

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 ®

District Orders: Help Us Help You!

During this time of year, WHQ receives orders from all districts with their year-end recognition and new administration needs.

In an effort to process these orders quickly, we offer the following information:

- ▶ Submit your orders as early as possible. Orders are processed as received. Orders placed with future delivery times are not held.
- ▶ This time of year 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 and 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.
- ▶ For large badge orders we recommend you submit all information electronically, keeping in mind there are six lines available for engraving.

Following are the normal turnaround times for processing engraving 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 the order will be delayed.

Don't Forget Those Training Reports

Districts should have conducted their first training for club officers between June 1 and August 31. Submit the report form for this training to WHQ no later than September 30. This can be done by accessing the District Business section of the Toastmasters Web site. Only clubs whose officers attend training during this time will receive credit toward one of the 10 goals in the Distinguished Club Program.

Double-check the reports for accuracy. Inadvertently omitting an officer or club means the club will not receive credit. Be sure to submit these reports before the September 30 deadline.

Area Club Visits

Part of the district's mission is to ensure that each club effectively fulfills responsibilities to its members. In order to achieve this, the district must establish and maintain positive and supporting relations with each club. Area governors play a critical role in preserving this relationship via the area club visits, which are required twice a year. Area governors should complete their first round visit between July 1 and October 31 with a formal report due to TI no later than November 30th. The second visit should take place between January 1 and April 30 with a formal report due to TI no later than May 31st. For more details and to access the online report, please visit us at www.toastmasters.org > District Business Section > Area Report of Club Visit.

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 non-members 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.

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, that 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 you ensure Toastmasters in your area are on their way to success.

JULY:

CLUBS:

- Remind club leaders that the Distinguished Club Program for the 2006-2007 program year begins July 1, 2006.
- Start training club officers
- Start planning new club prospecting and organizing activities via the Toastmasters International annual membership program.

AREAS:

- Remind area leaders that the Distinguished Area and Division Programs for the 2006-2007 program year begins July 1, 2006.
- Start training area governors
- Start planning area governor visits to clubs and ask club leaders how you can best serve them

DIVISIONS:

- Remind division leaders that the Distinguished Area and Division Programs for the 2006-2007 program year begins July 1, 2006.
- Start training division governors
- Connect with area governors and find out how you can best serve them

DISTRICTS:

- Start training club, area and division leaders
- If not already submitted, submit the complete districts officer list (including area and division governors) to TI no later than July 15th, 2006
- Submit district signature form to TI no later than July 15th, 2006
- Submit district club and area alignment changes to TI no later than July 15th, 2006
- Submit district calendar of events for the new program year to TI no later than July 15th, 2006
- Distribute district directory
- Start planning for the year-end audit

AUGUST:

CLUBS:

- Ensure club officers are trained by August 31st, 2006 so they get credit in the Distinguished Club Program. Be sure club officer training is appropriately recorded on the TI Web site or postmarked on or before September 30th, 2006.
- Work with club leaders to ensure as many clubs as possible are chartered before September 30th, 2006.
- Promote Toastmaster's International annual membership program and Smedley Award to local clubs. There are great recognition incentives for membership growth.
- Follow-up with clubs that have not yet submitted their club officer lists and encourage them to do so online.

AREAS:

- Ensure that at least 85% of division and area governors are trained and reports submitted to TI no later than September 30th, 2006. Remember, this is a prerequisite for districts to qualify for the Distinguished District Program.

DIVISIONS:

- Ensure that at least 85% of division and area governors are trained and reports submitted to TI no later than September 30th, 2006. Remember, this is a prerequisite for districts to qualify for the Distinguished District Program.

DISTRICTS:

- Year-end audit from prior year's administration is due to TI no later than August 31st, 2006.
- Start planning for the district conference, including the district council meeting.
- Distinguished District Program prerequisites due to TI no later than September 30th, 2006 to qualify for program, (1) District Success Plan Matrix – available on the District Resource CD, districts can e-mail the plan to districts@toastmasters.org provided the leadership trio is copied on the e-mail (e.g., district governor and lt. governors), (2) Minimum of 85% of area and division governors trained and report submitted to TI no later than September 30th, 2006.
- Start planning the districts budget for the 2006-2007 year.

Corporate Leads

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

Kaiser, San Diego, CA; Lockheed Martin, Gaithersburg, MD; Akridge, Washington, DC; Robert Bosch Tool Corporation, West Memphis, AR; Digi Telecommunications, Malaysia; The Stanly Works, New Britain, CT; NASBA, Nashville, TN; Abdul Latif Jameel, Co., Riyadh, Saudi Arabia; Coalition America, Atlanta, GA; Bechtel Corporation, Houston, TX; Advanced Medical Optics, Inc., Santa Ana, CA; MedAmerica, Emeryville, CA; Star Telegram, FT Worth, TX; Getright Mortgage & Realty, Fremont, CA; Choice Hotels International, Silver Springs, MD; Citrix Online, Santa Barbara, CA; Giant, Carlisle, PA; State Compensation Insurance Fund, Riverside, CA; LeapFrog Enterprises, Inc. Emeryville, CA; Anthem NH, Manchester, NH; Real Estate America, Sacramento, CA; Corporate Express, Rosebery, NSW, Australia; CanWest Global Communications, Winnipeg, MB, Canada; DHL Express (Malaysia) Sdn Bhd, Malaysia; Patni Computer Systems, Ltd., Pune, India; Bank of America, Providence, RI; Coastal Pacific Xpress, Surrey, BC, Canada; Cisco Systems, Inc., Phoenix, AZ; Verizon, New York, NY; Metro Water, Co., Nashville, TN; Sarpy County Chamber, Papillion, NE; Louis Padnos Iron & Metal Co., Grand Rapids, MI; Infogain, Noida, India; Wells Fargo, Chandler, AZ; NuVasive, Inc., San Diego, CA; Millennium Pharmaceuticals, Inc., Cambridge, MA; Deloitte, Washington, DC; Lehman Brothers, New York, NY; Pilgrims Pride, Pittsburg, TX; Cendant Mobility, Danbury, CT; Net Bank Mortgage, Columbia, SC; OC Dept of Child Support Services, Santa Ana, CA; State Farm, Culver City, CA; Sea Launch, Long Beach, CA; Ascentium Corp., Bellevue, WA; Blue Cross, Phoenix, AZ; Project Management Institute, Center for Creative Leadership, San Diego, CA; Grand Casino Mille Lacs, Onamia, MN; State Compensation Insurance Fund, Riverside, CA; Macy's, Atlanta, GA; State Farm, Kennesaw, GA; BD Diagnostic Systems, Sparks, MD; Stantec, Vancouver, BC, Canada; Perceptive Software, Shawnee, KS; Halff Associates, Inc., Fort Worth, TX; IBM Corp., Fairfax, VA; Swift, Manassas, VA; Booz Allen & Hamilton, Arlington, VA; Cisco Systems Inc., Herndon, VA; Cox Communications, Herndon, VA; Institutional Shareholder Services, Rockville, MD; HR Solutions & Social and Scientific Systems, Silver Spring, MD; The Hershey Co., Hershey, PA; The Midland Co., Amelia, OH; American Modern Insurance Group, Amelia, OH; WISMA Equity, Malaysia; Yahoo Inc., Burbank, CA; GE, Norwalk, CT; Chevron, Concord, CA; Edward Jones, Mississauga, ON, Canada; Maseru Sun Hotel, Lesotho

Protect the Toastmasters Name and Logo

The main asset of all successful companies is their distinction from their competitors. Just as Nike and Pepsi, for example, carefully guard their copyrights and trademarks, so does Toastmasters International. Unauthorized or inappropriate use of Toastmasters International's name and logo could lead to the loss of TI's right to use these trademarks. Should this happen, this organization would cease to exist. Therefore, the names "Toastmasters International," "Toastmasters" and the TI logo are trademark-protected in all countries where Toastmasters clubs exist.

Districts and clubs may use the organization's name and logo for most purposes directly related to and focused on the club and district missions. So, for example, appropriate uses of TI trademarks include promotional purposes, such as on stationery, business cards, newsletters, Web pages, program covers, agendas and similar items sanctioned by the club or district. There are two main criteria for using the TI trademarks, however:

- ▶ The Toastmasters logo and name cannot be altered in any way or included as part of another graphic. For example, it's fine to place the logo on a district's letterhead above the district's

name. But it's not permissible to include it as part of a drawing or another graphic. Similarly, districts or clubs cannot animate the logo on their Web pages.

- ▶ The names "Toastmasters International" and "Toastmasters" as well as the logo cannot be printed engraved or placed on any other items (such as badges, trophies, clothing, plaques, certificates, coffee mugs) without advance written approval from WHQ. Any such use is a violation of trademark law and TI policy. For example, a logo removed from a name badge purchased from WHQ cannot be placed on a trophy or other item purchased locally as this use of the TI logo has not been licensed.

Permission to use our trademarks has not been granted to any outside vendors. Please notify WHQ of any unauthorized uses.

Permission is sometimes granted for use of the TI name or logo for special club or district occasions. However, this permission is granted on a one-time basis and must be secured in writing from WHQ. For questions, contact Roma Lamb at rlamb@toastmasters.org.

Thank you for helping to protect our organization's identity!

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 visit report 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:

tminfo@toastmasters.org

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
- ✓ 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 officer training
- ✓ Review prospective clubs

Update on District Fund Requisition & Financial Minimum Requirements

Effective July 1, 2006, if a district is deficient in its minimum requirements, the district will be unable to either access the district reserve account or place a district supply 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 make a note of this, as 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. Districts can contact us at districts@toastmasters.org for this information. If a district places a supply order and the district is deficient in a minimum requirement the district will be contacted via e-mail with an explanation of the deficiency and the opportunity to resolve it so that the order may be processed. It may be most effective for the district to contact the Volunteer Support Services Department prior to placing a supply order in order to streamline any order processing delays that may arise due to a deficiency.