

District Newsletter

For additional information,
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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 ®

Renewal Notice Alert... Pay Your Dues Online

The Dues Renewal Invoice for the April 1, 2004, through September 30, 2004, period is being mailed to club presidents of record the first week of March.

The invoice contains a list of members in your club. Check the box to the left of the name of each renewing member and fill out the payment information on the bottom of the invoice.

Beginning with this reporting period, clubs who are paying for members listed on the renewal form now have the option of paying dues renewals online using a credit or check/debit card. Not only will your club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club will receive a password in order to enter into the secure part of the Web site. The password will be included in the dues renewal mailing. The mailing will also include instructions on how to enter the secure site. WHQ accepts MasterCard, VISA, American Express and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

To expedite the processing of renewals, we strongly suggest that you take advantage of paying your renewals online.

Renewals are due April 1, 2004. In order to receive on-time credit in the Distinguished District Program, your renewal must be received at WHQ by 5 p.m. Pacific Time, April 10.

Here are some helpful hints:

- Submit your dues by one method only. Please do not send duplicates. For example, if you submit your dues online, DO NOT mail a copy. Or, if you fax in your renewal, please don't mail another copy to WHQ.
- If your club is paying by check, you will need to submit your renewal by mail. The renewal is not counted as being here until the invoice and check are at WHQ. Faxing a copy of the dues renewal invoice and a copy of the check does not fulfill the submission requirements. In fact, duplication slows down the processing tremendously.
- Do not e-mail your renewal to WHQ. It is not secure to submit credit card information via e-mail. Online, FAX and mail submissions are secure.
- Do not submit your renewal in pieces, i.e., DO NOT submit your dues renewal invoice/list of members and payment separately. Include your complete payment information and list together. With almost 10,000 submissions, it is difficult to match up submissions when payments and lists are submitted separately. It also delays the processing of the renewal.
- Only submit dues for members who have paid your club. Dues are non-transferable and non-refundable, so you want to be sure the club has the money in hand before payment is sent to WHQ.
- Keep a copy of the invoice for your records.
- Clubs should submit all payments at one time, so we encourage you to collect and submit dues for all renewing members. However, dues for late-paying members can be submitted to WHQ after the initial submission. An easy way to submit late-paying members is to circle the names of the members paying late on a copy of the original invoice and submit the marked invoice along with the payment for dues. Or, the club can submit a completed membership application form, marking the circle next to the words "renewing." Clubs can also submit late-paying members in letter form.

If you haven't already collected dues...start doing so now!

The Proxies Are Coming...

The official Toastmasters International proxy certificates will be mailed to club presidents of record on March 31. Be on the look-out for this all important mailing. The certificates are being redesigned and will have a new look. The revised forms will have instructions on how to complete the proxies to ensure that club's votes are heard.

Take the following steps to help your district survive the annual proxy chase:

- Make sure club officer lists are current. Notify WHQ of any corrections.
- Advise clubs of the mailing to club presidents on March 31 in your district's Web site or newsletter.
- Contact club presidents in early April. Ask if they received their proxies and whether they will be sending a delegate to the Regional Conference and International Convention. If not, ask that the proxy be tendered to the district governor or another officer.
- If the club president claims not to have received a proxy, give a description to confirm that it was never received, set aside or accidentally thrown away. Sometimes the club officer list at WHQ is outdated and the proxy is sent to the former club president. Be sure the club president checks with the former officers to see if they received the proxy.
- Before contacting WHQ for a duplicate proxy, make sure you have the current president's name and address. Remember, WHQ can send only one duplicate proxy, which must be mailed to the club president.

Remind Clubs to Collect Dues Early

Dues renewal invoices were mailed to club presidents of record outside the United States in late February and to presidents within the United States in early March.

Please remind clubs in your district to start collecting dues now and encourage them to collect before the invoice is received. If clubs begin collecting dues now, they will have all dues in hand when the invoice arrives. At that time, they can complete the form, update the membership list and submit the dues to WHQ by the April 1 deadline.

Cut down the "dues-chase" by encouraging clubs to start collecting dues early. And remember, this year, you can pay dues online! For more information, visit www.toastmasters.org or read the information about paying dues online in this newsletter.

How Good Are Your Judges?

A common complaint WHQ receives about speech contests concerns judging. Members think the wrong person was selected as winner and question judges' knowledge and objectivity. This casts a shadow over contest results and affects the contest's credibility.

Help the members in your district become skilled judges by conducting the *Speech Contest Judges Training Program* (Catalog No. 1190) for them. This seminar-style program addresses

- objectivity
- how to use the judge's guide and ballot
- protests
- ethics

You can conduct it as one of the sessions in a Toastmasters Leadership Institute or in other training your district provides. Purchase it today from the online store at www.toastmasters.org/store and ensure members learn how to judge so that at the next contest the best speaker is indeed the person announced as winner.

Club Mentors=Success

As soon as a new club charters, it needs plenty of care and attention to help it succeed. That's when a club mentor comes in.

Club mentors are experienced Toastmasters, assigned by the district governor, interested in helping a young club become a success. Mentors join the new club and provide guidance during the first six months of its existence. In addition to the invaluable guidance these mentors will receive a certificate (one the role is fulfilled satisfactorily and the proper forms are filled out and submitted) and credit toward the Advanced Leader (AL) award is given.

Contact your district governor if you are interested in becoming a club mentor.

Doing Things Right

Submitting fees accurately the first time will save time and prevent frustration. As a handy reference, Toastmasters' Board of Directors has established the following two policies to ensure that charter fees or dues renewals submitted for a club actually represent payment from that club:

- If WHQ receives documentation misrepresenting a club's dues renewal report, charter fees or membership applications, that club will be suspended from the district, division, area and club performance results for the remainder of the Toastmasters program year.
- Payment of charter fees or per capita dues made from any district funds (including, but not limited to area, division or district checking accounts) will be returned. Similarly, charter fees or per capita dues payments will

be returned if they are from the personal funds of a district officer who is not a president, vice president or treasurer of the club for which payment is made.

District Scoreboard

Fifty-five clubs were chartered in January, compared with 62 in 2003, and 51 in 2002. Our year-to-date total of new clubs is 362.

The leaders in Club Extension are:

District	# of Clubs
51	28
47	22
60	17

Corporate Leads

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

DCMA Raytheon, Tucson, AZ; National Institute of Technology, San Jose, CA; Yahoo!, Sunnyvale, CA; Sebesta Blomberg & Assoc., Inc., Roseville, MN; Fairview IMS, Minneapolis, MN; Alliance Data Systems, Inc., Bend, OR; Wilshire Credit Corporation, Beaverton, OK; DST, Kansas City, MO; Virtumundo, Kansas City, MO; Crescent Real Estate Equities, Ltd., Fort Worth, TX; International Paper, Loveland, OH; Global Exchange Marketing, Las Vegas, NV; Dow Technology Park, South Charleston, WV; GE Aircraft Engines, Cincinnati, OH; Nationwide Insurance, Columbus, OH; Siemens Building Technologies, Calgary, AB, Canada; NexAir, LLC, Memphis, TN; UBS, New York, NY; Worksource, Jacksonville, FL; Philip Morris (M) SDN BHD, Kuala Lumpur, Malaysia; and David L. Babson & Company Inc., Springfield, MA.

Big Fun in Reno!!

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.

Beginning in April, you may visit our Web site at www.toastmasters.org, and register online for the International Convention. Or, if old habits are hard to break, 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 Checklist/Calendar

MARCH

Distinguished Division and Distinguished Area Program

- ❑ Area governor visits to clubs continue. Area governors must send forms to the district governor no later than April 30.

Distinguished Club Program Deadline

- ❑ **March 31:** Submit Club Officer Training Reports to World Headquarters. Club Officer Training Reports for the December–February period must be postmarked by March 31 for clubs to receive Distinguished Club Program credit.

Membership and Club Growth

- ❑ Charter as many clubs as possible by March 31. Members in clubs chartering in February and March will also make per capita payments for the April semiannual dues period.
- ❑ Semiannual reports will be mailed to clubs within the United States.
- ❑ Begin followup of clubs' submission of April semiannual reports. Pay particular attention to clubs that submitted October semiannual reports late and ensure these clubs will not be late submitting semis again.
- ❑ **Promote Toastmasters International's Annual 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 net growth of five members also receive recognition.
- ❑ Promote "Talk Up Toastmasters!" Clubs adding five or more members February through March receive recognition.

Mission-Focused Meetings

- ❑ **District Executive Committee Meeting.** This meeting should focus upon midyear adjustments made and action needed to achieve goals in the Distinguished District, Division, Area and Club Programs. The following also must occur (unless acted upon at a previous District Executive Committee Meeting):
 - Report of the Audit Committee (Midyear Audit)
 - Approval of recommendations for the alignment of clubs within divisions and areas
 - Presentation of the most recent Treasurer's Report

Nominations and Elections

- ❑ District Nominating Committee Report must be sent to members of the District Council no later than two weeks in advance of Annual District Council Meeting.
- ❑ Proxies for Regional Conferences and the International Convention will be mailed to clubs by March 31.

Speech Contests

- ❑ Club, area and division speech contests should be conducted or completed.

APRIL

Distinguished Division and Area Programs Deadline

- ❑ Area governors must send Area Report of Club Visit forms for second round of visits to the district governor by April 30.

Distinguished Club Program Deadline

- ❑ Semiannual reports due at World Headquarters by April 10. Clubs receive Distinguished Club Program credit for submissions received on or before the deadline.

Membership and Club Growth

- ❑ Follow up on overdue semiannual reports.
- ❑ Promote Toastmasters International's Annual Membership Program.

District and Club Officer Training

- ❑ Division Governor Kits, Area Governor Kits for incoming division/area governors mailed to Lt. governor education and training.

Mission-Focused Meetings

- ❑ **Finalize District Conference.** District Conference must be held after March 15 but before June 1.

Administrative

- ❑ **Proxies:** Begin followup with clubs. If clubs will not have delegate attending the Regional Conference and/or International Convention, ensure clubs send proxies to the district governor.

MAY

Distinguished District Program

- ❑ **URGENT!** Review April District Performance Reports, compare progress to goals and determine actions needed to ensure your district achieves its Distinguished District Program goals by year-end.
- ❑ **URGENT!** Begin a final push to achieve Distinguished District Program goals for membership, net club growth, CTMs and ATMs by June 30.

Distinguished Division and Area Program Deadlines

- ❑ April semiannual reports due May 15 for credit in the Distinguished Area Program. Complete April semiannual reports must be received at World Headquarters no later 5 p.m., May 15.
- ❑ District governor must submit Area Report of Club Visit forms to World Headquarters by May 31. Forms must be postmarked on or before May 31 and received at World Headquarters by June 10 in order to receive credit in the Distinguished Area Program.

Distinguished Club Program Deadlines

- ❑ All clubs should elect officers during first meeting in May. World Headquarters must receive officer lists by 5 p.m. June 30, for clubs to receive credit in next year's Distinguished Club Program.