

# 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 ®

## Submit Your CTM Award Application ONLINE!

**W**e've updated our online CTM Award submission process. Club officers now can just log into the Club Business section of the TI Web site (password required), access the CTM Award Application link and fill in the required information. Confirmation will be instantly sent and will speed up processing of the application!

## How Good Are Your Judges?

**D**o your district's members complain that the best speakers aren't selected as the winners in speech contests? Do you wish your contest judges were more knowledgeable?

You can help your district's contests be the best possible by conducting Toastmasters International's Speech Contest Judges Training Program. The program offers practical tips for selecting a winner and addresses judging pitfalls that can stifle objectivity.

Conduct the program during district conferences and officer training to help your judges be the best possible.

Turn those contest complaints into kudos. To order your program visit the Toastmasters International Web site at [www.toastmasters.org](http://www.toastmasters.org) and click on "Online store."

## Submit Club Officer Training Reports ONLINE!

**T**I's new Web feature allows your district to submit its club officer training information online using the district password. The information goes into the TI database and is reflected on the next Distinguished Club Program report. The district also can double-check its report online to ensure clubs are receiving the DCP credit they have earned.

We encourage you to use the online feature whenever you have training information to report. Remember, only clubs whose officers attend training between December 1, 2004, and February 28, 2005, will receive credit in the DCP. The district must submit its reports to TI by March 31, 2005.

## Things Happening On The TI Web Site

### YOU CAN:

- ✓ **UPDATED** - Submit CTM Award Applications
- ✓ Add/Update Club Officers & Update Club Information
- ✓ Pay Dues Renewals
- ✓ Add New Members
- ✓ Submit Report of Club Visit Forms
- ✓ Check the DPR
- ✓ Check the DCP
- ✓ Order Gifts and Supplies through the Store

### THINGS TO COME:

- Enhanced "Find a Club" search tool

## Contest Rules Are on the Web

**R**ules for the International Speech Contest are on the Toastmasters International Web site, [www.toastmasters.org](http://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 place your order, visit TI's online store.

## Board Meeting at World Headquarters

Toastmasters International's Board Meeting will be held February 19, 2005, at 2 p.m. All members are invited to attend and see your Board of Directors in action.

## QUICK DIRECTORY

Need to change your mailing or e-mail address:

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

Need help related to your clubs officers:

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

Have questions about an award application:

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

Need your password to access the online processes:

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

Have a membership-related problem or missing your magazine?

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

Questions about dues renewals?

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

Need some help with your club's statement?

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

Want to place an order?

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

Still not sure?

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

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

## Make Midcourse Adjustments Now!

Is your district on track to becoming a Distinguished District? To find out, use this checklist:

- ▶ **Have all clubs paid dues for the current semiannual period?** By the end of November, 39 districts had the number of active clubs needed to achieve their year-end goals. But remember, clubs must be paid on **June 30** to be counted in Distinguished District Program totals.
- ▶ **Has your district achieved at least 50 percent of its membership payment goal?** If not, determine whether all clubs have paid their dues and round up those who haven't. If most clubs have paid, and the membership payment total is still not at 50 percent of the goal, implement midyear adjustments to build membership within existing clubs and to charter new clubs.
- ▶ **Are CTM and ATM totals at 50 percent of your goal?** If not, then it's time to get members' commitment to achieve these awards by the end of the year. Area governors can be instrumental in encouraging educational achievement. Take a look at the Area Report of Club Visit Forms for visits made during the first half of this district year. On the form, area governors are asked to list individuals who are committed to achieving a CTM or ATM by June 30. Area governors should follow up on these commitments during the second round of visits and throughout the remainder of the year.

## District Scoreboard

Fifty-three clubs were chartered for November, compared with 52 in 2003, and 61 in 2002. Our year-to-date total of new clubs is 225. The leaders in Club Extension are:

<u>District</u>	<u># of Clubs</u>
25	10
55	9
4,75	8

## Corporate Leads

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

Company clubs were chartered at: Philips Medical Systems, Bothell, WA; Cisco Systems, Inc., San Jose, CA; Xilinx, Longmont, CO; Starbucks, Seattle, WA; McKesson, Westlake, TX; Lions Roar MGM Grand, Las Vegas, NV; Booz Allen Hamilton, Herndon, VA; and IBM, Burlingame, CA.

## Show Your Toastmasters Style!

Be sure to see what's available in our Online Store!

- ▶ Dress shirts
- ▶ Sweatshirts
- ▶ Manuals
- ▶ Ribbons
- ▶ Trophies & Plaques
- ▶ T-shirts
- ▶ Meeting supplies
- ▶ Coffee Mugs
- ▶ Briefcases
- ▶ Gift Certificates for \$5, \$10 and \$25.
- ▶ And much, much more.

[www.toastmasters.org/store](http://www.toastmasters.org/store)

# 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 membership 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.
- ❑ 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 October dues renewals.

- ❑ 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 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 clubs prepare for other speech contests (if any) to be held at 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 WHQ. 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.

## 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](http://www.toastmasters.org). Look under "Information for Members."

## 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 Daniel Rex at WHQ 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.