

# 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 ®

## June 30th Deadline Is Fast Approaching!

**A**n important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2005-2006 Distinguished District, Division, Area and Club Programs.

Items pertaining to club charters, dues renewals, membership applications and education award applications must be postmarked on or before June 30, 2006, and received at WHQ no later than July 7, 2006. Items submitted online or by e-mail must be received at WHQ on June 30, 2006, by 11:59 p.m. PT, while faxed documents must be received at WHQ by June 30, 2006 by 5:00 p.m. PT.

WHQ accepts dues renewals, new member applications and educational award applications through the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).

Although WHQ accepts fax and e-mail submissions, it is the sender's responsibility to ensure the submission was successfully received by WHQ. Please do not send duplicate copies of these documents to WHQ: choose only one method of submission. Thank you!

## Washington, D.C.: A Capital Adventure!

**D**on't miss the 75th Annual Toastmasters International Convention, August 23-26, at the Hilton Washington in Washington, D.C.

- ▶ Enjoy a varied educational program presented in four tracks covering: Communication, Skill Building, Leadership and Club and District Success. Mix, match and explore any of these tracks tailored to satisfy your educational interests.
- ▶ Hear professional speaker, Mark Sanborn deliver the keynote address at the Opening Ceremonies on Wednesday, August 23 at 7 p.m.
- ▶ Attend the Golden Gavel Luncheon where this year's recipient is leadership expert, speaker and author Jim Kouzes.

Register online for the International Convention at [www.toastmasters.org](http://www.toastmasters.org), or mail your convention registration form to WHQ. Registration forms can be found in the June issue of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Washington, D.C.!

## New Recognition System Debuts July 1

**T**I's recognition system changes July 1. These changes include:

- ▶ A new leadership award
- ▶ New titles for existing leadership awards
- ▶ New titles for the Communication and Leadership Program and Advanced Communication and Leadership Program manuals
- ▶ New titles for the communication track awards
- ▶ A change in the Distinguished Toastmaster award requirements.

Please remind your clubs about the changes. For more information, visit the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).

## Award Recipients May Experience Delays

**M**embers who apply for CTM, ATM, CL, AL and DTM awards during June 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 the new CC, AC, CL, AL and DTM awards in July also will experience delays because the Distinguished District, Division, Area and Club Programs end on June 30 and it takes several weeks to tabulate final program results. This year, because of the transition to the new recognition system on July 1, members will not be able to submit award applications online between July 1 and mid-July as well. Thanks for your understanding!

# District Success Measures to Do List:

As district leaders you know that success is achieved by working together. You intimately understand that in order for districts to be successful, that clubs, areas and divisions must also be successful. As leaders you have the unique opportunity to mentor the clubs, areas and divisions in your district on their journey to success. Following is a District Success Measures To Do List that will help you ensure Toastmasters in your area are on their way to success.

## JUNE:

### CLUBS:

- Remind clubs that the Distinguished Club Program deadline is June 30, 2006.

### AREAS:

- Remind areas that the Distinguished Area and Division Program deadline is June 30, 2006.
- Start planning for area and division governor training.

### DIVISION:

- Remind divisions that the Distinguished Area and Division Program deadline is June 30, 2006.
- Start planning for area and division governor training.

### DISTRICT:

- The Distinguished District Program deadline is June 30, 2006.
- Treasurer's report (July 1 – May 31) due to district governor and lieutenant governor's June 15, 2006.
- Start planning for the transfer of all district records to the new administration by July 1, 2006.
- Start planning the next district year.
- Start planning for the financial minimum requirements due to TI no later than July 15, 2006 (including, district officer list, district signature form with list of district bank accounts, area alignments, calendar of district events).

## JULY:

### CLUBS:

- Remind club leaders that the Distinguished Club Program for the 2006 - 2007 program year begins July 1, 2006.
- Start training club officers.
- Start planning new club prospecting and organizing activities via the Toastmasters International annual membership program.

### AREAS:

- Remind area leaders that the Distinguished Area and Division Programs for the 2006 - 2007 program year begin July 1, 2006.
- Start training area governors.
- Start planning area governor visits to clubs and ask club leaders how you can best serve them.

### DIVISIONS:

- Remind division leaders that the Distinguished Area and Division Programs for the 2006 - 2007 program year begin July 1, 2006.
- Start training division governors.
- Connect with area governors and find out how you can best serve them.

### DISTRICTS:

- Start training club, area and division leaders.
- If not already submitted, submit the complete districts officer list (including area and division governors) to TI no later than July 15, 2006.
- Submit district signature form to TI no later than July 15, 2006.
- Submit district club and area alignment changes to TI no later than July 15, 2006.
- Submit district calendar of events for the new program year to TI no later than July 15, 2006.
- Distribute district directory.
- Start planning for the year-end audit.

## Corporate Leads

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

First Citizens Bank, Raleigh, NC; Fannie Mae, Reston, VA; Sheltering Arms Early Education & Family Center, Atlanta, GA; The McGraw Hill Companies, Burr Ridge, IL; GE Energy, Schenectady, NY; Datatel, Fairfax, VA; Tier One OSS Technologies Inc., Mississauga, ON, Canada; Aids Healthcare Foundation, Hollywood, CA; Pricewaterhouse Coopers, Auckland, New Zealand; Aetna, High Point, NC; Astra Zeneca Pharmaceuticals, Wilmington, DE; Sony Ericsson, Singapore; Dell, New Zealand; Flir systems Inc., Wilsonville, OR; Tech Data, Doral, FL; CSC India Pvt Ltd Noida, India; Deloitte Touche, Parramatta, nsw, Australia; Lenovo (Beijing) Group Ltd., China; Orion Systems International, New Zealand; and American Red Cross, Fort Wayne, IN.

## New Officer Training Programs Available

Training materials for 2006 - 07 club, area and division officers are now available for download on the Toastmasters International Web site. The materials include scripts and PowerPoint slides and provide practical, "how-to" information that will help officers be more effective. Your district must use these materials as its core training, although you are encouraged to include supplemental training on other topics that may be helpful to officers. To access the training programs, visit us at [www.toastmasters.org](http://www.toastmasters.org) > **Information for Members > Officer Training Programs.**

## 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 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org).

# District Orders: Help Us Help You!

**D**uring this time of year, WHQ receives orders from all districts with their year-end recognition and new administration needs. **Please make a special note that the last day TI will process district orders for the 2005-2006 program year is Friday, June 23, 2006.**

In an effort to process these orders quickly, we offer the following information:

- ▶ Submit your orders as early as possible. Orders are processed as received. Orders placed with future delivery times are not held.
- ▶ This time of year 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, we suggest you place two separate orders.
- ▶ WHQ receives hundreds and 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.

- ▶ For large badge orders we recommend you submit all information electronically, keeping in mind there are six lines available for engraving.

Following are the normal turnaround times for processing engraving 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 the order will be delayed.

## QUICK DIRECTORY

Need help chartering a new club?  
[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

Have questions about your district reserve statement?  
[statements@toastmasters.org](mailto:statements@toastmasters.org)

Have questions about your district budget, audit or treasurer's reports?  
[jmcperson@toastmasters.org](mailto:jmcperson@toastmasters.org)

Questions about area visit report forms?  
[kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)

Reporting a change in district officers?  
[kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)

General questions about district administration? [sdemiris@toastmasters.org](mailto:sdemiris@toastmasters.org)  
or [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)

Questions about disciplinary matters?  
[jturpie@toastmasters.org](mailto:jturpie@toastmasters.org)  
or [nlangton@toastmasters.org](mailto:nlangton@toastmasters.org)

To verify eligibility of your area/division/  
district speech contestants:  
[dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)

Questions about speech contest rules and situations?  
[dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)

Questions about the District Newsletter?  
[sdemiris@toastmasters.org](mailto:sdemiris@toastmasters.org)

Want to place a supply order?  
[supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)

Still not sure? Visit the Contact Us section of [www.toastmasters.org](http://www.toastmasters.org) or e-mail: [tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## THINGS HAPPENING ON THE TI WEB SITE

Are you familiar with all the district-related business you can conduct online at [www.toastmasters.org](http://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 Newsletter and TIPS
- ✓ Review TI policies & procedures
- ✓ Find information on trademarks and copyrights
- ✓ Submit member name and address changes
- ✓ Register for the 2006 International Convention in Washington, D.C.
- ✓ Enter officer training
- ✓ Review prospective clubs

## Prepare for Training!

**Y**our district should begin planning now for training 2006-2007 club officers. Toastmasters International has a new guide to help you get started. Training Club Leaders (Catalog No. 217) explains, step by step, how to organize your training. Topics covered include planning the curriculum; choosing a format; selecting a place, date and time; selecting the trainers; and promoting the event. Make sure your training coordinators use this handy tool. It's guaranteed to make your training successful and well-attended.

Visit [www.toastmasters.org](http://www.toastmasters.org) > **Information for Members > Forms and Documents > District Forms > Division Governor, Area Governor and Club Officer Training Programs** to see the guide.