

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 ®

Renewal Notice Alert... Pay Your Dues Online!

The Dues Renewal Invoice for the April 1, 2006, through September 30, 2006, period is being mailed to club presidents of record the last week in February.

Encourage clubs to pay dues online using a credit or check/debit card. Not only will the club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club has a password in order to enter into the secure part of the Web site. The password is included on the dues renewal invoice. WHQ accepts MasterCard, VISA, AMEX and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

As a reminder, clubs should submit their dues by one method only, as submitting duplicates will slow down the process. Clubs paying by check need to mail their renewals to WHQ. If a club has any questions it can send an e-mail to renewals@toastmasters.org.

Renewals are due April 1, 2006. In order to receive on-time credit in the Distinguished District Program, renewals must be received at WHQ by 5 p.m. Pacific Time, April 10, 2006.

The Proxies Are Coming...

The official Toastmasters International proxies will be mailed to club presidents of record on March 31. They are being mailed in a blue envelope with the words "IMPORTANT PROXY INFORMATION" imprinted on the front of the envelope.

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

- ▶ In every way possible, encourage clubs to update their club officer information immediately through the Toastmasters Web site (club business portal) or notify WHQ by mail, fax or phone. This will ensure that the proxies are mailed to the appropriate person.
- ▶ Advise clubs of the mailing in your district's Web site and/or newsletter.
- ▶ Have a district team member contact club presidents in late 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 proxies be tendered to the district governor or another officer.
- ▶ If the club president claims not to have received the proxies, 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 Sometimes the club officer list at WHQ is outdated and the proxy is sent to the former club president.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 proxies.
- ▶ Duplicate proxies can be requested by e-mail to duplicateproxies@toastmasters.org. We will start honoring requests for duplicate proxies starting on April 24. Include the club/district number and the current president's name and address. Remember, WHQ can send only one duplicate proxy, which must be mailed to the club president.

Things Happening on the TI Web Site

Are you familiar with all the district-related business you can conduct online at www.toastmasters.org?

- ✓ Find a club
- ✓ Submit club-officer training
- ✓ Submit Area Report of Club Visit forms
- ✓ Access the DPR
- ✓ Pay dues renewals
- ✓ Order supplies and gifts through the online store
- ✓ Access district forms and resources
- ✓ Read *District Newsletter* and *TIPS*
- ✓ TI policies & procedures
- ✓ Information on trademarks and copyrights
- ✓ Submit member name and address changes

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 member dues made from any district funds (including, but not limited to area, division or district checking accounts) will be returned. Similarly, charter fees or 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.

Washington, D.C.: A Capital Adventure!

Don'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.

Fun Night promises to be spectacular! Join other Toastmasters on a Monuments by Moonlight tour of Washington, D.C. Expert tour guides will visit the city's popular monuments and memorials and share information about this capital city that very few people know. Prior to the tour, socialize with other Toastmasters for light snacks and beverages.

Spousal tours are back by popular demand. On Thursday, afternoon, August 24, spouses and guests can tour the Smithsonian Museums. Pick and choose or see all four museums. This tour visits the National Gallery of Art, the Museum of Natural History, the Air and Space Museum, and the Museum of American History. Along the way, the tour promises to point out interesting facts about some of the historic monuments and buildings you will see along the way.

On Friday morning, August 25, spouses and guests can enjoy a full day at America's most visited historic house, Mount Vernon. A guided tour will share the rich history and significant historical events that took place at this beautiful mansion situated on the Potomac River. Spouses and guests will tour the mansion, the estate's outbuildings and the beautiful gardens that have been meticulously groomed for decades. A boxed lunch and beverages will be provided on this tour.

Witness the excitement of the International Speech Contest on Saturday, August 26. See and hear ten finalists compete for the coveted title of World Championship of Public Speaking.

Beginning in mid-April, you may visit our Web site of 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 May and June issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Washington, D.C.!

Get Compliments on Your Contests

Do your district's members complain that the best speakers aren't selected as the winners in speech contests? Do you wish your contest judges were more knowledgeable?

You can help your district's contests be the best possible by conducting Toastmasters International's Speech Contest Judges Training program. The program offers practical tips for selecting a winner and addresses judging pitfalls that can stifle objectivity.

Conduct the program during district conferences and officer training to help your judges be the best!

Turn those contest complaints into kudos. To order your program, visit the Toastmasters International Web site at www.toastmasters.org > **Online Store**.

Corporate Leads

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

Wells Fargo, Albuquerque, NM; St. Jude Medical, Minnetonka, MN; State Farm Ins., Westlake, CA; Medtronic MiniMed, Northridge, CA; McKesson, Rocky Hill, CT; Blackboard Inc., Washington, D.C.; Kerr-McGee Oil & Gas Corp., Houston, TX; Kerkering, Barberio & Co. P.A., Sarasota, FL; Sony Pictures Imageworks, Culver City, CA; Ameristar Casino Council Bluffs, Council Bluffs, IA; and Tufts Health Plan, Waltham, MA.

Call for New District Governor Photos

Attention district governors-elect of 2005-2006! TI needs a professional-quality photograph of you for inclusion on the TI Web site and in the district governor brochure, which is distributed at the International Convention.

All photos must be submitted using the following guidelines:

- ▶ If you are scanning a photo to send via email, please make sure the resolution is not less than 300 dpi and that the image size is no smaller than 3 x 5 inches.
- ▶ If you are mailing a photo, please make sure the photo is no smaller than 3 x 5 inches. Color photos are preferable, but black and white prints will work too.

Don't miss out on this special recognition opportunity. **All photos are due to TI no later than June 10, 2006.**

Please submit your photo via e-mail to Kvangunst@toastmasters.org or via regular mail to:

Toastmasters International
Attn: Kay Van Gunst
P.O. Box 9052
Mission Viejo, CA 92690

Management Corner: Alignments

Has your district started thinking about area and division alignments for the 2006-2007 program year? Now is a good time for districts to consider whether or not changes in the current area and division alignment will need to be made for the following program year. The district will need to finalize any proposed changes at its district council meeting. Remember, any alignment changes are effective beginning July 1. All alignment changes are due to TI no later than July 15, 2006. Keep an eye out for the Area and Division Alignment Form, which will be coming next month.

Exciting Changes are Coming Soon!

As announced in this month's magazine, Toastmasters International is making some exciting changes in our educational system and award designations. To strengthen the leadership training and to make all educational designations in the communication and leadership tracks clearer and more meaningful, we are adding leadership award programs and renaming educational awards to distinguish between speech programs and leadership programs.

Beginning July 1, 2006, members will see the following improvements in the educational program:

- ▶ **A new leadership award.** Members completing the new Competent Leadership manual, which debuted in January, will receive the new **Competent Leader award**.
- ▶ **New titles for existing leadership awards.** The current Competent Leader award will become the **Advanced Leader Bronze** award. The current Advanced Leader award will become the **Advanced Leader Silver** award. The requirements for the Advanced Leader Bronze award include completion of the *Competent Leadership* manual. Because requirements for the award are changing, there will be a two-year "grace period" for those working toward the current Competent Leader award. This means World Headquarters will continue to issue Competent Leader awards under the current requirements through June 30, 2008. Beginning July 1, 2008, all members will have to meet the new requirements. Those who have already earned the Competent Leader award under the current requirements and who apply for the Advanced Leader award after June 30, 2006, will receive the new Advanced Leader Silver certificate.
- ▶ **New titles for the Communication and Leadership Program and Advanced Communication and Leadership Program manuals.** At their next reprinting, the Communication and Leadership Program manual will be titled the *Competent Communication* manual and the Advanced Communication and Leadership Program manuals will become the *Advanced Communication* manuals.
- ▶ **New titles for the communication track awards.** The Competent Toastmaster (CTM) award, given to those completing the Communication and Leadership Program manual, becomes the Competent Communicator (CC) award. The Advanced Toastmaster Bronze, Advanced Toastmaster Silver and Advanced Toastmaster Gold awards become the Advanced Communicator Bronze, Advanced Communicator Silver and Advanced Communicator Gold awards respectively, with no changes to award requirements. Members applying for any of the current awards will receive certificates reflecting the new award names.
- ▶ **A change in the Distinguished Toastmaster award requirements.** To be eligible for the DTM award, a member must have received the Advanced Communicator Gold (or current Advanced Toastmaster Gold) and the Advanced Leader Silver (or current Advanced Leader) awards.
- ▶ A training program about the new system is available on the Toastmasters International Web site, at <http://www.toastmasters.org/pdfs/New-Educ-Prog-Training-Script.pdf>. PowerPoint slides also are available on the Web site. Conduct the program at council meetings and your district conference to ensure clubs and members are aware of the changes.

Check Contestants' Eligibility!

Be sure that all of your district's speech contest chairmen confirm contestants' eligibility before each contest. Each year someone is disqualified at the area, division or district level because no one had bothered to confirm his or her eligibility earlier. Don't let this happen in your district!

Those ineligible to compete in the International Speech Contest are: incumbent International officers and directors; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor or area governor) whose terms expire June 30; International officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division and district event at which the contest will be held; presenters of educational sessions at regional conferences and/or the International Convention. An individual may not be a judge at any level for a contest in which they are still competing.

A contestant must be a member in good standing of the club in which he or she is competing, and the club also must be in good standing. A new, dual or reinstated member must have dues and membership application current with World Headquarters. Contest chairmen can call World Headquarters' Education and Club Programming Department or e-mail dyosha@toastmasters.org to confirm contestants' membership or if they have other questions about eligibility.

For other eligibility requirements, visit the Toastmasters International Web site, www.toastmasters.org. Remember, a contestant must maintain eligibility at all levels of the contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

QUICK DIRECTORY

- ▶ *Need help chartering a new club?*
newclubs@toastmasters.org
- ▶ *Have questions about your district reserve statement?*
statements@toastmasters.org
- ▶ *Have questions about your district budget, audit or treasurer's reports?*
jmcpherson@toastmasters.org
- ▶ *Questions about Area Report of Club Visit forms?*
kvangunst@toastmasters.org
- ▶ *Reporting a change in district officers?*
kvangunst@toastmasters.org
- ▶ *General questions about district administration?*
sdemiris@toastmasters.org or kvangunst@toastmasters.org
- ▶ *Questions about disciplinary matters?*
jturpie@toastmasters.org or nlangton@toastmasters.org
- ▶ *To verify eligibility of your area/division/district speech contestants:*
dyosha@toastmasters.org
- ▶ *Questions about speech contest rules and situations?*
dyosha@toastmasters.org
- ▶ *Questions about the District Newsletter?*
sdemiris@toastmasters.org
- ▶ *Want to place a supply order?*
supplyorders@toastmasters.org
- ▶ *Still not sure? Visit the Contact Us section of www.toastmasters.org or e-mail:*
tinfo@toastmasters.org

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, 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:

MARCH:

Clubs:

- Submit club training reports to TI no later than March 31, 2006
- Start working with your clubs to ensure TI club membership dues renewals are received by April 1, 2006
- Remind club leaders that club presidents of record will be mailed out the official Toastmasters International proxies on March 31, 2006.

Areas:

- Area governors should be into their second round club visits. Remind your area governors that they can access the area club visit report form on the TI Web site.
- Connect with area governors to ensure speech contests are completed prior to the district conference.

Divisions:

- Encourage your division leaders to work with area governors to identify additional support or resources they may need from their district leaders
- Connect with division governors to ensure speech contests are completed prior to the district conference.

Districts:

- Districts should be in the process of planning or holding their District Executive Committee meeting. Work with the leaders of this group to ensure the following items are included in the meeting; mid-year adjustments, report of audit committee (including approval), recommendations for the alignment of clubs within areas and division, presentation of most recent treasurer's report
- Treasurer's report (July 1 – January 31) due to district governor and lieutenant governor's March 15, 2006

- Ensure timely communications around district council meetings, including notification and proxies, in district newsletters, communications, or Web sites so that clubs have the opportunity to include their vote in the upcoming meetings. Remember that notification should be given to clubs a minimum of 4 weeks prior to meetings. For additional information and a sample proxy, please refer the District Leadership Handbook (pg. 10-11; 112)
- Keep a look out for the official Toastmasters International proxies, scheduled for mail out on March 31, 2006.
- Districts should be in the process of planning and preparing their District Conferences including International Speech Contests and other speech contests that may be held at the conference (if applicable).

APRIL:

Clubs:

- Remind clubs that in order to receive credit in the Distinguished Club Program dues renewals must be received at TI on or before April 10th, 2006.

Areas:

- Ask area governors to share their club visiting experiences from the 2nd round area club visits.
- Remind area governors that their 2nd round area club visit reports are due no later than April 30th, 2006. Encourage your area governors to submit the report online.

Divisions:

- Ask your division governors to share one success story and one challenge in their division. Take time to celebrate the successes and see if you can collectively brainstorm the challenges.

Districts:

- Treasurer's report (July 1 – February 28) due to district governor and lieutenant governor's April 15, 2006
- Finalize district conference meeting logistics
- Where is your district in regards to the nominations and elections process? Look back at the Checklist for District Nominations that was sent to all district governors with district nomination materials to ensure your district is up to speed.

Check Your District Performance

How close is your district in achieving its goals in the Distinguished District Program? You can review your districts progress on the TI Web site at www.toastmasters.org > District Performance.

Enter Your Newsletter in the Contest!

Every year at the Hall of Fame ceremony during the International Convention, five districts are honored with the Top 5 District Newsletter Award. Be sure your district's newsletter is entered in the contest this year, so your team can be recognized this August in Washington, D.C.!

Send three issues of your newsletter – published between July 1, 2005, and April 25, 2006 – with a cover letter to WHQ's Publications Department by the April 25 deadline.

The newsletters should have a professional appearance and feature content that help achieve the district's mission, such "how to" information on topics related to educational completions, officer training, membership growth and club building. Entries are judged primarily for the level of educational content, but also for readability and layout.

A complete list of rules can be obtained by visiting the TI Web site