

# 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 ®

## New Officer Training Programs Available

Training materials for 2006-07 club, area and division officers are available for downloading from 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 leaders. 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 [www.toastmasters.org](http://www.toastmasters.org) > Information for Members > Officer Training Programs.

## June 30th Deadline Is Fast Approaching!

An 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!

## Check Your Clubs’ Training Stats

Check your clubs’ Distinguished Club Program reports on the TI Web site, [www.toastmasters.org](http://www.toastmasters.org), paying close attention to club officer training data. Does it accurately reflect the number of officers from each club who attended training during the December-February period? If you accidentally omitted training information for a club or for an officer, the district has until May 31 to send it in. World Headquarters cannot accept training corrections directly from individual clubs. You can submit training information online through the TI Web site under “District Business.” Any inaccuracies may mean a club misses a DCP goal, so be sure to review those reports carefully.

DCP reports are updated twice monthly on the Web site. Please remind your clubs to check these reports regularly to see their progress. Area governors should follow-up with clubs that are lagging. Every club should be a Distinguished Club!

## Encourage Your Clubs to Use FreeToastHost.org!

A professional-looking Web site is important for promoting clubs and attracting new members. To help clubs with this, Toastmasters International has arranged for a free Web-hosting service for all Toastmasters. You don’t need to be an experienced Webmaster to take advantage of this program: In only one hour, any club member with basic Internet experience can create a great Web site that’s customized for their club!

**FreeToastHost.org** is more than a free hosting solution; it is a pre-designed Web site with many templates (colors and designs) to choose from. It offers a suite of online tools and applications specifically created to help clubs and districts achieve a consistent look and feel on their Web pages – a professional site that adheres to Toastmasters International’s branding guidelines.

Moreover, **FreeToastHost.org** offers a collection of online tools and applications created to help clubs increase membership, retain current members and streamline many of the club’s administrative activities, such as scheduling, communication, document sharing, education, motivation and member management.

Refer to the article on page 28 in the April issue of *The Toastmaster* for more details about **FreeToastHost.org**. Encourage your clubs to take advantage of this contemporary tool to increase membership, have more satisfied members and a more efficient club!

# 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 Toastmasters in your area on their way to success:

## MAY:

### Clubs:

- Ensure clubs are on track with their election process.
- Follow-up on dues renewals and work with club leaders to ensure any pending dues are submitted to WHQ.
- Take time to celebrate successes at the club level and recognize your club leaders

### Areas:

- Remind area governors that their second round of area club visit reports are due to WHQ no later than May 31st, 2006. Encourage your area governors to submit the report online.
- Ensure April renewals are submitted to WHQ no later than May 15, 2006 for credit in the Distinguished Area Program.
- Take time to celebrate success at the area level and recognize area leaders.

### Divisions:

- Take time to celebrate successes at the division level and recognize division leaders.

### Districts:

- Treasurer's report (July 1 – April 30) due to district governor and lieutenant governors May 15, 2006
- Review the April District Performance Reports, compare progress to goals and determine actions needed to ensure that the district achieves its Distinguished District Program goals by year-end.
- Take time to celebrate successes at the district level and recognize district leaders.

## JUNE

### Clubs:

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

### Areas:

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

### Division:

- Remind divisions that the deadline for the Distinguished Area and Division Programs 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 governors 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 1, 2006 (including district officer list, district signature form with list of district bank accounts, area alignments, calendar of district events).

## 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
- ▶ 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
- ▶ 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.
- ▶ Review prospective clubs

## Corporate Leads

Thinking of starting a corporate club? Here are some companies that already have: Abu Dhabi, Shell; Indianapolis, IN, Sigma Micro; Boston, MA, Sun Life Assurance Co. (US); Mississauga, ON, Canada, Express Scripts Inc.; Yongin, South Korea, Green Cross Corp. & Mogam Biotech Inc.; Louisville, KY, Bank of America; Tacoma, WA, Milgard Windows; Vallejo, CA, State Farm Insurance; Toronto, ON, Canada, Tarion Warranty Corporation; Christchurch, New Zealand, Tait Electronics Ltd.; Kuwait, Fluor Co.; LaVista, NE, Pay Pal; Houston, TX, Stage Stores Inc.; Marana, AZ, Evergreen Air Center; Englewood, CO, State Farm Insurance; Clovis, CA, Pelco; Oakland, CA, Geomatrix Consultants; Concord, CA, Wells Fargo

## Prepare for Training!

Your 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.

The guide is available to download on the TI Web site: Click on **Information for Members**, then access **Officer Training Programs**.

# Club Charters Not Transferable

When struggling clubs are losing the battle, the question often comes up about transferring the club charter to another group. Transfer of a club charter is specifically prohibited by Toastmasters International policy, as follows: “There shall be no transfer of an issued charter from an inactive club to another group whose members are either interested in organizing a new club or in joining an existing club.”

History shows that clubs operating under a “transferred charter” have a higher failure rate than those clubs meeting all chartering requirements. Why are “real” new clubs more successful?

- ▶ When a new club has 20 members, it has a much better chance for success.
- ▶ It is eligible for sponsors and mentors to keep that success going.
- ▶ Toastmasters International provides materials to sponsors and mentors to help successfully manage the new club.

## Act With Integrity

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 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 such 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 worthy of awards will be recognized for their achievements.

# No Cash Awards Allowed

All districts conduct programs and contests for which awards are given. Often the awards consist of merchandise from the Supply Catalog or similar items.

A few districts, however, have conducted programs and contests that advertise cash awards. Awarding cash violates the Articles of Incorporation and Bylaws of Toastmasters International, which states that no member may profit monetarily.

A better choice for recognizing contest winners is to award merchandise or gift certificates from the Supply Catalog (available in denominations of \$5, \$10 and \$25). Order gift certificates online at [www.toastmasters.org/store](http://www.toastmasters.org/store) or contact the Member Services Department at WHQ.

## Toastmasters Is For Everyone

Just a reminder that Toastmasters International has a policy against discrimination: “No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against in the conduct of official Toastmasters programs because of age (except those persons under the age of 18), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability so long as the individual, through his or her own efforts, is able to participate in the program.”

Policy violation by an individual member, club, area, division, district or other official groups will subject the offending person or entity to disciplinary action, in accordance with the Bylaws of Toastmasters International, unless the offending party ends its own violations.

## 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 Report of Club Visit 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:  
[tinfo@toastmasters.org](mailto:tinfo@toastmasters.org)

## Send New Club Forms in Early

**M**ore 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).

## 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.

Beginning in May, visit our Web site at [www.toastmasters.org](http://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.!

## 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) or see the March issue of *The Toastmaster* magazine.

## 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.

In an effort to process these orders in a timely manner, we offer the following information:

- ▶ Please 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.

# Your Toastmasters Business Card

**A**s part of Toastmasters International’s ongoing effort to create a unified and instantly recognizable “visual image” in all its printed materials, TI has created a template for business cards and stationery for club and district officers to use. These templates allow officers a convenient way to create their own business cards and the unified look builds brand awareness for the organization.

Market research indicates Toastmasters International is not as well-known as we sometimes assume, so maintaining control over how the organization’s name and logo are used and how printed materials look, helps build awareness of Toastmasters in the general public. This, of course, helps you build clubs and recruit members!

Here is a template to use when creating your own Toastmasters business cards and stationery. It is available to download from our Web site under Information For Members, then click “Business Cards – Districts.” Please make sure to use only the logo provided on our Web site at [www.toastmasters.org](http://www.toastmasters.org) under “Member Quicklinks” as well as the business-card format indicated here. This design was chosen because it is simple and matches TI’s other promotional materials. It has room for you to add information unique to your club. Keep in mind the card should offer plenty of white space for pleasing aesthetics and easy readability.

The chosen color – blue – and font – Helvetica –, or – Arial – (depending if you use a Mac or a PC) – are both common and in keeping with Toastmasters’ overall branding guidelines. Send questions about creating your own business cards to [sfrey@toastmasters.org](mailto:sfrey@toastmasters.org).

