

# 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 Club Officer Training Information ONLINE!

**D**istrict governors and lieutenant governors now have the ability to submit club officer training reports online using their district password. Simply access the **District Business** link on the TI home page, type your district number and password, then click on **Record/Review Club Officer Training**. A list of all clubs in your district (broken down by area and division) will appear. Mark the officers in each club that have been trained and click **submit**. You will be able to print a copy for your records. A confirmation e-mail will be sent to the person who entered the information. You can check your training reports following the same process. Remember, however, that training information will not appear on any Distinguished Club Program report until the next DCP report update. The DCP is updated twice monthly.

Your district has until November 30 to make corrections to training information, so double-check your reports and encourage clubs to do so too.

### Submit Report of Club Visit Forms ONLINE

**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.

### Are Your Contestants Eligible?

**S**peech contest season is here. If your club is participating in your district's speech contests in September, October and November, make sure contestants are eligible.

One eligibility requirement that causes confusion for clubs and districts is whether a contestant and club are in good standing. The following are considered to be in good standing:

- ▶ A continuing member whose dues for the April - September 2004 period was received at WHQ before the club contest was held
- ▶ A new, dual or reinstated member who joined the club since the April-September dues period began and whose membership application and dues were received at WHQ before the club contest was held.
- ▶ A club whose dues for the April - September 2004 period were received at WHQ before the club contest was held.

Payment of October 2004 - March 2005 dues is not required for participation in contests held in September, October and November. We encourage clubs and members to submit dues on or before October 1, but allow them to pay dues as late as November 30 before they lose their good standing.

For assistance in determining if your club's contestants are members in good standing, contact [dyosha@toastmasters.org](mailto:dyosha@toastmasters.org). Membership in good standing of a club in good standing is just one eligibility requirement. Please check TI's Speech Contest Rulebook for the additional eligibility requirements for a specific contest.

### Need Help Rebuilding a Club?

**A**ny district officer can tell you that rebuilding clubs can be a most difficult challenge, but the **How to Rebuild a Toastmasters Club manual (Catalog No. 1158)** offers tried-and-true advice and instructions that will help you get those clubs back to charter strength in no time!

Contact WHQ today or visit [www.toastmasters.org](http://www.toastmasters.org) and get that club back in action!

## Need a Club Coach?

**S**o you're ready to build your club's membership and make it distinguished? Uncertain about how to get started? Help is on the way! Club coaches are assigned by district governors to assist clubs that want to be distinguished and are having difficulties building or maintaining membership. Assignments may be made at any time of the year. Contact your district governor now to request a club coach for your club.

If you'd like to get started building membership today go to [www.toastmasters.org](http://www.toastmasters.org). Click *Information for Members* then *Membership Building Ideas & Resources*.

## Top 5 District Newsletter Contest

**A**t the convention in Reno, Nevada, Toastmasters International honored five districts with the Top 5 District Newsletter award. And we're doing it again in Toronto!

These newsletters should help achieve goals related to the district's mission, educational completions, officer training, membership growth and club building. Entries are judged for content, readability, layout and presentation and should be composed primarily of original material of educational value.

Send three issues of your newsletter—published between July 1, 2003, and April 25—with a cover letter to WHQ—Publications Department by the April 25, 2004, deadline.

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

## Toastmasters Is For Everyone

**J**ust 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.

## District Scoreboard

**F**orty-three clubs were chartered for August, compared with 44 in 2003, and 40 in 2002. Our year-to-date total of new clubs is 132. The leaders in Club Extension are:

<u>District</u>	<u># of Clubs</u>
40	6
51, 55, 60, 75	5

## Corporate Leads

**T**hinking of starting a corporate club? Here are some companies that already have:

Keller Williams, Los Angeles, CA; Raytheon, El Segundo, CA; JP Morgan Chase, Cleveland, OH; Playtex Products Inc., Dover, DE; Autotrader.com, Irving, TX; Black Hills Energy, Golden, CO; Kinder Morgan Inc., Houston, TX; Sheraton Bahrain, Bahrain.

## Contacting the Board of Directors or Executive Committee

**A**nytime you want to get a message to a board or executive committee member, you need only to contact WHQ.

Send an e-mail to [rlamb@toastmasters.org](mailto:rlamb@toastmasters.org)

Or

Send a letter, addressed like this:

Attn: Name of the person you wish to contact

c/o Executive Director

PO Box 9052

Mission Viejo, CA 92690

## Searching the TI Web Site?

*Be sure to use the Search feature, located in the upper right-hand corner. You can individually search the Online Store, Club Listings and everything else on the site. Or you can search the entire site all at once!*

# District Checklist/Calendar

## OCTOBER

### Distinguished Area Program Deadline

- ❑ Area governors must submit Area Report of Club Visit forms to the district governor by October 31, unless submitted online.

### Distinguished Club Program Deadline

- ❑ Dues renewals were due at WHQ by October 10. Clubs received Distinguished Club Program credit for submissions received on or before the deadline.

### Financial Deadline

- ❑ Treasurer's report for the July 1 - August 31 period must be submitted to the district governor and Lt. governors by October 15.

### Membership and Club Growth

- ❑ Monitor submission of club dues payments and 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 Conference and District Council Meeting:** These events should be used to promote achievement of goals in the district, division, area and club programs. At the district council meeting the following business must occur:
  - Report of audit committee
  - Adoption of the district budget for the current year
  - Presentation of the most recent treasurer's report
  - Confirmation of appointed district officers

## 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.

### Administrative

- ❑ Begin the process of reviewing assignment of clubs to areas and divisions for next year. Alignment is presented to the executive committee for approval before it is submitted to the district council during the district conference in April/May.