

District Newsletter

For additional information,
visit our Web site at www.toastmasters.org
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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 ®

DCP Awards Mailed to Clubs

WHQ is again sending banner ribbons directly to 2002-2003 Distinguished, Select Distinguished, and President's Distinguished Clubs. The ribbons will be included with the year-end DCP report, which will be mailed to outgoing club presidents in early August. Districts will receive lists of their clubs who earned this recognition with their year-end

DPR. Districts can then recognize these clubs in their district newsletters, at upcoming district conferences, and even via letter.



Atlanta and You!

TOASTMASTERS INTERNATIONAL 72ND CONVENTION

Don't miss the 72nd Annual Toastmasters International Convention, August 20-23, at the Atlanta Marriott Marquis in Atlanta, Georgia, USA.

Enjoy a varied educational program presented in five tracks: *Speaking, Personal Growth, Motivation and Leadership, Club and District Success, and Professional Speaking*. Mix, match and explore any of these tracks tailored to satisfy your educational interests. Join in the fun at the Toga Party on Friday, August 22, and witness the excitement of the World Championship of Public Speaking on Saturday, August 23.

Register online at www.toastmasters.org or mail your registration forms to WHQ by July. Registration information can be found in the April and May issues of *The Toastmaster* magazine. Experience an event of a lifetime in Atlanta!



▶ New Computer System ◀

You may be aware that Toastmasters International's WHQ is in the process of upgrading its hardware and software systems. This project involves a complete change to all financial, transaction processing, recognition and reporting systems. The new system will be brought online after the close of the 2002-2003 year, which will occur near the end of July 2003.

In August you will begin to see changes in documents and reports such as product order invoices, statements and performance reports. WHQ plans to have the first of the Distinguished Club Program and Distinguished District Program reports available on the Web site for the month ending August 31, 2003, on approximately September 10, 2003.

The new systems will enable the organization to, in the future, provide faster data output and enable customer self-service via the Web site among many other possibilities. It has been WHQ's objective to make these changes as transparent as possible. **However, there will be a dark period for supply sales during the last half of July 2003. All orders for supplies needed before August 15 should have been placed before June 30, 2003. This will ensure that your orders arrive on time.**



Attention 2003-2004 District Governors and other Proxy Carriers:

Get To Know The Candidates

One of your responsibilities at the International Convention in August is to cast votes to elect the International Board of Directors. You owe it to yourself and the clubs you represent to meet and talk with each International Officer and Director candidate.

- ◆ Be sure to visit every candidate in the Candidates Corner in the Ballroom Foyer on Wednesday and Thursday of convention week. You will have the opportunity to talk to the candidates to learn about their qualifications and personal qualities so you can make an informed decision.
- ◆ You will also want to attend the Candidates Showcase on Thursday evening. This event gives you an opportunity to hear the candidates answer questions raised by a variety of districts.

These are two opportunities you don't want to miss!

Attn: New District Governors

For your district to withdraw funds from its reserve account at WHQ, we must receive the following by July 15:

- ◆ Signature Form
- ◆ District Calendar
- ◆ Changes in club assignments to areas/divisions
- ◆ District Officer List

These items were included in the District Governor's Kit mailed to newly elected district governors. Contact WHQ if you need replacements or e-mail sstills@toastmasters.org.

Please note two other important submissions:

- 1) WHQ must receive a copy of your district's year-end audit by August 31. After that date, funds will not be released from your district's reserve account until the audit is submitted.
- 2) Your district budget for 2003-2004 is due at WHQ by September 30. After that date, funds will not be released until your budget is submitted.

Make sure a copy of your district's year-end audit and your 2003-2004 budget are submitted to WHQ on time so you can maintain access to your district's funds.

Toastmasters Is For Everyone

Just a reminder that Toastmasters International has a policy against discrimination:

"No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against in the conduct of official Toastmasters programs, because of age (except those persons under the age of 18), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability so long as the individual, through his or her own efforts, is able to participate in the program."

Policy violation by an individual member, club, area, division, district or other official groups will subject the offending person or entity to disciplinary action, in accordance with the Bylaws of Toastmasters International, unless the offending party ends its own violations.



What can you find online?

There is a wealth of information at your fingertips on the Toastmasters International's Web site, www.toastmasters.org.

Here's a sample of what you can do:

- ◆ Change your contact information
- ◆ Place supply orders
- ◆ Register for the International Convention
- ◆ Submit educational award applications
- ◆ Submit/change club officers

Here's a sample of what you can find:

- ◆ Club & District Reports
- ◆ *District Newsletter* and *TIPS*
- ◆ District Web site links
- ◆ Governing documents and policies
- ◆ Information about all Toastmasters clubs
- ◆ Membership applications
- ◆ Membership & club-building tools
- ◆ Speech contest rules
- ◆ Toastmasters' history
- ◆ WHQ contact information

District Checklist/Calendar

July

New administration takes office July 1.

Distinguished District, Division, Area and Club Programs

- Programs begin July 1.
- District continues preparation of or completes District High Performance Plan. Submit to WHQ no later than September 30.

Distinguished Area and Division Programs

- Area governors begin club visits.

Training

- If not already completed, conduct training for division and area governors. Division and Area Governor Training should be held in June, but no later than August 31. Report of Division and Area Governor Training (with at least 85 percent of division and area governors trained) must be submitted to WHQ by September 30 to qualify for the Distinguished District Program.
- If not already completed, conduct training for club officers. District conducts Club Officer Training. Training must be conducted in June, July or August for clubs to receive Distinguished Club Program credit. Officer training reports must be submitted to WHQ postmarked on or before September 30 in order for clubs to receive credit in the Distinguished Club Program.

Financial Deadlines

- Minimum requirements due at WHQ on July 15:
 - List of all elected and appointed district officers
 - Signature form with list of district bank accounts
 - Changes in club assignments to areas/divisions
 - Calendar of district events for the year

Membership and Club Growth

- Determine how many new clubs your district will need to achieve its club growth goal. Review and evaluate existing club prospects. Follow up on leads to ensure clubs charter.
- Begin new club prospecting and organizing activities.
- Follow up on overdue dues renewals.
- Promote Toastmasters International's Diamond Jubilee 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 a net growth of five members also receive recognition.

Mission-Focused Meetings

- Executive Committee Meeting (including ongoing district officer training).** Main focus of Executive Committee Meeting should be achieving goals in the Distinguished District, Division, Area and Club Programs. Division and area governors should leave meeting with a clear understanding of the goals they need to achieve by year-end.
- Division/Area Council Meetings** – Hold quarterly. Agendas should focus on achieving Distinguished Division and Area Program goals.

Administrative/Speech Contests

- Prepare and distribute district directory.
- Area governors and division governors install club officers, as needed.
- District and clubs prepare for 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 WHQ. It is illegal to produce locally a trophy, plaque, certificate, ribbon, or any other award that bears the Toastmasters International emblem or that has the name "Toastmasters International" or "Toastmasters" engraved/printed on it.

August

Distinguished District Program: Planning and Training Deadlines

- District High Performance Plan should be completed or near completion. Plan must be submitted to WHQ by September 30 to qualify for the Distinguished District Program.
- Follow-up training for division governors and area governors. Report of Division and Area Governor Training (with at least 85 percent of division and area governors trained) must be submitted to WHQ by September 30 to qualify for the Distinguished District Program.

Distinguished Club Program Training Deadline

- Follow-up training for club officers. Club officers must be trained before August 31 and Club Officer Training Reports must be submitted to WHQ, postmarked on or before September 30, in order for clubs to receive credit in the Distinguished Club Program.

Financial Deadline

- Year-end audit from previous administration is due at WHQ on or before August 31.

Membership and Club Growth

- Charter as many clubs as possible by September 30. Members in clubs chartering in August and September will also make per capita payments for the October and April semiannual dues periods.

Dues renewals reports mailed to clubs outside the United States.

- Promote Toastmasters International's Diamond Jubilee Membership Program.
- Promote the Smedley Award. Clubs adding five or more members during September and October receive recognition.

Mission-Focused Meetings

- Attend Toastmasters International Convention.
- Complete plans for the District Conference including: District Council Meeting, educational programs, speech contests (if any), ordering supplies, etc.

Administrative

Follow up on club officer lists not submitted.

Outgoing District Governors:

You're Still Needed

Although the "changing of the guard" officially takes place July 1, service to your district for the 2003-04 term continues. Two important responsibilities still need your attention.

First, be sure you have thoroughly oriented the new governor and district team on the condition of your district and give them any information that will help them be successful in the coming year.

Another responsibility is completing and submitting the year-end audit, which is due August 31. After the audit report has been delivered to the District Council, financial records for the 2003-04 year must be sent to WHQ by November 30. After these dates, the new administration cannot withdraw funds from WHQ until these items are received.

Your efforts this year have produced great results for your districts. Continue your districts' winning records by helping the new team get off to a great start!



New Club Scoreboard

Fifty-eight clubs were chartered in May, compared with 90 in 2002, and 71 in 2001. Our year-to-date total of new clubs is 629.

The leaders in Club Extension are:

District	# of Clubs
51	37
60, 46	24
47	22
14, 30	20

Company clubs were chartered at: J.D. Power and Associates, Westlake Village, CA; Nokia Mobil Phones, Richmond, BC, Canada; Carmichael Lynch, Minneapolis, MN; Wachovia Securities, Richmond, VA; Centex Construction, Dallas, TX; Seyfarth Shaw, Chicago, IL; Prudential Financial, Livingston, NJ; and Memorial Hermann Health Care, Houston, TX.

Toastmasters International has 199,000 members. As of May 31, 2003, there were 9,330 clubs worldwide.

TOASTMASTERS INTERNATIONAL

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