

# 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 ®

## IMPORTANT NOTICE

### World Headquarters—Transactions Postponed for Inventory

As part of TI's inventory process, which is required by law, we will be unable to process the following transactions between Saturday, December 16, 2006 through January 7, 2007. This includes submissions online and/or by mail:

- ▶ Supply
- ▶ New member kits
- ▶ Charter kits
- ▶ Education award certificates (including free advanced manuals)

Submissions received by Friday, December 15, 2006, 11:59 p.m., PT, will be processed and shipped, with one exception—orders that require engraving must be received by Wednesday, December 13, 2006, 11:59 p.m., PT.

Between December 16 and January 7, supply orders, applications for educational awards and applications for new members cannot be entered online. Any of those items, as well as new club charter forms received by mail will be held and processed after January 7.

We suggest you hold your submissions until January 8 and then enter the information online. This is the fastest way to get your materials.

#### HELPFUL HINTS:

If you know you will need materials during this time, place your order in early December so you will have the materials you need and you won't be disappointed.

Have some *Competent Communication* and *Competent Leadership* manuals on hand to give to new members if they join your club during this time. Once they have submitted their application and check and have been voted into your club, you can give them a set of manuals to get started. Then, when they receive their new member kit they can turn the basic manuals over to the club. The club can then give the manuals to other new members as they join while they are waiting for their new member kit.

## So You Want to Be an International Officer or International Director

If you or someone in your district is interested in running for international officer or international director, visit the TI Web site and click on Member Information/International Officer/International Director Candidate Info. Copies of the booklets *Running for International Director* and *Running for International Officer* are available for reading and printing. Other important candidate forms also are available in this section.

If you have questions about running for office or about a candidate's visit to your district, please email [nlangton@toastmasters.org](mailto:nlangton@toastmasters.org).

## 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:

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

Questions about speech contest rules and situations?

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

## What is an "OCL"?

Have you noticed the designation "OCL" on your district educational reports?

It is the acronym for "Old Competent Leader" award. Requirements for the Competent Leader award changed on July 1. Members still may earn the award under the previous requirements until June 30, 2008, or they may complete the new requirements for the award. Those earning the award under the previous requirements have the "OCL" designation, while those earning it under the new requirements have the "CL" designation. Both OCL and CL awards count in the Distinguished District and Distinguished Club programs.

# Want District Success? There's a To Do List:

As district leaders, you know that success is achieved by working together, that district success is only achieved through successful clubs, areas and divisions. Following is a To Do list that will help you ensure that this will happen:

## NOVEMBER:

### Clubs:

- Ensure club officers have received the dates and times for club officer training information.
- Do clubs in your district elect officers semiannually? If so, remind them that they need to submit officer lists to TI by December 31, 2006, in order to receive credit in the Distinguished Club Program.
- Promote Toastmasters International's annual membership program to clubs.

### Areas:

- Contact clubs that did not submit renewals in October. Remember, October club dues renewals are due to TI no later than November 15, 2006, for credit in the Distinguished Area Program.

### Divisions:

- Connect area governors to determine how best to support each other.

### Districts:

- Review October's District Performance reports online to determine what the district needs to focus on in order to ensure achievement of goals.
- Start planning for district nominations and elections.
- District governors must appoint an audit committee by November 1.
- Treasurer's report for July 1 – September 30 due to TI no later than November 15, 2006.
- Start working with the prior year's district administration to ensure that TI receives the previous year's district financial records by November 30, 2006.
- The Area Report of Club Visit form is due to TI no later than November 30 in order to qualify for credit in the Distinguished Area Program.

## DECEMBER:

### Clubs:

- Start training club officers. Training should begin in December and be completed no later than February. Once training is complete, be sure to submit the training report online.
- Clubs that elect semiannually must submit their officer list to TI no later than December 31, 2006, receive credit in the Distinguished Club Program.

### Areas:

- Start planning for second-round club visits to begin in January 2007.

### Divisions:

- Connect with area governors and brainstorm challenges and successes.

### Districts:

- District Treasurer submits treasurer's report for the July 1 – October 31 period to district trio by December 15, 2006.
- Start planning for district mid-year audit.
- Publish a call for candidates in the district newsletter or Web site, including a description of qualifications and responsibilities for each position (some districts do not do this until January).

## Area Governors, Visit Your Clubs!

Part of the district's mission is to ensure that each club effectively fulfills responsibilities to its members. So, the district must establish and maintain positive and supportive relations with each club. Area governors play a critical role in preserving this relationship via club visits, required twice a year. Area governors should have completed their first visit between July 1 and September 30 with a report to the district governor by October 31, and a formal report **due to TI no later than November 30**. The second visit should take place between January 1 and March 30 with a report to the district governor by April 30 and a formal report due to TI no later than May 31. For more details and to access the online report, please visit [www.toastmasters.org](http://www.toastmasters.org) > District Business Section > Area Report of Club Visit.

## Corporate Clubs Corner

Forty-two new corporate clubs were chartered in September! Corporations share many benefits when they sponsor a Toastmasters group within their organization:

- ▶ Reduced employee turnover
- ▶ Stronger presentation skills
- ▶ More effective meetings within the organization
- ▶ Improved leadership skills
- ▶ Better teamwork
- ▶ Increased employee loyalty

Here are some of the newly chartered corporate clubs:

Northrop Grumman, San Diego, CA; Fairview Crosstown Clinic, Edina, MA; Metro, Portland, OR; Palmer College of Chiropractic, Davenport, IA; JP Morgan Retirement Plan Services, Kansas, MO; EnCano Oil & Gas, Denver, CO; Accenture, Chicago, IL; Bank of America, Falmouth, MA; City of Las Vegas, Las Vegas, NV; Ethicom Inc., Somerville, NJ; State Farm, Orlando, FL; Jones Edmunds & Associates, Inc., Titusville, FL; Great Eastern Life Insurance, Kuala Lumpur, Malaysia; GE Global Research Center, Niskayuna, NY; Anthem Blue Cross Blue Shield, North Haven, CT; Accenture, Bloomington, IL; Washington Mutual, Pleasanton, CA; Goodwill Inc., Nashville, TN; Biovail Corp., Steinbach, MB, Canada; Philip Semiconductor, Philippines; Clientlogic Pasig, Philippines; JFWTC, Bangalore, India; LG Academy, Korea; Western University, Pomona, CA; Wells Fargo, Eden Prairie, MN; Smith Carter, Winnipeg, MB, Canada; Administaff Inc., Irving, TX; Evergreen Investments, Boston, MA; Lanxess Corporation, Orange, TX; Sodexo, Gaithersburg, MD; Coeur d'Alene Press, Coeur d'Alene, ID; Banfield The Pet Hospital, Portland, OR; Procentris India Pvt Ltd., Mumbai, India; Jacobs Engineering Group Inc., Greenville, SC; Chevron, Bakersfield, CA; Automatic Date Processing, San Dimas, CA; Foster Farms, Livingston, CA; PSI Family Services Inc., Chevy Chase, MD; Luxottica Retail, Mason, OH; Unisource Administration, Sarasota, FL; PSI Family Services Inc., Jacksonville, FL; and Canada Revenue Agency, Saint John, NB, Canada.

## Make Second Training Great

Your district's second round of club-officer training starts in December. Following are some tips to maximize attendance and training impact:

- ▶ For clubs electing annually, be sure to emphasize the benefits this second training provides, such as giving officers the opportunity to discuss any problems they may be having, getting advice from district officers, and networking with officers of other clubs. Tailor your training to meet their needs, too. For example:
- ▶ If many clubs are losing members, you could conduct *The Successful Club Series* program "Moments of Truth" as a training session, giving officers the chance to analyze their own clubs and discuss how they can be improved.
- ▶ If clubs aren't progressing in the Distinguished Club Program, arrange a special discussion of the program. Download the latest reports for the individual clubs from the TI web site, distribute the reports to their respective officers, and review and discuss the reports and what actions the clubs can take to improve their progress.
- ▶ For clubs electing semiannually, remind clubs that this training allows the newly elected officer to learn their roles and responsibilities, to meet district leaders who can help them during their terms, and to get new ideas on how to improve their clubs.

Well-planned training that meets the needs of participants will result in better performing clubs and higher attendance at future training. Give your training programs the attention they deserve!

## WHAT YOU CAN DO 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
- ✓ Enter officer training
- ✓ Review prospective clubs

## Need a Club Coach? Contact Your District Governor

Having a club coach is a great way to help your club expand its membership and become Distinguished!

To qualify for the Club Coach Program, clubs must have 12 or few members at the time of appointment. The coach must not be a member of the club he or she is coaching. Up to two coaches may be appointed to each club. Contact your district governor. Upon assignment, the coach(es) will receive a pin, as well as a kit to help enable success.

In order to successfully complete the program, the club must become Distinguished no later than June 30 of the current year, or June 30 of the following year. Upon achievement, the coach will receive a certificate and credit toward the Advanced Leader Silver Award.

For more information or a Club Coach Appointment Form, visit [www.toastmasters.org](http://www.toastmasters.org) > Information For Members > Club Information & Programs > Forms and Documents > Club Rebuilding.

## Free District Lists

Did you know that districts can request various lists from TI to enhance communication? Districts are able to request the following lists:

- ▶ District Officers
- ▶ Club Officers
- ▶ Members by District
- ▶ Club Directory
- ▶ Non-Renewing Members

To request a list, please e-mail [districts@toastmasters.org](mailto:districts@toastmasters.org) describing your list request, any special instructions and appropriate contact information. Please allow 3-5 business days for processing. The Excel spreadsheet of your requested list(s) will be emailed to you. As an organization committed to protecting the privacy of our members, Toastmasters International requires list requests be made by a district governor, lt. governor education and training or lt. governor marketing.

## Getting the Word Out: Promote Your Speech Contests!

This month is a great time for districts to get some publicity. Why? It's speech contest season! The results of area, division and district contests make for great stories for local newspapers or corporate newsletters.

In your press release, announce when and where the contests will be held and who will participate. After the contests are held, don't forget to send follow-up releases with the results. Besides mentioning the winners' names, the titles of their speeches and where they live or work, be sure to share the winners' stories. How long have they been Toastmasters? How have they benefited by their membership? Why did they join? A memorable quote by a winner will add interest and increase the press release's chance of getting published. Don't forget to add some background information on Toastmasters International and how to find local clubs – their meeting times and locations and directions to TI's Web site's "Find a Club" feature.

You can find sample speech contest press releases on pages 32 and 33 in TI's publicity and promotion handbook, *Let the World Know*, (Catalog #1140). It is available to download free from TI's Web site at [www.toastmasters.org](http://www.toastmasters.org).

# The Holidays Are Coming!

*Start your shopping now!*

Visit our online store at <http://www.toastmasters.org/store/> or check out our catalog. Below are some great gift ideas for any lucky Toastmaster on your list!

**Leather Set** (Catalog Nos. 7003, 7004, 7005, and 7007). This handsome leather set includes a large slotted pocket portfolio pad, with a pen loop, paper pad, and two extra interior pockets (\$29.95); a classic multiple pocket travel wallet for travel documents, passport, and credit cards (\$19.95); a compact business card case with two fully gusseted inside pockets, suitable for credit cards or business cards (\$9.95); and a handy luggage tag with a clear view window for your business card or label for easy identification (\$5.95). Each piece is stamped with a silver Toastmasters International logo on the front side.

**Crown Pen** (Catalog No. 6607). Presentation quality blue and chrome pen, topped with the TI emblem encased in a clear dome. Pen displayed in an attractive box. \$9.95.

**Paperweights** (Catalog Nos. 6613 and 6614). Choose between a 2"x2" beautiful onyx paperweight with TI emblem and small engraving plate, or a clear lucite paperweight in a nice box with a satin bag. Engraved with Toastmasters' official emblem. Either would make a great gift! Or get both for a little variety. At only \$4.50, you can't beat the price!

**Earrings** (Catalog No. 5704). These 1/2" diameter gold-plated earrings with hypo-allergenic posts would be great for all the ladies in your life. Only \$7.50.

**Silk Necktie** (Catalog No. 6684). This rich blue silk necktie with thin, horizontal stripes in muted burgundy and gold tones would look great on any guy. \$27.50. Also available in extra long (Catalog No. 6685). \$30.00.

**Silk Scarf** (Catalog No. 6686). A blue silk scarf with a gold design and soft burgundy border would make a beautiful complement to any woman's wardrobe. \$27.50.

**Watches** (Catalog Nos. 6682 and 6683). Elegant two-tone watch features stainless-steel band and water-resistant dial. Toastmasters International is imprinted on watch face. Comes in an attractive, durable steel case. Available in either men's or women's. \$40.00.

**Toastmasters Caps** (Catalog Nos. 7000A, 7000B, and 7001). Caps are a great way to show your Toastmasters pride! Available in natural color with a burgundy bill and embroidered Toastmasters emblem (\$8.95); khaki color with a blue bill and Toastmasters embroidered emblem (\$12.00); and denim with "Toastmasters" embroidered in white (\$8.95).

**Desk Clock** (Catalog No. 6624). For the continuously tardy Toastmaster, or anyone who just wants to know what time it is. This black contemporary curved analog clock with alarm feature displays "Toastmasters... Find Your Voice" in white on the lower bottom front. \$12.00.

**Gift Certificates** (Catalog Nos. 6630, 6632, and 6634). Gift certificates are perfect for those "hard to buy for" Toastmasters. Available in \$5, \$10, and \$25 denominations.

Items are not shown to scale.

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