

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 ®

Enter Your District's Newsletter in the Contest!

Every year at the Hall of Fame ceremony at the International Convention, five districts are honored with the Top 5 District Newsletter Award. Be sure your district's newsletter is entered in the contest this year so your team can be recognized this August in Phoenix, Arizona!

Send three issues of your newsletter - published between July 1, 2006, and April 25, 2007 - with a cover letter to WHQ's Publications Department by the April 25, 2007, deadline.

The newsletters should have a professional appearance and feature content that helps achieve the district's mission, such as "how to" information on topics related to educational completions, officer training, membership growth and club building. Entries are judged primarily for their level of educational content, but also for readability and layout.

Visit www.toastmasters.org > **Information for Members** > **Newsletters** > **Top 5 Newsletter Contest Rules** for complete rules.

Need New Members?

Virtually all Toastmasters clubs need new members. Even though a club may currently enjoy a healthy membership roster, 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 can push their roster in the right direction. If they need ideas, two complete club-based contest descriptions are available in "A Simple Membership Building Program" (Catalog No. 1621) and "Membership Building 101" (Catalog No. 1622) free of charge. These can be downloaded and printed from the Membership Building Ideas and Resources link on TI's Web site, www.toastmasters.org > **Membership Building Resources** > **Other Resources**.

Also available on the Web site is a valuable report for tracking prospective new clubs. You can review the information listed and check on the prospects' progress. Sometimes you may even learn about a forming club that you didn't know of and contact them to provide support. You can view this report at www.toastmasters.org > **District Performance** > **Launch Reports** > [choose a district] > **Prospective Clubs**.

What Can You Do on The TI Web Site?

Are you familiar with all of 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 Newsletters and TIPs
- ✓ Review TI policies and procedures
- ✓ Find information on trademarks and copyrights
- ✓ Submit member name and address changes
- ✓ Review prospective clubs

Area Club Visits

Part of the district's mission is to ensure that each club fulfills its responsibilities to its members. In order to achieve this, the district must establish and maintain positive, supportive relationships 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 will have already completed their first-round visit. The second visit should take place between January 1 and April 30 with a formal report due to TI no later than May 31. For more details and to access the online report, please visit www.toastmasters.org > **District Business** > **District Business** > **Area Report of Club Visit**.

You are invited to a Board Meeting at World Headquarters

Toastmasters International's Board of Directors meeting will be held at Toastmasters' World Headquarters on February 24, 2007, at 2 p.m. All members are invited to attend! The address is 23182 Arroyo Vista, Rancho Santa Margarita, CA 92688.

Want District Success? Try this To-Do List:

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

JANUARY:

Clubs:

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

Areas:

- Remind area governors they can start 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.
- Complete and submit midyear audit report to district audit committee for review.
- Send a treasurer's report (July 1-November 30) to district governor and lt. governors by January 15, 2007.
- Start planning for the district conference, including district council meeting, proxy/credential and International Speech Contest and any other speech contests to be held at the district conference (if applicable), including purchasing supplies (e.g., trophies, plaques, certificates).
- Complete nominating committee appointments for district elections.
- Publish a call for candidates for district elections in the district newsletter and on district Web sites.

FEBRUARY:

Clubs:

- Complete club officer training by February 28, 2007.
- Promote and educate club members and leaders about the Toastmaster's Annual Membership Program.
- Encourage club growth through the chartering of new clubs and through the "Talk Up Toastmasters" membership building program.
- Remind clubs of the April dues renewal and encourage clubs to renew online.

Areas:

- Connect with your area governors to remind them about club visits.
- Connect with your area governors to brainstorm strategies to promote new club charters in your district, using the "Talk Up Toastmasters" membership building program. Think through new ways area and division governors can work together with club leaders to facilitate club growth.

Divisions:

- Connect with your division governors to brainstorm strategies to promote membership building in your district using "Talk Up Toastmasters." Think through new ways division and area governors can work together with club leaders to facilitate club growth.

Districts:

- Midyear audit report due to TI no later than February 15, 2007.
- Treasurer's report (July 1 – December 31) due to district governor and lieutenant governor's February 15, 2007.
- Nominating committee meeting schedule defined for district elections.

Corporate Clubs Corner

The December issue of this newsletter discussed the importance of preparation before visiting a company for club-building purposes. For example, it was recommended that you research local organizations and make a list of organizations you plan to visit. Once you have completed these steps and are ready to set up the corporate visit, take one additional step before making that first phone call: Send a letter of introduction to the contact before calling. In it, offer brief information about Toastmasters and let the contact person know you will follow up with a phone call. Here are guidelines for an effective letter of introduction:

- ▶ Print letter on good-quality stationery
- ▶ Hand-address and stamp the envelope (do not use a postage meter)
- ▶ Explain why you are asking for an appointment
- ▶ Briefly explain the benefits of this introductory meeting.
- ▶ Let them know you will soon contact them.
- ▶ It is also helpful to include the brochure *Clear communication. Your organization needs it* (Catalog No. 103).

Welcome these 35 new corporate clubs chartered in November:

AFAEAT - Manama, Kingdom of Bahrain; AMCAT - Coppell, TX; America Online - Columbus, OH; Atlantic Media - Washington, DC; Atlantis, Brampton - ON, Canada; Bank of America - Wilmington, DE; Bintulu Hakka Association - Bintulu, SAR, Malaysia; Broadway National Bank - San Antonio, TX; Covansys India PVT - Karnataka, India; CSC Amex Canada Inc. - Markham, ON, Canada; Fontana Area Chamber of Commerce - Fontana, CA; General Electric - Moberly, MO; GMTC - Shin Ying, Taiwan; Harrah's Juliet Casino - Juliet, IL; Hatch Woodmead - Johannesburg, South Africa; Hospira Inc. - Lake Forest, IL; Hughes & Luce - Dallas, TX; JJ Smith - Denver, PA; Kimley-Horn Inc. - Phoenix, AZ; Las Virgenes Municipal Water District - Calabasas, CA; LP Building - Nashville, TN; Metlife - Dayton, OH; Myosotis - Port Au Prince, Haiti; Pemstar Thailand - Pranakorn, Thailand; RBC/ Royal Bank - Toronto, ON, Canada; Southwest Corporate - Plano, TX; State Farm, Bloomington - IL; and Sydney Post, Strawberry Hills - NSW, Australia; Taipei Metro, Taipei - Taiwan; Total Administrative Services Corp. - Madison, WI; U.S. Postal Service - Portland, OR; United Health Care - Rockville, MD; VMware - Palo Alto, CA; World Changers Church - College Park, GA; and Wyeth - Pearl River, NY

Is Your District Thinking About Midcourse Adjustments?

Is your district on track to becoming a Distinguished District? Determine where your district is on its journey to Distinguished status by using the checklist below:

- Have all clubs in your district paid dues for the current renewal period?**
- Has your district reached the number of active clubs needed to achieve its year-end goals?**
Remember, clubs must be paid on June 30 to be counted in the Distinguished District Program totals.
- Has your district achieved at least 50% of its membership-payment goal?**
If not, determine which clubs in your district have not paid dues and help them get their dues submitted. If most clubs have paid and the membership payment total is still not at 50% of the goal, implement midyear adjustments to build membership within existing clubs and charter new clubs.
- Are CC and AC totals at 50% of your district 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. Spend some time reviewing the Area Report of Club Visit Forms for visits made during the first half of this program year. On the form, area governors are asked to list individuals who are committed to achieving a CC or an AC by the end of the program year. Partner with your area governors to ensure follow-up on these commitments during their second- round visits and throughout the remainder of the year.

Training Reminder

Your district's second round of club-officer training should be well under way. Be sure that clubs get the credit they deserve when their officers attend training. Use the TI Web site to submit club-officer training information. The information goes directly into the TI database and will be reflected on the next Distinguished Club Program report. The district also can double-check this report to ensure clubs are receiving proper DCP credit. You only need your district's password for access. Visit www.toastmasters.org > **District Business**.

We encourage you to employ the online feature when you have training information to report. Please remember, only clubs that attend training between December 1, 2006, and February 28, 2007, will receive credit. The district must submit its reports to TI by March 31, 2007.

Membership Contest Reports Available Online!

Individual Membership Building, Smedley, Talk Up Toastmasters and Beat The Clock contest reports are now available on TI's Web site. To view these reports go to www.toastmasters.org > **District Resource Center** > **Membership Building Contest Reports**. The link is located under the "Club Support" heading. Use these reports to recognize individual members and clubs for contributing to membership growth.

2007 Catalog

*It's coming!
Watch for the 2007
Catalog in January.
You'll find some exciting
new products along
with lots of familiar
favorites. From our
leadership programs
and communication
manuals to our great
new apparel, you're
sure to Find
Confidence Within.*

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 reports? districts@toastmasters.org

Reporting a change in district officers? districts@toastmasters.org

General questions about district administration? aborden@toastmasters.org or kvangunst@toastmasters.org

Questions about disciplinary matters? 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? districts@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

2007 Regional Conferences

I	June 8 - 9	Rancho Cordova, California, USA Sacramento Marriott Rancho Cordova	Chairman: Arun Sen, DTM e-mail: bubusen@hotmail.com
II	June 1 - 2	San Diego, California, USA San Diego Marriott Mission Valley	Chairman: Joyce Persichilli, DTM e-mail: j.persichilli@yahoo.com
III	June 8 - 9	Irving, Texas, USA Sheraton Grand at Dallas/Ft. Worth Airport	Chairman: Jeff Johnson, DTM e-mail: jwjohnson@firstcommand.com
IV	June 22 - 23	Lincoln, Nebraska, USA The Cornhusker - A Marriott Hotel	Chairman: Anita Lewandowski, DTM e-mail: Lewandowski.Anita@Principal.com
V	June 15 - 16	Rockford, Illinois, USA Cliffbreakers Hotel	Chairman: Del Ann Calderini, DTM e-mail: delcalderini@yahoo.com
VI	June 1 - 2	Rochester, New York, USA Hyatt Regency Rochester	Chairman: Gordon Penniston, DTM e-mail: tostmstr@frontiernet.net
VII	June 22 - 23	Philadelphia, Pennsylvania, USA Holiday Inn Philadelphia Hotel	Chairman: Jack Levitt, DTM e-mail: jacklevitt@lucent.com
VIII	June 15 - 16	Greenville, South Carolina, USA Marriott Greenville	Chairman: Catherine Angus, DTM e-mail: mastyff@sc.rr.com