

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 ®

Online Reports

The year-end results for the Distinguished Club Program and District Performance Reports are expected to be available July 26, 2004.

Send New Club Forms in Early

More clubs charter during the final months of the Distinguished District Program than at any other time of the year. Be sure to send all required forms and funds to WHQ early; the sooner these items arrive at WHQ, the better.

As the district year draws to a close, it's difficult to correct problems by the June 30 deadline. If there is a discrepancy in the charter documents, you'll need ample time to resolve it.

Please double-check your calculations and make sure you have included all required forms. And don't forget to make photocopies of all forms and checks for the club's records. If you are uncertain about what is required to charter a club, call the New Clubs Department at (949) 858-8255, fax (949) 858-1207 or e-mail ipruneda@toastmasters.org.

Award Recipients May Experience Delays

Members who apply for CTM, ATM, CL, AL and DTM awards during June and July should expect delays in receiving their certificates.

More than 25 percent of the 28,000 award applications WHQ receives each year arrive in June. Because of the high volume, processing takes longer.

Members applying for awards in July will also experience delays because the Distinguished District, Division, Area and Club programs end on June 30. It takes three or more weeks to tabulate final program results. No awards for July can be issued until final results have been determined and year-end reports are produced.

Are You a Last-Minute Person? Have We Got the Solution for You!

As this the 2003-2004 Toastmasters year comes to an end, many club and districts are playing "beat the clock" to get all the relevant information to WHQ on time. And because we know how important this is to you, we want to remind you of all the great opportunities we've created for you on the TI Web site, www.toastmasters.org.

You can:

- ▶ add new members
- ▶ pay late dues for clubs and individuals
- ▶ submit club officer forms
- ▶ submit educational award applications

After doing any of this, you'll get a confirmation that your submission has been received and will soon be processed. Then you're done! No more worrying about the mail, courier services or busy fax machines. New members will get their kits faster; educational awards will be up on your wall sooner; and the appropriate credit will (barring problems, of course) count toward the DCP and DPR helping your club and district get the credit it's due.

Anything submitted online or via e-mail must be received at WHQ on June 30, 2004, by 11:59 p.m. PT.

NOTE: Although WHQ has faxes and e-mail available to receive information, it is the sender's responsibility to make sure the submission is successfully transmitted. Do not send duplicate copies of documents to WHQ. Choose only one method of transmission.

**WHQ
THANKS YOU!**

*Thank you for using our online processes to submit information to WHQ. Keep it up!
The more information you submit online, the faster you will see the results!*

Need to E-mail WHQ?

Address changes:	addresschanges@toastmasters.org
Club officer inquires:	clubofficers@toastmasters.org
Club statement inquires:	statements@toastmasters.org
Dues Renewals inquires:	renewals@toastmasters.org
Educational award inquires:	educationawards@toastmasters.org
Membership inquires:	membership@toastmasters.org
Password request:	lostpassword@toastmasters.org
General info:	tminfo@toastmasters.org

You can also visit our Web site, www.toastmasters.org, and access the Contact Us page. The link can be found in the upper right hand corner of the home page.

Now is the Time to Train

By now your training has begun for club officers whose terms begin July 1. To ensure your clubs receive credit in the Distinguished Club Program (DCP) for their officers who attend training, please remember the following:

- ▶ Trainers must use the training material provided by Toastmasters International. To receive credit, club officers must be trained by authorized district representatives in a live training session. While audiovisual aids such as videos may be used to enhance learning, they may not be the sole method of training.
- ▶ Districts must conduct this training between June 1 and August 31. Report forms for this training must be sent to WHQ, postmarked no later than September 30. Only clubs whose officers attend training during this time will receive credit in the DCP.
- ▶ Officers may receive credit only once for attending training during this period. For example, if an officer of a club attends two training sessions during the June-August period, the club will receive credit only for one.

This past year, some clubs did not receive their appropriate and deserved training credit because of mistakes made by district officers and trainers. These mistakes included incorrect club numbers on the report forms, omitting officers who did attend training, and neglecting to submit training information.

To prevent such problems, WHQ recommends that each district appoint a person to be responsible for collecting training attendance information. This person should:

- ▶ Double-check the information to be sure club numbers are correct and all eligible officers who attend training are listed
- ▶ Follow up with trainers who have not submitted training information
- ▶ Submit all training information to WHQ by the deadline.

Appointing someone to this position now will help your district to better serve its clubs throughout the year.

Big Fun in Reno, Nevada!

Don't miss the 73rd Annual Toastmasters International Convention, August 18-21, at The Reno Hilton, Reno, Nevada, USA.

- ▶ Enjoy a varied educational program presented in five tracks covering: *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.
- ▶ Attend the Golden Gavel Luncheon where this year's recipient is well-known speaker and author of *The 7 Habits of Highly Effective People*, **Stephen Covey**.
- ▶ Witness the excitement of the World Championship of Public Speaking on Saturday, August 21.

Visit our Web site at www.toastmasters.org, and register online for the International Convention. Or mail your convention registration form to WHQ. Registration forms can be found in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Reno!

District Scoreboard

Seventy-one clubs were chartered in April, compared with 69 in 2003, and 86 in 2002. Our year-to-date total of new clubs is 606.

The leaders in Club Extension are:

District	# of Clubs
51	40
47	34
60	25

Corporate Leads

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

Cox Communications, Phoenix, AZ; Caremark, Scottsdale, AZ; Aarons Grant & Habif, LLC, Atlanta, GA; Bayer Healthcare, Shawnee, KS; and FGM, Inc., Reston, VA.

Protect the Awards Program

A wide range of recognition awards are available to members, clubs, areas, divisions and districts. Earning an award is an outstanding accomplishment of which every recipient should be proud.

Unfortunately, in the heat of competition, fraud sometimes occurs. Such misconduct diminishes the value of the awards. It discourages those who adhere to the rules and is contrary to the principles and purposes of Toastmasters International.

To ensure Toastmasters awards are based solely on achievement with no cutting corners, the board of directors has established a policy to intercede with individuals, areas, divisions and districts that take advantage of the award system.

The policy states: "Every award program and system at any level of the Toastmasters organization shall be in the best interests of Toastmasters International and consistent with its policies, principles and purposes. The Executive Director is authorized and instructed to either delay or deny the granting of any individual, club, area, division, district or international award—or the acceptance at World Headquarters of any documentation in support of any such award—if it appears misrepresentations were made by or on behalf of the individual, club or district seeking the award. The final decision to deny recognition rests with the President of Toastmasters International. There is no right of appeal."

This policy ensures that those members, clubs and districts that are worthy of awards will be recognized for their achievements.

District Checklist/Calendar

JUNE

Distinguished District, Division, Area and Club Programs Deadlines

- ❑ Final month for reporting membership, new clubs, educational accomplishments and pertinent administrative activities for inclusion in the Distinguished District, Division, Area, and Club programs. (See program brochures for deadline requirements.)
- ❑ Follow up on overdue dues renewals. Clubs must submit complete renewals by June 30 to be counted in the district year-end club total.
- ❑ Intensify final push to achieve in the Distinguished District Program goals for membership, net club growth, CTMs and ATMs.

Financial Deadlines

- ❑ Prepare for district year-end audit.
- ❑ Treasurer's report for the July 1 – April 30 period must be submitted to the district governor and lt. governors by June 15.
- ❑ Treasurer's report for the July 1 – May 31 period must be submitted to the district governor and lt. governors by July 15.

Administrative

- ❑ Complete transfer of all district records to the new administration by July 1.

Nominations and Elections for the Toastmasters International Board of Directors

- ❑ Current district governor votes proxies at the Regional Conference. He or she gives proxies for the Annual Business Meeting at the International Convention to the newly elected district governor. The newly elected district governor is responsible for carrying and voting the proxies at the International Convention Annual Business Meeting.

New Administration

Training

- ❑ 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.
- ❑ 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.
- ❑ Newly elected District Governors, Lieutenant Governors Education and Training, and Lieutenant Governors Marketing from districts in the U.S. and Canada attend district officer training at the Regional Conference.

Distinguished District Program

- ❑ Set district goals and begin planning process using the District High Performance Plan.

Distinguished Club Program Deadline

- ❑ Clubs must submit club officer lists and these lists must be received on or before June 30 for Distinguished Club Program Credit.

Financial Deadlines

- ❑ Prepare "minimum requirements" due at WHQ on July 15:
- ❑ List of all elected and appointed district officers
- ❑ Signature card with list of district bank accounts
- ❑ List of changes to club division/area assignments
- ❑ Calendar of district events for the year

Mission-Focused Meetings

- ❑ Plan first Executive Committee meeting. (Executive Committee meetings in the Calendar section of the *District Newsletter* are shown on alternate months. The district has the option of scheduling these meetings each month, if feasible.)

Administrative

- ❑ Appoint district officers.
- ❑ Select and order stationery and other supplies for the district year.

JULY

New administration takes office July 1.

Distinguished District, Division, Area and Club Programs

- ❑ Programs begin July 1.
- ❑ District continues preparation or completes District Success Plan Matrix for submission 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.
- ❑ If not already completed, conduct training for club officers.

Financial Deadlines

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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.