

# 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 leaders – this part of the International Convention is for you!

*Don't miss the special education sessions designed for your district's success!*

AS A LEADER IN YOUR DISTRICT, YOU'VE WORKED VERY HARD to build success for the clubs and members who are counting on you. Perhaps you've put in long hours and hoped for even stronger results than were achieved. Have you really taken stock of what works and what doesn't? Toastmasters International cares deeply about the success of district leaders and is offering some supportive educational programs at the International Convention to assist you with your leadership tasks.

One of the four educational tracks is all about achieving club and district success. With four sessions within this track designed specifically to increase *your* skills, we believe you're going to find this year's convention particularly attuned to your needs. There's a discussion on how to help people become members without a sales pitch and two sessions on how to win free publicity. A third discussion provides tips on how to organize a winning demonstration meeting and the fourth offers a panel discussion with experts sharing their personal insights on succeeding at area, division and district levels with a focus on the Distinguished District program.

For those leaders who want to ensure success, even while dealing with all kinds of people, the educational program also offers a seminar on resolving conflicts. Learn how to choose the best solutions for turning confrontation into collaboration! With so much to accomplish in your leadership position, be sure to expand your skills at the Convention this August 15-18! Register at [www.toastmasters.org](http://www.toastmasters.org).

## Featured Product

SUMMER VACATIONS ARE HERE and the Toastmasters International Convention is right around the corner, so it's time to start planning. Our Wheeled Backpack (Item 6631) is perfect for all your travel needs. The sturdy inline skate wheels and one-hand push button pulley system for easy use and storage makes this ideal for a carry-on, while the padded air mesh back is great to use when hiking, biking or just on the go.

Stylish, yet practical, this 20.5" w x 13" h x 7.9" d, navy and gray backpack with gray Toastmasters emblem on the lower front pocket, can also be carried like a briefcase. The uses are endless. Other features include two large front pockets, hidden flap covers for the wheels when not in use, side pockets and mesh for a water bottle. At \$35.00, you are sure to get your money's worth.

To order, please visit the online store at [www.toastmasters.org](http://www.toastmasters.org) > **Online Store**, e-mail [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org), call the orders department at (949)858-8255, or fax your order to (949)858-1207.

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## Reminders:

- Get your Financial Minimum Requirements into Volunteer Support Services early
- Make sure your division and area governors are trained and report them to Volunteer Support Services early
- Place your orders for supplies early with the orders department
- Assist your club leaders in setting their goals
- Area governors begin your club visits and get your reports in early
- Look ahead and plan for a successful year

*"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You are able to say to yourself, "I have lived through this horror. I can take the next thing that comes along." . . . You must do the thing you think you cannot do."*  
Eleanor Roosevelt

# District Orders – HELP US HELP YOU!

IN AN EFFORT TO PROCESS DISTRICT ORDERS IN A TIMELY MANNER, we offer the following information:

- ❑ Submit your orders as early as possible as they are processed as received. Orders with future delivery times are not held.
- ❑ 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, it is best to place two separate orders.
- ❑ WHQ receives 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.
  - Following is the normal turnaround time for processing of engraved 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 it will result in delays.

## Reminder of Requirements for District Fund Requisition & Financial Minimum Requirements

AS WE BEGIN THE NEW YEAR, IT IS IMPORTANT TO REMEMBER that 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 order against the account. This does not affect individual or district orders that are accompanied by a payment.

*Please make a note of this, as deficiencies will affect the processing and receipt of supply orders or district reserve funds disbursements.* The district can contact the Volunteer Support Services department, [districts@toastmasters.org](mailto:districts@toastmasters.org), prior to placing the order or requesting funds to verify all the district requirements are current.

If a district places a supply order or submits a funds requisition and the district is deficient in a minimum requirement, the district will be contacted via e-mail with an explanation of the deficiency.

## Team Building Idea

AS DISTRICT LEADERS, YOU MUST BE ORGANIZED, focused and be able to overcome challenges. As in any team, there will be conflict and trials. TI encourages your team to work together and build a bond that will help make you a strong as well as successful.

A simple game can be turned into a team effort. Come up with a few challenges you foresee in the upcoming year. Perhaps ask former district leaders for some of the obstacles that they encountered and work together to resolve them. Put together a scavenger hunt in teams to create your own unforeseen challenges.

## 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](http://www.toastmasters.org)?

- ✓ 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

## CORPORATE CLUBS CORNER

### *What encompasses a successful corporate visit?*

Here are some best practices:

- ▶ Always plan ahead
- ▶ Research companies to ensure updated contact information
- ▶ Get any contact/status information from past district officer
- ▶ Keep relations professional and helpful
- ▶ Show examples of other successful corporate clubs

We are currently gathering the best strategies for achieving effective corporate visits. If you have experienced exceptionally successful corporate visits that have led to club charters, please forward your ideas to Corporate Relations Coordinator, Beverly Wallace: [bwallace@toastmasters.org](mailto:bwallace@toastmasters.org). Thank you in advance for your great ideas!

## A Fresh Perspective on Club Officer Training:

PROVIDING VALUE TO CLUB OFFICERS DURING TRAINING IS CRITICAL. As you prepare for training think about how you will provide educational content that meets the needs of all of your club officers, from novice to expert.

Many districts follow the TLI format which provides officer-specific training sessions. District 27, which serves a large number of clubs, uses elective sessions that still teach the fundamentals like roles and responsibilities, but focus on what makes clubs successful. While planning the training, the district identifies club challenges and develops strategies to overcome these challenges.

The one- and two-hour courses have flashy names like *High Octane Club Management* and *Membership Growth on Steroids*, but they also are part of a well-planned learning track with three specific areas – club management, leadership and membership. These elective trainings meet the district's specific needs while remaining focused on the club mission and the lessons in the *Successful Club Series* modules.

During winter sessions, club officers who already have been trained in their core offices may choose to complete the electives only. The officers still must complete a minimum amount of training for the district to consider the requirement met.

This new approach to training led to an increase of training attendance from 45-50% of officers in the summer and 35-40% in the winter to 67% of officers trained in the summer and 57% in the winter.

When planning your training, evaluate prior years' trainings and listen to member feedback. Ensure the training program is relevant and provides value to your participants. Consider adapting some of the ideas from this article into your next training session or explore new ways your specific district can better meet the needs of your club officers and members.

## Welcome to the 49 new corporate clubs chartered in May

Adobe Systems, Noida, Uttar Pradesh, India  
ADP, Alpharetta, GA  
Aetna, Arlington, TX  
Aflac, Columbus, GA  
Al-Banush, Qafco, Mesaieed, Qatar  
Alcon Laboratories Inc., Orlando, FL  
Avena T & D, Redmond, WA  
Avnet, Milpitas, CA  
Ayudhya Alliance C.P. Life, Phayathai, Bangkok, Thailand  
Career Builder, Chicago, IL  
Carollo, Phoenix, AZ  
City of Dallas, Dallas, TX  
Colgate Palmolive Tech Center, New York, NY  
Cox Target Media, Largo, FL  
Dell Computadores do Brazil, Bangalore, Karnataka, India  
Deloitte Consulting, Philadelphia, PA  
Delta Premier – 8009, College Park, GA  
Drexel University, Philadelphia, PA  
Eco:Logic Engineering, Rocklin, CA  
Endeca, Cambridge, MA  
First Caribbean International Bank, Bridgetown, Barbados  
First Data Corp., Singapore  
Fluor Corporation, Mount Laurel, NJ  
Gasco, Abu Dhabi, United Arab Emirates  
GE Fanuc Automation, Albany, NY  
GE Healthcare, Beijing, China  
Intelligent Decisions, Ashburn, VA  
Kraft Foods NA, Inc., Beijing, China  
Kroger Co., Novi, MI  
Lockheed Martin ALC, Marietta, GA  
Merrill Lynch, Jacksonville, FL  
Minnesota Power, Duluth, MN  
Morgan Lewis, Washington, DC  
New York Life Investment Mngmt. LLC, Winston Salem, NC  
Northwest Savings Bank, Warren, PA  
Port Taranaki Ltd., New Plymouth, Taranaki, New Zealand  
PriceWaterhouseCoopers, Taipei, Taiwan  
Quantum Storage Solutions, Bayan Lepas, PEN, Malaysia  
Reed Exhibitions, Norwalk, CT  
Science Applications Intl. Corp., Columbia, MD  
Speechpower Alliance, Ltd., Kowloon, Hong Kong  
Stantec Consulting, Tucson, AZ  
State Farm, Emeryville, CA  
Wash County DSS, Hagerstown, MD  
Washington Mutual, Irvine, CA  
Weitz Company, Phoenix, AZ  
Wells Fargo, Scottsdale, AZ  
Xan Go, LLC, Lehi, UT  
YPL Oil Palm Estate SDN BHD, Johor, JOH, Malaysia  
Y.K. Almoayyed & Sons, Manama, Bahrain  
Yahoo!, Hillsboro, OR

# Do You 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:

## JULY

- Club officer lists to WHQ
- District officer list to WHQ
- District calendar to WHQ
- Area and division alignment changes to WHQ
- District signature to WHQ
- Complete year end audit
- Training for club, area and division officers may begin – Report to WHQ
- Area Governors - first-round club visits may begin
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points

### Deadlines/Important Dates:

#### July 1:

- The beginning of a new Toastmasters Year
- The Distinguished District, Division, Area and Club Programs begin

#### July 15: Reporting

- District officer list due to WHQ
- District calendar due to WHQ
- Area and division alignment changes due to WHQ
- District signature form due to WHQ

### Tips:

- Build and support your team of leaders

- Begin club building efforts
- Stay on track, check your DPR reports
- Confirm submissions with WHQ for accuracy

## AUGUST

### Checklist:

- Complete training club, area and division officers – report to WHQ
- Year-end audit from previous administration to WHQ
- District budget to WHQ
- Set district goals and submit District Success Plan Matrix to WHQ
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points

### Deadlines/Important Dates:

#### August 31:

- Last day for club, area and division officer training
- Year-end audit due to WHQ

### Tips:

- Submit club, area and division officer training online
- Work on club building efforts
- Stay on track, check your DPR reports
- Confirm submissions with WHQ for accuracy
- Network with other leaders – the International Convention is a great opportunity
- Look ahead to what's coming up
- Take time to get to know your leadership trio - Take advantage of the International Convention to do so

## E-MAIL DIRECTORY

**New clubs:**

*newclubs@toastmasters.org*

**Orders:**

*supplyorders@toastmasters.org*

**District questions:**

*districts@toastmasters.org*

**District reserve statements:**

*statements@toastmasters.org*

**District budget, audit or treasurer's reports:**

*districtfinancialquestions@toastmasters.org*

**Speech contests:**

*speechcontests@toastmasters.org*

**Disciplinary matters:**

*duplicateproxies@toastmasters.org*

**Duplicate proxies or other proxy questions:**

*districts@toastmasters.org*

**Other questions:**

*See the Contact Us section of [www.toastmasters.org](http://www.toastmasters.org) or e-mail: [tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)*