

District Newsletter

For additional information,
visit our Web site at www.toastmasters.org
Phone (949) 858-8255 • Fax (949) 858-1207



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 ®

2004 Supply Catalog

In February, club presidents can expect their yearly copies of the Supply Catalog, which details products, prices and shipping rates. See your club president or buy your own copy for just \$1. You can order on-line by visiting www.toastmasters.org/store.

Training Reminder

Only clubs whose offices attend training between December 1, 2003, and February 28, 2004 (February 29 in a leap year), will receive credits toward the training goal in the Distinguished Club Program.

Your reports for this training must be post-marked or e-mailed on or before March 31, 2004, or faxed before 5 p.m. March 31, 2004.

The information must be submitted on the forms provided by Toastmasters International. Reports sent via e-mail must be sent as scanned documents on the forms provided by TI.

Double-check your reports before mailing them to WHQ. Make sure club numbers are correct and that all of the officers who were trained are listed. It is important the reports you submit are accurate.



Board Meeting at World Headquarters

Toastmasters International's Board Meeting will be held February 21, 2004. All members are invited to attend and see your Board of Directors in action.

Eyes on the Prizes: Contest Awards

It's that time again – speech contests are right around the corner. Attractive, high quality, reasonably priced trophies and certificates are available from Toastmasters International. Consult the Supply Catalog for photos, descriptions and prices. When your district purchases a significant quantity of items, you'll be eligible for a discount. District governors and their designees should contact Nancy Langton at WHQ at (949) 858-8255 or e-mail nlanton@toastmasters.org for more information.

To ensure adequate time for engraving and delivery, place your order at least three weeks before the contest date. Trophies and certificates 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, including trophies and certificates.

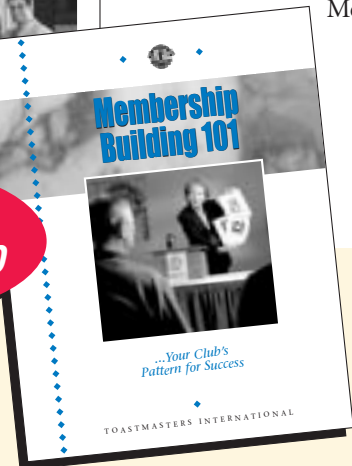
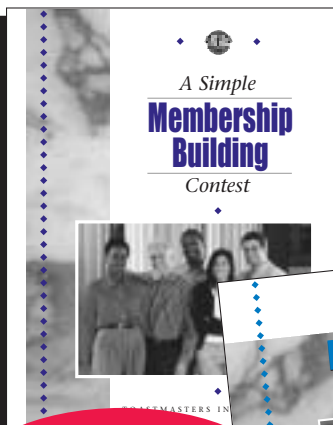


Need New Members?

Virtually all Toastmasters clubs need new members. Even though a club may currently enjoy a healthy membership roster, in a few short weeks that could change as members move, change employment or leave after reaching their speaking or leadership objectives.

Many clubs don't realize that conducting a simple membership-building contest will push their roster in the right direction. If they need ideas, two complete club-based contest descriptions are readily available. *A Simple Membership Building Program* (Catalog No. 1621) and *Membership Building 101* (Catalog No. 1622) are available free of charge when clubs place a

Toastmasters International supply order, or may be downloaded and printed from the Membership Building Ideas and Resources link on TI's Web site, www.toastmasters.org. Look under "Information for Members."



**CAN ALSO BE
DOWNLOADED**

Speak at Speechcraft

If clubs in your area or division need to build membership, look no further. Speechcraft is designed to teach non-Toastmasters public speaking skills. Experienced club members present the fundamentals of public speaking during



four, six or eight week sessions, usually during a club meeting.

Speechcraft participants are prospective new members for the club—they'll likely join after they see the benefits, so conducting a terrific program is important. The Speechcraft Starter Kit (Catalog No. 205) is available for \$18 plus postage and contains everything you need to conduct a program for five participants. Contact Member Services at WHQ to get your copy!

Talk up Toastmasters!

FEBRUARY 1 – MARCH 31

Do Toastmasters like to talk? During the new Talk up Toastmasters! membership contest, encourage your club's members to invite as many guest to your club's meetings as possible. Consider conducting a special guest meeting – where you can conduct a regular meeting, but also specifically discuss the benefits Toastmasters members receive as they participate in the program. Add five new members to your roster between February 1 and March 31, and receive a special Talk up Toastmasters! ribbon to display on your club's banner.



New Club Scoreboard

Fifty-one clubs were chartered in November, compared with 61 in 2002, and 37 in 2001. Our year-to-date total of new clubs is 242.

The leaders in Club Extension are:

District	# of Clubs
51	19
47	16
60	12

Company clubs were chartered at: Lee & Ro, Inc, City of Industry, CA; Intel Corp, Chandler, AZ; Sanmina-SCI, Phoenix, AZ; United Parcel Service, Alpharetta, GA; Maryland Dept. of Business & Economic Development, Baltimore, MD; T. Rowe Price, Colorado Springs, CO; EMC Corporation, Westborough, MA.; Brooks Automation, Inc., Chelmsford, MA.; Sunbury Community Hospital, Sunbury, PA.; State Compensation Insurance Fund, Sacramento, CA.; and JEA, Jacksonville, FL.

Toastmasters International has approximately 200,000 members and 10,000 clubs worldwide.

District Checklist/Calendar

JANUARY

Distinguished District Program

- ❑ **Midyear Review! Important!** Review December District Performance Report (DPR). Check district progress for the first six-month period and then analyze the results to determine if the district has achieved the 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 goalDetermine 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 should be mailed to area governors along with the December 31 Distinguished Division/Area Report.
- ❑ Area governors begin second round of club visits.

Distinguished Club Program Training Deadline

- ❑ Club Officer Training for the December – February period must be completed by the end of February. Club Officer Training Reports for the December – February period must be sent to WHQ – postmarked by March 31 – for clubs to receive Distinguished Club Program credit.

Financial Deadlines

- ❑ Treasurer's report for the July 1 – November 30 period must be submitted to the district governor and lt. governors by January 15.
- ❑ Treasurer submits completed Midyear Audit Report to District Audit Committee so the report can be submitted to WHQ by the February 15 deadline.

Membership and Club Growth

- ❑ Follow up on overdue semiannual reports.
- ❑ Promote Toastmasters International's Annual Membership Program. Individual members receive recognition for sponsoring five, 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 that demonstrate net growth of five members also receive recognition.

Mission-Focused Meetings

- ❑ **Executive Committee Meeting (including ongoing District officer training):** Meeting should focus upon midyear adjustments needed to achieve goals in the Distinguished District, Division, Area and Club Programs.
- ❑ Promote upcoming District Conference.
- ❑ **Proxy/credentials for upcoming District Conference:** District sends credential/proxy form to each club president and vice

president education at least two weeks in advance of the district conference for use in case either, or both, cannot attend. The form can be included in the district's newsletter or in a mailing announcing the meeting.

Nominations and Elections

- ❑ Nominating Committee meetings begin.

Administrative/Speech Contests

- ❑ District and clubs prepare for beginning of International Speech Contest.
- ❑ District and the clubs prepare for other speech contests (if any) to be held at the district conference.
- ❑ Order trophies and other awards for area, division and district speech contests. A trophy, plaque, certificate or any other award bearing Toastmasters International trademarks must be purchased from World Headquarters. It is illegal to produce locally a trophy, plaque, certificate, ribbon or any other award which bears the Toastmasters International emblem or that has the name "Toastmasters International" or "Toastmasters" engraved/printed on it.

FEBRUARY

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 the December - February period must be sent to WHQ post-marked by March 31 for clubs to receive Distinguished Club Program credit.

Financial Deadlines

- ❑ Midyear audit report due at WHQ on or before February 15.
- ❑ Treasurer's report for the July 1 – December 31 period must be submitted to the district governor and lt. governors by February 15.

Membership and Club Growth

- ❑ Charter as many clubs as possible by March 31. Members in clubs chartering in February and March will also make per capita payments for the April dues renewal period.
- ❑ Follow up on overdue dues renewals.
- ❑ Dues renewal invoices will be mailed to clubs outside the United States and Canada.
- ❑ Promote Toastmasters International's Annual Membership Program.
- ❑ **Promote Talk Up Toastmasters!** Clubs adding five or more members, February – March, receive recognition.

Administrative

- ❑ Follow up on Club Officer lists not submitted.