reporting a change in district officers?*

[districts@toastmasters.org](mailto:districts@toastmasters.org)

*General questions about district administration?*

[aborden@toastmasters.org](mailto:aborden@toastmasters.org)  
or [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)

*Questions about disciplinary matters?*

[nlanton@toastmasters.org](mailto:nlanton@toastmasters.org)

*To verify eligibility of your area/division/  
district speech contestants:*

[dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)

*Questions about speech contest rules and situations?*

[dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)

*Questions about the District Newsletter?*

[districts@toastmasters.org](mailto:districts@toastmasters.org)

*Want to place a supply order?*

[supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)

*Still not sure? Visit the Contact Us section  
of [www.toastmasters.org](http://www.toastmasters.org) or e-mail:*

[tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## Do You Have the Contest Rules?

Rules for the International Speech Contest are on the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org) > **Information for Members > Forms and Documents > Miscellaneous Educational Program Documents > International Speech Contest Rules**. Encourage all members and clubs to read the rules before the contest takes place and to follow them carefully. Make sure area and division contest chairmen and chief judges know the rules and follow them as well. Following the rules ensures fair and enjoyable contests for everyone.

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

## Donate to the Ralph C. Smedley Memorial Fund

Looking for year-end tax deductions? Think Toastmasters' Smedley Memorial Fund! Visit the TI Web site for more information about the fund and how to donate. [www.toastmasters.org](http://www.toastmasters.org) > **Information for Members > Smedley Memorial Fund**

Need more information about tax deductibility of your Toastmasters activities? Visit [www.toastmasters.org](http://www.toastmasters.org) > **Information for Members > Club Information & Programs > Tax Deductions for U.S. Toastmasters**

# Want District Success? There's a To Do List:

As district leaders, you know that success is achieved by working together, that district success is only achieved through successful clubs, areas and divisions. Following is a To Do list that will help you ensure that this will happen:

## DECEMBER:

### Clubs:

- Start training club officers. Training should begin in December and be completed no later than February. Once training is complete, be sure to submit the training report online.
- Clubs that elect semiannually must submit their officer list to TI no later than December 31, 2006, to receive credit in the Distinguished Club Program.

### Areas:

- Start planning for second-round club visits to begin in January 2007.

### Divisions:

- Connect with area governors and brainstorm challenges and successes.

### Districts:

- District treasurer submits treasurer's report for the July 1 – October 31 period to district trio by December 15, 2006.
- Start planning for district mid-year audit.
- Determine when to publish a call for candidates in the district newsletter or Web site, including a description of qualifications and responsibilities for each position (this should happen in December/January).
- Start planning for the nominations and elections of district officers.
- Appoint a nominating committee (this should happen in December/January).

## JANUARY:

### Clubs:

- Promote the club-officer training schedule and opportunities to your club leaders.

### Areas:

- Remind area governors they should have begun their second-round club visits.

### Divisions:

- Work with division leaders to determine how division and district leaders can better work together to ensure club and area success.

### Districts:

- Analyze DPR data in relation to goals, identify deficiencies and develop plans to correct deficits and achieve goals.
- Start planning for the mid-year audit.

## How's Training Going?

Your district's second round of club-officer training should be taking place now through the end of February. Send reminder notices to clubs and emphasize how important it is that officers attend. For clubs electing semiannually, this training allows newly-elected officers to learn their roles and responsibilities, to meet district leaders who can help them during their terms, and to gather new ideas on how to improve their clubs. For clubs electing annually, this second training gives 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.

Be sure to use the training materials provided by Toastmasters International. You can download them from the TI Web site at [www.toastmasters.org](http://www.toastmasters.org) > **District Resource Center** > **Training** > **District Officer Training or Club Officer Training**.

## Corporate Clubs Corner

### *The importance of preparation...*

Doing some preliminary research will help you achieve more successful corporate visits. Start by making a list of organizations in your area, then review their Web sites and other resources to get the following information:

- ▶ Company size (preferably 250+ employees), location, revenues and industry
- ▶ Names of key contacts/decision-makers within the organization
- ▶ Company's strategies, key initiatives, priorities, focus and mission
- ▶ Recent news articles pertaining to the company

One important question to answer is, "How could each specific organization benefit from having an onsite Toastmasters program?" Customize this answer based on the information you gathered and explain how Toastmasters can fill their specific needs.

In addition to researching the corporations, it is also helpful to ask local Toastmasters about any contacts they have in the targeted companies.

Following these guidelines for preparation should help you achieve more effective corporate visits and increase corporate club charters.

### *Congratulations to the 32 corporate clubs chartered in October:*

Alcatel - Ottawa, ON, Canada; Aveda - Blaine, MN; Biovail - Mississauga, ON, Canada; Blue Cross Blue Shield of Tennessee - Chattanooga, TN; Bridgestone Americas Holding, Inc. - Nashville, TN; Caterpillar, Inc. - Morton, IL; CIBC Mellen - Toronto, ON, Canada; Citibank N.A. - Taipei, Taiwan; Covansys India Pvt. Ltd. - Chennai, India; DCCD/Cedar Valley College - Lancaster, TX; Dot Foods Inc. - Mount Sterling, IL; Fifth Third Bank - Cincinnati, OH; Genentech - Vacaville, CA; Group Health Cooperative - Tukwila, WA; Hawaiian Electric Co. Inc. - Honolulu, HI; HSBC Card Services - Salinas, CA; Innisbrook Resort and Golf Club - Palm Harbor, FL; Macy's - Miami, FL; McKesson - Roseville, MN; Morgan Stanley - West Conshohocken, PA; Nektar Therapeutics - San Carlos, CA; Pemco Corp. - Seattle, WA; Progressive Casualty, Inc. - Riverview, FL; Prudential California Realty - Bellflower, CA; Re/Max Premier - Stone Mountain, GA; Save-A-Lot - Earth City, MO; Scotia Bank - Georgetown, Guyana; Sycuan Resort & Casino - El Cajon, CA; The International Community School - Addis Ababa, Ethiopia; USDA Forest Service - Fort Collins, CO; Weissman, Nowack, Curry & Wilco, P.C. - Atlanta, GA; and Wood Rodgers, Inc. - Sacramento, CA

## Assets at the District and Club Levels

**W**e 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.

Districts and clubs cannot own assets beyond what is necessary to deliver the Toastmasters program. 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 one.

Acceptable assets may include: bank accounts and incidental items that are used in the conduct of a meeting or conference, such as lecterns, banners, stationary, mailing supplies, timing lights, recognition awards including trophies, projectors and other audiovisual equipment, sound systems, coffee makers 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, motor vehicles, office space, real property, furniture, telephones, 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, contact the Policy Administration Department at WHQ or e-mail [nlangton@toastmasters.org](mailto:nlangton@toastmasters.org).

## Retention of Club Records Guidelines

**F**requently, clubs ask WHQ how long they should keep certain financial and administrative records. Following is a list of items and the length of time they should be kept as part of the club records.

Depending on a club's individual needs, they may add items to this list. Clubs should have a procedure in place to pass on records from one administration to the next. Be sure clubs include a review of these records as part of their audit.

### FINANCIAL RECORDS

### MINIMUM

|                                  |         |
|----------------------------------|---------|
| Audit reports (internal)         | 3 years |
| Bank statements                  | 1 year  |
| Cancelled checks (if returned)   | 7 years |
| Cash receipts/cash disbursements | 7 years |
| Check register and receipts      | 7 years |

### ADMINISTRATIVE RECORDS

|  |             |
|--|-------------|
| Correspondence (routine)   | 1-3 years   |
| Correspondence (legal, controversial or other important matters)                                     | Permanently |
| Internal reports (including officer and committee reports)   | 3 years     |
| Membership rosters (clubs may choose to keep membership rosters permanently for historical purposes) | 4 years     |
| Minute books   | Permanently |

### GOVERNANCE RECORDS

|   |             |
|---|-------------|
| Articles of Incorporation and Bylaws of Toastmasters International        | Permanently |
| Club Constitution and Standard Club Bylaws including any amendments)      | Permanently |
| Club policies and procedures or standing rules (including any amendments) | Permanently |

### OTHER RECORDS

|  |             |
|--|-------------|
| Charter papers (including roster of charter members) | Permanently |
| Club charter certificate                             | Permanently |

# The Holidays Are Coming!

*Start your shopping now!*

Visit our online store at <http://www.toastmasters.org/store/> or check out our catalog. Below are some great gift ideas for any lucky Toastmaster on your list!

**Leather Set** (Catalog Nos. 7003, 7004, 7005, and 7007). This handsome leather set includes a large slotted pocket portfolio pad, with a pen loop, paper pad, and two extra interior pockets (\$29.95); a classic multiple pocket travel wallet for travel documents, passport, and credit cards (\$19.95); a compact business card case with two fully gusseted inside pockets, suitable for credit cards or business cards (\$9.95); and a handy luggage tag with a clear view window for your business card or label for easy identification (\$5.95). Each piece is stamped with a silver Toastmasters International logo on the front side.

**Crown Pen** (Catalog No. 6607). Presentation quality blue and chrome pen, topped with the TI emblem encased in a clear dome. Pen displayed in an attractive box. \$9.95.

**Paperweights** (Catalog Nos. 6613 and 6614). Choose between a 2" x 2" beautiful onyx paperweight with TI emblem and small engraving plate, or a clear lucite paperweight in a nice box with a satin bag. Engraved with Toastmasters' official emblem. Either would make a great gift! Or get both for a little variety. At only \$4.50, you can't beat the price!

**Earrings** (Catalog No. 5704). These 1/2" diameter gold-plated earrings with hypo-allergenic posts would be great for all the ladies in your life. Only \$7.50.

**Silk Necktie** (Catalog No. 6684). This rich blue silk necktie with thin, horizontal stripes in muted burgundy and gold tones would look great on any guy. \$27.50. Also available in extra long (Catalog No. 6685). \$30.00.

**Silk Scarf** (Catalog No. 6686). A blue silk scarf with a gold design and soft burgundy border would make a beautiful complement to any woman's wardrobe. \$27.50.

**Watches** (Catalog Nos. 6682 and 6683). Elegant two-tone watch features stainless-steel band and water-resistant dial. Toastmasters International is imprinted on watch face. Comes in an attractive, durable steel case. Available in either men's or women's. \$40.00.

**Toastmasters Caps** (Catalog Nos. 7000A, 7000B, and 7001). Caps are a great way to show your Toastmasters pride! Available in natural color with a burgundy bill and embroidered Toastmasters emblem (\$8.95); khaki color with a blue bill and Toastmasters embroidered emblem (\$12.00); and denim with "Toastmasters" embroidered in white (\$8.95).

**Desk Clock** (Catalog No. 6624). For the continuously tardy Toastmaster, or anyone who just wants to know what time it is. This black contemporary curved analog clock with alarm feature displays "Toastmasters... Find Your Voice" in white on the lower bottom front. \$12.00.

**Gift Certificates** (Catalog Nos. 6630, 6632, and 6634). Gift certificates are perfect for those "hard to buy for" Toastmasters. Available in \$5, \$10, and \$25 denominations.

Items are not shown to scale.

6624

