

# 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 WEB FEATURES ◀◀◀

### Submit Report of Club Visit Forms ONLINE—Due DECEMBER 10th!

**A**rea governors now can submit their Area Report of Club Visit forms online through the TI Web site. Click on “District Business,” then on “Area Report of Club Visit.” Type the club number, hit the TAB key, then click “select.” The form will appear. Simply type your responses to the questions in the spaces provided. After completing the form, click “submit.” Copies automatically will be sent to the district governor, lieutenant governors and club president. Online reports must be received at WHQ by midnight November 30 for credit in the Distinguished Area Program.

Area governors still have the option to submit their reports by mail. Area governors must mail their reports to their district governor by October 31 **ONLY** if they did not submit the report online. District governors must then forward a copy to WHQ. To be credited in the Distinguished Area Program, forms must be post-marked on or before November 30 and received at WHQ by 5 p.m. December 10.

## Things Happening On The TI Web Site

### YOU CAN:

- ✓ Add/Update Club Officers
- ✓ Pay Dues Renewals
- ✓ Add New Members
- ✓ Update Club Info
- ✓ Check the DCP Report
- ✓ Order Gifts and Supplies through the Store

### THINGS TO COME:

- Enhanced process for submitting Education Awards
- Enhanced “Find a Club” search tool

## Contest Rules Are on the Web

**R**ules for the International Speech Contest are on the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).

Encourage all members and clubs to read the rules before the contest takes place and to follow them carefully.

International Speech Contest Judge’s Guide and Ballots and other contest materials are available for purchase from WHQ. Rules and materials for evaluation, humorous, table topics, and tall tales contests are also available for purchase. To get your copy, order online or call WHQ.

## Have You Seen Our Redesigned Brochures?

**Find Your Voice** (Catalog No. 99) targets potential members who work in various trades.

**Confidence, The Voice of Leadership** (Catalog No. 101) targets individuals, stressing the personal benefits of participation in Toastmasters.

**\*\*UPDATED—Clear Communication. Your organization needs it.** (Catalog No. 103) designed for promoting Toastmasters inside business, industry and government organizations.

## Place Your Orders Early

**W**orld Headquarters will be taking inventory December 27-29, 2004. Supply orders received between December 17, 2004, and January 4, 2005, will not be shipped until after January 5, 2005.

*Plan ahead and place orders early to avoid delays.*

## QUICK DIRECTORY

Need to change your mailing or e-mail address:

[addresschanges@toastmasters.org](mailto:addresschanges@toastmasters.org)

Need help related to your clubs officers:

[clubofficers@toastmasters.org](mailto:clubofficers@toastmasters.org)

Have questions about an award application:

[educationawards@toastmasters.org](mailto:educationawards@toastmasters.org)

Need your password to access the online processes:

[lostpassword@toastmasters.org](mailto:lostpassword@toastmasters.org)

Have a membership-related problem or missing your magazine?

[membership@toastmasters.org](mailto:membership@toastmasters.org)

Questions about dues renewals?

[renewals@toastmasters.org](mailto:renewals@toastmasters.org)

Need some help with your club's statement?

[statements@toastmasters.org](mailto:statements@toastmasters.org)

Want to place an order?

[supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)

Still not sure?

Visit the Contact Us section of the TI Web site or e-mail

[tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## So You Want to Be an International Director...

If someone in your district is planning to run for International Director, encourage him or her to contact the Policy Administration Department at WHQ or e-mail [jturpie@toastmasters.org](mailto:jturpie@toastmasters.org) for a booklet all about running for the Board of Directors. It includes qualification information and lists the necessary steps for announcing a candidacy.

## Speak at Speechcraft

If clubs in your area or division need to build membership, look no further. Speechcraft is designed to teach non-Toastmasters public speaking skills. Experienced club members present the fundamentals of public speaking during four, six or eight week sessions, usually during a club meeting.

Speechcraft participants are prospective new members for the club—they'll likely join after they see the benefits, so conducting a terrific program is important. The Speechcraft Starter Kit (Catalog No. 205) is available for \$18 plus postage and contains everything you need to conduct a program for five participants. Contact WHQ to order your copy today!

## District Scoreboard

Seventy-one clubs were chartered for September, compared with 55 in 2003, and 55 in 2002. Our year-to-date total of new clubs is 134. The leaders in Club Extension are:

District	# of Clubs
40	6
51, 55, 60, 75	5

## Corporate Leads

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

Keller Williams, Los Angeles, CA; Best Western International Inc., Phoenix, AZ; Capella University, Minneapolis, MN; LSI Logic Corporation, Gresham, OR; JPMorganChase, Cleveland, OH; Playtex Products, Inc., Dover, DE; The Central Exchange, Kansas City, MO; and Autotrader.com, Irving, TX.

## Sponsor and Mentor a New Club

Efforts today can make a substantial difference tomorrow! When Toastmasters volunteer to serve as sponsors or mentors for new clubs, they provide a strong foundation for membership growth.

Make sure each new club in your district, division and area is officially assigned sponsors and mentors by your district governor before chartering. That way the sponsor can assist during the club's formation, and the mentor can help during the club's first six months.

**Remember:** Additions or changes to the sponsor and mentor assignments need to be reported to WHQ no more than 60 days after the club's charter date. Sponsors must return the Sponsors Service Verification Form to WHQ no later than 90 days after the club officially charters. Mentors must return the Mentor Service Verification Form to WHQ no sooner than six months after the club officially charters.

Take advantage of the sponsor/mentor program to help your new clubs.

# District Checklist/Calendar

## NOVEMBER

### Distinguished District Program

- ❑ Receive October District Performance Report (DPR). Analyze the results to determine the actions needed in submission of dues renewals, per capita and club membership, CTMs, and ATMs. Publicize and promote actions needed so the district can achieve its goals for membership growth, club growth, CTMs, ATMs, Distinguished Areas and Distinguished Clubs.

### Distinguished Division and Distinguished Area Programs Deadlines

- ❑ October dues renewals are due by November 15 for credit in the Distinguished Area Program. Complete October dues renewals must be received at WHQ no later than 5 p.m. PT, November 15.
- ❑ District governor must submit Area Report of Club Visit forms to WHQ by November 30. Forms must be postmarked on or before November 30 and received at WHQ no later than December 10 in order to receive credit in the Distinguished Area Program.

### Distinguished Club Program Deadline

- ❑ Clubs electing officers semiannually must hold elections during the first meeting in November. Only clubs meeting weekly are eligible to elect officers semiannually. Updated officer lists must be postmarked on or before December 31, 2004, and received at WHQ by 5 p.m. PT January 7, 2005, for clubs to receive Distinguished Club Program credit. Lists submitted online through the TI Web site must be received at WHQ by midnight, December 31, 2004.

### Financial Deadlines

- ❑ Treasurer's report for the July 1 - September 30 period are due at WHQ on or before November 15.
- ❑ Treasurer's report for the July 1 - September 30 period must be submitted to the district governor and Lt. governors by November 15.
- ❑ Previous year's district financial records due at WHQ on or before November 30.
- ❑ District governor must appoint an audit committee by November 1. The audit committee must consist of three Toastmasters who are not members of the district executive committee.

### Membership and Club Growth

- ❑ Follow up on overdue dues renewals.
- ❑ 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 a net growth of five members also receive recognition.

### Mission-Focused Meetings

- ❑ District Executive Committee Meeting (including ongoing district officer training). Meeting should focus upon goals/progress in the distinguished district, division, area and club programs.

### Club Officer Training

- ❑ Prepare for club officer training programs that the district will conduct December - February.

## Protect the Toastmasters Name and Emblem

Toastmasters International's principal asset is the distinction between itself and other communication training programs. This distinction is maintained through copyrights and the trademark protection of our name and emblem. Unauthorized or inappropriate use of our trademarks could lead to the loss of our organization's right to use these trademarks. This would mean that TI would cease to exist as the world's premier communications training organization.

"Toastmasters International," "Toastmasters" and the TI emblem/logo are trademarks that are protected in countries where Toastmasters clubs exist.

Districts and clubs may use the names "Toastmasters International," "Toastmasters" and the emblem on stationary, business cards, bulletins, newsletters, Web pages, program covers, agendas and similar items sanctioned by the club/district, and directly related to and focused on the

Club/District Missions. For example, it is reasonable and acceptable for a district to have its name and the TI emblem printed on materials such as their newsletter or on flyers informing the public about Toastmasters.

The Toastmasters emblem cannot be altered or included as part of another graphic. For example, it is acceptable to place the emblem on a district's letterhead above the district's name. However, it is not acceptable to include the emblem as part of a drawing or other graphic. Similarly, districts and clubs cannot animate the emblem on their Web pages.

The names "Toastmasters International" and "Toastmasters" as well as the emblem cannot be printed, engraved or placed on any other items (e.g. badges, trophies, plaques, certificates, coffee mugs, clothing, etc.) without written approval from WHQ. Any such use is a violation of trademark law and TI policy. For example, District 99 cannot purchase trophies or name badges

from a local shop and have "District 99 Toastmasters" engraved on these items since the word "Toastmasters" is used. Similarly, an emblem removed from a name badge purchased from WHQ cannot be placed on a trophy or other item purchased locally as this use of the emblem is not licensed. Permission to use our trademarks has not been granted to any outside vendors. Please notify WHQ of any unauthorized uses.

To keep its trademark protection in effect, TI must maintain direct control over the products bearing its trademarks. Permission is sometimes granted for use of the TI name or emblem for special club or district occasions. However, this permission is granted on a one-time basis and must be secured in writing from WHQ.

Your support in protecting the Toastmasters International name and emblem is greatly appreciated. It is critical that we protect our organization's most important assets—our name and emblem.