

Charting a Course for Club Success

Club Leadership Training Program





Charting a Course for **Club Success**



THE MISSION OF THE CLUB

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

©Toastmasters International®

P.O. Box 9052 • Mission Viejo, California 92690 USA

949-858-8255 • Fax 949-858-1207

www.toastmasters.org

members.toastmasters.org

Printed in USA

Item 1311C

Revised 2008

Training Club Leaders . . . A Vital Function

As a coordinator for club leadership training, you have one of the most important roles in Toastmasters. The quality of a club meeting determines whether people join and stay in our organization. For a Toastmasters club, success lies in the ability to provide an environment that fosters meaningful self-development for all members. This is where officer training comes into play. Club officers must know their roles and responsibilities. The trainer's job is to explain this and make sure all officers understand why their roles are so important for the overall success of the club. By the end of the training session, the members of your audience will be familiar with the standards for this office. Your effectiveness as a trainer can make the difference between success and failure for a Toastmasters club.

Preparation is the key to a good training session. Study the training program thoroughly. Inject your own personality and experiences to create a session that is educational, enjoyable and motivational. Tips to help you prepare are provided in Part I. Part II is the training script while Part III has handouts, including an evaluation form, to distribute. Part IV contains copy for your visual aids. **This entire training program, including handouts and PowerPoint slides, is available for downloading on the Toastmasters International Web site, www.toastmasters.org.** Be sure to check the availability, condition and instructions for all electronic equipment prior to your training session. What would you do if your computer didn't work? What if you didn't know how to operate their brand of data projector? Be prepared with backup visuals, such as a flipchart, in case of technical failures. And be sure to arrange for help with any technical questions well before the event.

Table of Contents

Part I	Preparing for the Training Session	4
	Three Steps in Planning a Successful Training Program	4
	The Training Environment	5
	How to Use the Program Script	5
	Checklist for Club Officer Training	6
	Evaluation and Follow-up	7
Part II	Training Script	8
Part III	Handouts and Evaluation Form	23
Part IV	Visual Aids Copy	30

PART I: Preparing for the Training Session

Three Steps in Planning a Successful Training Program

1. Prepare the training agenda.

The information in the following script should be the core of your training session and should take about an hour to present. However, you may want to devote additional time to some subject areas or add other subjects for discussion, depending on the needs of the clubs. You should discuss your agenda with the Lt. governor education and training to ensure your program is appropriate.

2. Obtain and prepare materials.

- ▶ Prepare visuals using the master copies found in Part IV or on the Toastmasters International Web site. If a flipchart will be used instead of computer-based visuals, prepare it in advance: Write the information on every other flipchart page, using a marking pen and making sure all letters are large enough to be clearly visible to participants. Tips for effectively using visual aids are also included.
- ▶ Confirm the availability of computer equipment. If you are planning to use computer-based visual aids at the training site, you should know that providing such equipment is a locally-based decision, and not all districts have them on hand. So you may need to bring your own laptop computer and data projector. Also, some training locations may offer Internet access, so you can present the PowerPoint slides directly from the Toastmasters Web site. A better idea is to download the materials onto your computer before the event. This will protect you from annoying interruptions if your Internet access disconnects.
- ▶ Duplicate the handouts and evaluation form in Part III, along with any additional handouts you will distribute.
- ▶ Assemble reference materials. These may be available from the district, or you can order them through the Toastmasters International online catalog. Be sure to allow adequate time for shipping. If you are conducting training for a specific club officer, be sure to have a copy of the manual for that office. You'll refer to it throughout the training session.

3. Select training assistants.

You may want to have someone assist you in conducting the session (distributing handouts, etc.). Select that person in advance and explain what type of help you will need.

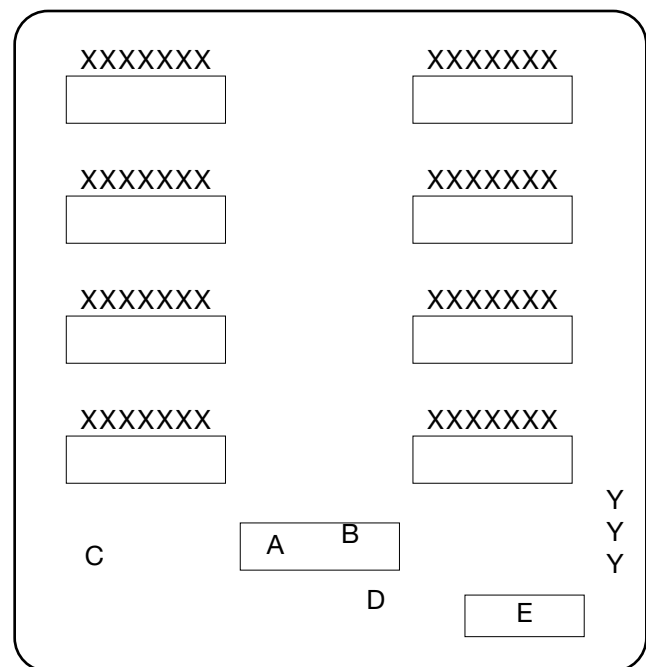
The Training Environment

A satisfactory physical environment is essential for an effective training session. In advance, arrange for your meeting room to be properly set up. You will need a room large enough to comfortably seat the attending officers. Ideally, it should have space in the back for coffee breaks as well as enough room in front to accommodate any electronic equipment and a work table for materials and supplies. Make sure you have a data projector, computer and screen if you are using computer-based visuals, and don't forget to include a spare bulb and extension cord.

The chart below illustrates an ideal physical setting for a training session.

KEY

- A** lectern and gavel
- B** projector and laptop computer
- C** flipchart
- D** screen
- E** table for materials and supplies
- X** participants
- Y** training assistants



Upon arrival, check the room temperature. A room that is too hot or too cold is distracting and uncomfortable. Finally, greet and chat with as many participants as possible before beginning the session.

How to Use the Program Script

The training script in Part II is simple to use but requires considerable preparation. Its design allows presenters the opportunity to be flexible and creative and at the same time provides structure and ensures the important elements are emphasized. Because there is a lot of information, you may not be able to cover it all during the allotted time.

Interspersed throughout the script are boxed segments, offering explanations and guidelines for conducting group exercises and other portions of the training session. In the right column are keys to visual aids and space for your own notes.

When presenting the script, do not read it. Instead, become so familiar with the topic that you can paraphrase and embellish it to suit your own presentation style. Remember, new officers may not be familiar with Toastmasters jargon and acronyms such as CC and DTM.

Keep two things in mind when preparing for your training session:

- ▶ Fit your planned discussion to the time allotted.
- ▶ Allow ample time for group discussion and participation.

Manage your time from the start by asking your group which topics are most important to them, then cover those topics first. If time remains you can address the remaining topics. This means you may have to skip around in the script instead of following it in order.

Mention at the end of the session that they can find information on many of today's topics in the Distinguished Club Program/Club Success Plan manual and point out other available resources on their "Resources List" handout.

Part III consists of handouts and an evaluation form to distribute during the session, as marked in the script. Be sure to make enough copies for everyone.

Part IV contains the basic visual aids for the program. Each is designated in the script in the right column as V #. PowerPoint visuals are available on the Toastmasters International Web site, or you can copy the text on a flipchart.

Checklist for Club Officer Training

- ___ Training assistants appointed
- ___ Projector, computer, screen, spare bulb and extension cord set up and tested
- ___ Web access confirmed, if needed
- ___ Flipchart and easel available, along with marking pens
- ___ Visual aids ready
- ___ Handouts reproduced and available
- ___ Room arranged and well-lighted
- ___ Coffee and refreshments ordered
- ___ Supplies and reference materials on hand
- ___ Notepads and pencils available for each participant

Evaluation and Follow-up

Ask the participants to fill out the evaluation form at the end of the session. Use this information in planning future training sessions.

Evaluate the trainees' use of materials. Be sure to follow up with club leaders throughout their term. Keep in mind that learning is a continuous process. Hold formal or informal review sessions as frequently as possible. If necessary, hold a make-up session for those who were unable to attend.

PART II: Presentation of the Training Session

PRESENTER: Welcome the group and present a brief opening address focusing on the importance of the club experience in the personal development of members. Your comments should be positive and motivational and should emphasize a commitment to member service in all aspects of the Toastmasters club.

Also, you should mention the length of the training, the location of the rest rooms and phones, and other relevant information.

But remember: Time is precious and must be controlled carefully throughout the session.

Charting a Course for Club Success

Most of you are club officers and you're familiar with the fundamental business of your office and the role you have in the club. But there's more to being an officer than simply fulfilling tasks and carrying out responsibilities. Each of you is a leader.

When you hear the word *LEADER*, who comes to mind?

PRESENTER: Ask participants to name leaders who come to mind. Most likely they will be political figures, members of the military, social activists, etc.

You may not be a leader of the same renown as those we've mentioned, but you *are* a leader. Even though every member of a club is responsible for its success, as club leaders you set the tone of and direction for your club during your term of office. Club members will look to you for inspiration and motivation. It's up to you club officers to work as a team and ensure the club achieves its mission, is recognized as a Distinguished Club and that members achieve their goals.

It may sound a bit overwhelming, but I assure you it isn't. We are going to talk about how you can do all of these things successfully.

Do any of you know what the mission of every Toastmasters club is?

PRESENTER: Take answers from the group and, if no one provides the actual mission statement, tell them.

CS-V #1

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

This statement is not detailed, and deliberately so. The mission statement is simply a collection of the keystone ideas on which you will build the detailed plan for your club's success. So how does a leader go about devising this comprehensive plan and setting it in motion?

First let's identify and discuss some key leadership tasks. Leaders:

- ▶ Have a vision
- ▶ Set goals
- ▶ Build and motivate a team
- ▶ Monitor progress
- ▶ Achieve

CS-V #3

What is a vision?

In this case, a vision is a mental image of what you want your club (your team) to become. But a vision isn't just a still-life illustration; you must infuse it with excitement, purpose and energy.

You should involve members in creating your vision since it will affect the whole club. You're going to need their help to achieve the vision, and they will be more willing to help if they participated in its development. By asking for your team's input, you help them to feel ownership of and responsibility for the vision.

So, what is your vision for your club? What would you like to see happen at every club meeting? Is there something you'd like to improve? Would you like to see...

- ▶ at least 20 members attend every club meeting?
- ▶ plenty of guests?
- ▶ at least two new members joining the club each month?
- ▶ members having fun at meetings?

PRESENTER: Ask participants to share what they would like to see happen in their clubs. Write responses on a flipchart. Some suggestions are: meetings begin and end on time; every member has a mentor; members earn educational awards; meeting programs are varied, educational and fun; and the club has at least 20 members.

CS-V #4

Now that you have a vision giving you and your team purpose and direction, you're ready to transform the vision into reality by setting goals.

A goal has several features. It is:

CS-V #5

- ▶ **Specific.** It states, using details, what must happen.
- ▶ **Measurable.** Results can be validated.
- ▶ **Realistic.** It is practical and achievable.
- ▶ **Time-bound.** It contains a time table for achievement.
- ▶ **Action-oriented.** It begins with the word *to*, followed by a verb.

For example, a goal may be, "To have at least 20 members by June 30," if your club now has 14 members and your vision involves maintaining a minimum membership of 20. Another goal may be, "To have weekly club meetings beginning July 1," if part of your vision entails providing more speaking opportunities for members.

PRESENTER: Referring to the visions described earlier, ask participants to turn them into specific goals to be achieved. Write responses on the flipchart. Make sure each one fulfills the five requirements for a goal.

CS-V #6

As you may have guessed from our discussion so far, leaders cannot accomplish everything themselves. You, the leaders of your club, need the help of your team—the club members.

Pinpoint the goals your club needs to achieve in order to make the vision actually happen. Be sure to involve your team in setting goals. Enthusiasm is contagious! Share your energy and zeal as you describe your ideas to the club.

Write each goal so it's easier to remember and so you can track your progress toward it more easily.

Consider what you must do to achieve the goal. Identify and resolve any foreseeable obstacles, problems or conflicts now so your team can focus on the goal.

CS-V #7

Review your team's progress toward the goal regularly. If you're on track, that's great. If you're not, find out what's holding the team back and then take action right away.

Working with your team means that you, as a leader, must focus on how you can empower others to accomplish goals—**not** on what you can accomplish by yourself. Your success depends on your ability to share power with others and let them direct their own work. Your role is to inspire and empower team members to assume more responsibility, authority and autonomy.

One sure-footed step toward inspiring your team is to let them know what benefits they will receive for achieving the goals and making the vision a reality.

PRESENTER: Referring to the visions and goals described earlier, ask participants to identify benefits which those who help will receive. For example, if a goal is to have 20 members by June 30, possible benefits to members are: more fun at club meetings, a lightened work load at club meetings since responsibilities can be shared with new members, and members learn and grow more. Write responses on the flipchart.

You've energized your team and they're committed to achieving the larger goals. Now ask each member to set personal goals related to the agreed-upon larger goals. For example, if one of the club's goals is to have 20 members by June 30, a member's personal goal may be to bring at least one guest to a meeting each month. If a club goal is to have five members earn Competent Communicator (CC) awards by June 30, challenge five members to set personal goals to achieve the award by that date. Make sure everyone, including you, has at least one personal goal. Write them down and post them at each meeting.

PRESENTER: Ask participants to share what their clubs do to encourage members to achieve educational awards.

The Member Progress Wall Chart set (Item 227B), available through Toastmasters' online store, is an excellent way to chart and post members' progress through the

Competent Communication manual, the *Advanced Communication Series*, and the *Competent Leadership* manual.

The pamphlet *A Simple Membership Building Contest*, available for download from TI's Web site, has ideas for contests and some sample tracking forms your club can customize to keep records for members bringing guests to meetings.

By focusing on the four steps we've discussed today:

- ▶ Creating a vision
- ▶ Setting goals
- ▶ Building and motivating a team
- ▶ Monitoring progress

...you'll find that achievements soon follow.

Remember that communication is crucial to any team effort. Be sure to keep club members apprised of progress. When milestones or goals are achieved, celebrate with club members. Honor those who achieve their personal goals—recognize them at club meetings and announce their achievement on the club's Web site or in its newsletter. This encourages them to set and achieve other goals, and it motivates fellow club members to achieve, too. There are other ways to motivate and recognize members and some of them will be discussed in another session on motivating achievement.

By now you realize that leaders do considerable amounts of planning, goal-setting and follow-up. In addition to the progress charts I've already mentioned, TI has another fabulous tool for you to use. It's called the Club Success Plan.

HO #1

PRESENTER: Show participants a Distinguished Club Program/
Club Success Plan booklet and point out the Club Success Plan.

CS-V #8**The plan:**

- ▶ Helps your club determine how it is going to meet 10 critical goals (more on these goals in a moment)
- ▶ Allows the club to establish additional goals of its own
- ▶ Outlines strategies for achieving goals
- ▶ Identifies resources the club may use
- ▶ Has space to write in assignments, develop a timetable and track accomplishments

For example, the activities on the portion of the plan I just gave you lists CC, AC, CL, AL and DTM awards and provides the goals for each. Attention to and achievement of each of these goals contribute to a successful, healthy Toastmasters club. Of course, the club is encouraged to set and achieve additional goals. The plan has plenty of space in which to add material. Every club should be a Distinguished Club, and every club should follow the plan that will help it achieve this goal. Clubs can begin by having officers:

CS-V #9

- ▶ Meet immediately after they are elected to study and use the Club Success Plan to set goals for their term of office and to assign responsibilities to specific individuals
- ▶ Form committees to help them accomplish goals

- ▶ Periodically review the goals and timetables to insure the plan is being followed according to schedule
- ▶ Compare the club's accomplishments to those shown on the printed reports from World Headquarters or on the reports on the Toastmasters International Web site
- ▶ Note the club's accomplishments at year-end in the appropriate column, then forward the document to incoming officers to use as a guide.

Area governors visit clubs twice annually. During these visits he or she will review your club's plan, discuss the club's progress in it and offer advice or assistance if necessary.

All of the rules, deadline dates and requirements for participating in the Distinguished Club Program (DCP) are published in *The Distinguished Club Program/Club Success Plan* manual (Item 1111). This manual, along with the club officer manuals, is mailed to all club presidents each year in late May. If your club doesn't have a copy of the DCP manual, you can download one for free from the TI Web site. Follow these links from the homepage to find it: *Member Information > Forms and Documents > Miscellaneous Educational Program Documents > Distinguished Club Program/Club Success Plan Information*.

The Distinguished Club Program is an annual program, running from July 1 through June 30. The program consists of 10 goals every club should strive to achieve during this time using the Club Success Plan as a guide. Most of the goals focus on educational achievements and membership growth. These two areas are important for several reasons.

A club measures its success in helping its members learn speaking and leadership skills by the numbers of Competent Communicator (CC), Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) and Advanced Communicator

Gold (ACG), Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) and Distinguished Toastmaster (DTM) awards issued to members.

In order to properly conduct the educational program, a club should have at least 20 members. Membership turnover is unavoidable as members move, change jobs or experience other situations that take them away from the club. A club should continually strive to bring in new members to combat this natural turnover, to provide a stronger leadership base, and to bring a flow of fresh, new ideas and personalities.

CS-V #10

World Headquarters tracks the progress of clubs toward these 10 goals throughout the year. Progress reports are:

- ▶ Sent to club presidents in October, January, April and July
- ▶ Posted twice each month on the TI Web site, www.toastmasters.org

At year-end (June 30), World Headquarters calculates the number of goals a club has achieved and recognizes it as a Distinguished Club, Select Distinguished Club or President's Distinguished Club based on the number of goals achieved and the number of members it has.

HO #2**GOALS TO ACHIEVE****CS-V #11**

Following are the 10 goals clubs should strive to achieve during the year:

1. Two CCs
2. Two more CCs

3. One ACB, ACS or ACG
4. One more ACB, ACS or ACG
5. One CL, ALB, ALS or DTM
6. One more CL, ALB, ALS or DTM
7. Four new members
8. Four more new members
9. Minimum of four club officers trained during each of two training periods
10. One dues renewal invoice and one club officer list submitted on time

I want to point out what, for example, “two more CCs” means. A club achieves Goal 1 if two of its members receive CCs during the program year. A club achieves Goal 2 if an additional two or more members receive CCs during the program year, for a minimum total of four CCs. If only three members receive CCs, the club achieves Goal 1 but not Goal 2. If five members receive CCs, the club achieves only Goal 1 and Goal 2; there is no “extra credit” for exceeding goal requirements.

Also note that Goals 9 and 10 each have two parts, and both parts must be achieved for the club to meet the goal. For example, if four or more club officers attended training during the first training period, but fewer than four attended during the second training period, the club did not achieve Goal 9.

CS-V #12

In addition to achieving the goals, clubs must meet a membership requirement. At year-end (June 30) a club must have:

- ▶ at least 20 members **or**
- ▶ a net growth of at least five new members.

A word of caution. Many clubs mistakenly believe fulfilling Goal 7 and Goal 8 (adding four new members and then four more new members) will also meet the net-five increase requirement. This isn't true. Goal 7 and Goal 8 are completely separate from the net-five increase membership requirement.

I'm going to take a few minutes now to explain how your club's membership base and net membership growth are calculated, and why you should know this information.

Your club's membership base is printed on the DCP progress report. It's calculated by World Headquarters at the beginning of the year (July 1). Here's how it's done:

CS-V #13

Membership base is determined by the number of paid members on a club's April dues report, plus any new (not transfer), dual and reinstated members added between April and June 30. Adjustments are made for members who pay their April dues late.

For example, in April 2007 a club submitted renewal dues for 17 members. In June 2007 it submitted two new member applications and dues to World Headquarters. This means, on June 30, 2007, the club had a total of 19 members – that is 17 renewals plus two new.

Now, in August 2007, the same club submits late dues for three members for the April-September dues period. These people had been members for several years, they just did not pay their dues on time. The three late-paying members are added to the club's membership base which brings the base to 22 total members. This means the club begins the 2007-08 year with 22 as its membership base.

A club's membership at the end of the year (June 30) is based on the number of paid members on its April 2008 dues renewal report, plus any new (not transfer), dual and reinstated members added between April and June 30, 2008. This is the membership-

to-date item printed on every club's DCP report. There are no adjustments to this number as there are for the membership base.

You may be wondering why you need to know this. Remember that on June 30, in addition to achieving goals, a club must have at least 20 members or a net growth of at least five new members in order to earn DCP recognition.

Just by looking at the membership-to-date number on the DCP report you can easily see that the club has 20 members.

It's not quite as obvious whether a club has achieved a net-five membership increase. But you don't have to dig very far to find the answer.

For example, what would a club's year-end membership have to be to show a net increase of five members if the membership base is 12? That's easy, right? Just add five to the base. The club would need a total of 17 members on June 30 to fulfill the net-five membership requirement.

HO #3

Let's look at a club's DCP report and analyze the club's progress using the handout I just gave you.

PRESENTER: As you make each point be sure to indicate where the information is on the handout.

This report has information for the year, up through the month of May, as you see in the heading.

The report shows that the club has achieved six of the 10 goals, including Goal 7 and Goal 8 for adding new members.

The club's membership base is 9 and the membership-to-date is 13.

Has the club met either of the membership requirements? The club's membership-to-date is only 13 so we know the club doesn't have the necessary 20 members. But what about net growth? The club might easily conclude that it has met the net growth requirement. After all, eight new members have joined the club this year – achieving Goal 7 and Goal 8 is evidence of that.

We can see that's not correct, though. Using the method we used before, we add five to the membership base of nine and that means the club would need 14 members in order to meet the net-five growth requirement.

It's important that you understand the membership requirement for the DCP because, regardless of the number of goals a club achieves, it can't earn recognition unless it has at least 20 members or a net-five membership increase by June 30.

Clubs that meet one of the membership requirements and also do the following are eligible for Toastmasters recognition at year's end:

CS-V #14

RECOGNITION EARNED

Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

If the club earns recognition as a Distinguished, Select Distinguished or President's Distinguished Club, World Headquarters will send the president an attractive ribbon for display on the club banner and a congratulatory letter. The ribbon and letter will be included with the year-end report. The club's officers also will be invited to attend the Club Leadership Luncheon held during the International Convention in August, where they will be recognized as a group for the club's achievement.

PRESENTER: Ask if anyone has questions. Refer to your Distinguished Club Program/Club Success Plan booklet as necessary.

You have been given an opportunity to make an enduring contribution to your club.

Through your work and our discussions here today you have gained the tools you need to set goals and plan a successful office term. Now you must use these tools to inspire and motivate your club members to believe in your vision, achieve the goals, and be recognized as a Distinguished Club. And I assure you your efforts will be rewarded. By following the steps we discussed today, your club will be stronger and healthier, members will be satisfied, and you'll receive recognition from Toastmasters International for your efforts. You will take pride in your work and you will learn much about leadership and working with people. You'll have fun too.

I encourage you to make the most of the opportunity you have been given. Enjoy your leadership experience!

PART III: Handouts

The following handouts may be reproduced for distribution to your training session participants. Make certain you accurately project the number of attendees so you have enough.

Feel free to revise the material to suit your own style.

CLUB SUCCESS PLAN

ACTIVITY	GOAL	STRATEGY	RESOURCES	ASSIGNMENT	TIMETABLE		ACTUAL COMPLETION
					START	COMPLETE	
(1) CC (Competent Communicator)	2	Determine which members are in a position to achieve CC status during the year. Encourage new members to complete manual projects, chart members' progress, recognize achievements. Make sure club meets weekly so members have more speaking opportunities.	Member Achievement Record (Item 1328), Member Program Progress Chart (Item 306), CC badge, CC pin	Vice president education is responsible for encouraging, tracking and recognizing educational achievements.			
(2) Additional CCs	2 or more	Same as above	Same as above	Same as above			
(3) ACs (AC Bronze, AC Silver, AC Gold)	1	Determine which member is in a position to achieve AC status during the year and list below. Provide any assistance necessary. Chart progress, recognize achievements.	Member Achievement Record (Item 1328), Advanced Member Program Progress Chart, AC application, AC badge, AC Bronze, Silver and Gold badge attachments, AC pin, AC Bronze, Silver and Gold chevrons	Same as above			
(4) Additional ACs (AC Bronze, AC Silver, AC Gold)	1	Same as above	Same as above	Same as above			

CLUB SUCCESS PLAN

ACTIVITY	GOAL	STRATEGY	RESOURCES	ASSIGNMENT	TIMETABLE		ACTUAL COMPLETION
					START	COMPLETE	
(5) CL, AL Bronze, AL Silver or DTM	1	Determine which member is in a position to achieve one of these awards during the year and list below. Provide any assistance necessary. Chart progress, recognize achievements.	Badge attachments, DTM badge, CL and AL pin tags, DTM pins, DTM medallions	Same as above			
(6) CL, AL Bronze, AL Silver or DTM	1	Same as above	Same as above	Same as above			



Distinguished Club Program

10 Goals

1. Two CCs
2. Two more CCs
3. One ACB, ACS or ACG
4. One more ACB, ACS or ACG
5. One CL, ALB, ALS or DTM
6. One more CL, ALB, ALS or DTM
7. Four new members
8. Four more new members
9. Minimum four officers trained each training period
10. One dues renewal invoice and one officer list submitted on time

Membership Requirement

At year-end a club must:

- Have at least 20 members, OR
- Have a net growth of at least five new members

Recognition

Clubs that meet the membership requirement *and do* the following earn recognition:

Achieve 5 of 10 goals

Achieve 7 of 10 goals

Achieve 9 of 10 goals

Distinguished Club

Select Distinguished Club

President's Distinguished Club

HO #3

TOASTMASTERS INTERNATIONAL DISTINGUISHED CLUB PROGRAM

July 1, 2009 through May 31, 2010

MAIL DISTRIBUTION: President in October, January, April and July

Clubs with at least 20 members OR with net growth of at least five members at June 30 which also do the following are eligible for TI recognition at year-end:

<u>GOAL</u>	<u>RECOGNITION</u>
Achieve any five of 10 goals	Distinguished Club
Achieve any seven of 10 goals	Select Distinguished Club
Achieve any nine of 10 goals	President's Distinguished Club
*Goal achieved	

DISTRICT: 99 **CLUB:** 0000

MEMBERSHIP BASE: 9

MEMBERSHIP TO DATE: 13

	<u>GOAL</u>	<u>ACTUAL</u>	<u>ACHIEVED</u>
(1) CCs	2	2	*
(2) ADDITIONAL CCs	2	0	
(3) AC	1	0	
(4) ADDITIONAL AC	1	0	
(5) CL, AL or DTM	1	1	*
(6) ADDITIONAL CL, AL or DTM	1	0	
(7) NEW MEMBERS	4	4	*
(8) ADDITIONAL NEW MEMBERS	4	4	*
(9) OFFICERS TRAINED (BOTH REQUIRED)			
JUNE - AUGUST	4	5	
and DECEMBER - FEBRUARY	4	6	*
(10) SUBMITTED ON TIME (BOTH REQUIRED)			
OCTOBER or APRIL MEMBERSHIP REPORT	1	1	
and OFFICER LIST	1	1	*

◆ ◆ ◆ ◆ ◆ ◆ **TOTAL GOALS ACHIEVED TO DATE: 6**

Monthly reports are available on TI Web site: www.toastmasters.org

HO #4

RESOURCES LIST

Charting a Course for Club Success

QUANTITY		TOTAL
_____ 1314	Patterns in Programming \$3.00	\$ _____
_____ 306	Wall Chart Set \$6.00	\$ _____
_____ 1111C	DCP Wall Chart \$2.50	\$ _____
_____ 1111	Distinguished Club Program/Club Success Plan (<i>hard copy</i>) \$1.25	\$ _____
_____ 1111	Distinguished Club Program/Club Success Plan (<i>online</i>)	\$ N/C
_____ 299	How to Be a Distinguished Club \$4.50	\$ _____
_____ 300	The Toastmasters Educational Program \$4.50	\$ _____
_____ 314	Goal Setting and Planning \$4.50	\$ _____
_____ 1620	Membership Building Contest Flier (<i>online</i>)	N/C
	Club's DCP report (<i>online</i>)	N/C

TOTAL \$ _____

CA clubs add 7.75% \$ _____

TOTAL AMOUNT \$ _____

Mail to: Toastmasters International
 P.O. Box 9052, Mission Viejo, CA 92690 USA
 or telephone 949-858-8255, Fax No. 949-858-1207

U.S. SHIPPING CHARGES

WEIGHT	STANDARD	1 DAY COURIER	2 DAY COURIER
.00 - .81	\$3.50	\$20.50	\$10.25
.82 - 2.00	\$5.00	\$26.80	\$11.65
2.01 - 3.00	\$5.75	\$29.15	\$12.85
3.01 - 4.00	\$6.10	\$31.55	\$14.20
4.01 - 5.00	\$6.50	\$33.85	\$15.60
5.01 - 6.00	\$6.60	\$36.15	\$17.05
6.01 - 7.00	\$6.75	\$38.35	\$18.55
7.01 - 8.00	\$7.00	\$40.55	\$20.10
8.01 - 9.00	\$7.25	\$42.70	\$21.75
9.01 - 10.00	\$7.50	\$44.85	\$23.30
10.01 and up	\$7.75 + .75 Each additional lb. (or portion thereof)	\$47.00 + \$2.00 each additional lb. (or portion thereof)	\$24.75 + \$1.50 each additional lb. (or portion thereof)

See current catalog for International rates.

PAYMENT MUST ACCOMPANY ORDER

___ Enclosed is my check in the amount of \$ _____ (U.S.) OR

___ Please bill against my MasterCard / VISA / AMEX / Discover (Circle one)

Credit Card No. _____ Expiration Date _____

Signature _____

Name _____

Club No. _____ Club Name _____

Address _____

City _____ State/Province _____

Country _____ Postal Code _____

E-mail _____ Phone No. _____

HO #5

Evaluation Form

Date: _____ Program Name: _____

Facilitator: _____

On a scale of one to five, five being the highest rating, please rate the course and facilitator on the following items by circling the number you find most appropriate:

- | | | | | | |
|--|---|---|---|---|---|
| 1. How relevant was this session to your job in Toastmasters? | 1 | 2 | 3 | 4 | 5 |
| 2. Rate the following: | | | | | |
| Course content | 1 | 2 | 3 | 4 | 5 |
| Course material | 1 | 2 | 3 | 4 | 5 |
| Facilitator | 1 | 2 | 3 | 4 | 5 |
| Activities/exercises | 1 | 2 | 3 | 4 | 5 |
| 3. Were the objectives clearly stated? | 1 | 2 | 3 | 4 | 5 |
| 4. How was the lesson plan organized? | 1 | 2 | 3 | 4 | 5 |
| 5. Did the instructional methods clearly illustrate the instructor's plan? | 1 | 2 | 3 | 4 | 5 |
| 6. To what extent did the visual aids add to your understanding of the presentation? | 1 | 2 | 3 | 4 | 5 |
| 7. How were the meeting facilities? | 1 | 2 | 3 | 4 | 5 |
| 8. What are two things you learned that will make you a more effective club officer? | | | | | |

Additional Comments:

PART IV: Visual Aids Copy

Materials on the following pages are designed specifically for you, the presenter, to use in conducting the training session. To use them as PowerPoint slides, you will need a laptop computer, data projector and screen, and you can download the slides from the TI Web site. Or you can reproduce them as transparencies for use on an overhead projector, or handwrite them on a flipchart.

In the right-hand column of the script are keys for visual aids. Their placement indicates the points at which they should be displayed. Each is numbered. For example, CS-V #1 stands for “the first visual.” You also may use the right-hand margin for making notes.

Tips

1. Show the visual aid only while you are talking about it. If you’re using PowerPoint, click on the next slide when you are ready to discuss it.
2. Be sure everyone in the audience can see the visuals clearly. Visibility to the people at the rear of the room is your guide.
3. Talk to the audience, not to the visual. Maintain eye contact even when your listeners are looking at the visual. This will help you judge their understanding.
4. If you’re considering supplementing the available slides, don’t overdo it. You need not illustrate every point in the speech.
5. Rehearse. Nothing is more important than adequate preparation. Know how and when you will use the visual, and practice so you will make a smooth presentation. Anticipate all possible problems, especially when electronic equipment is involved.
6. Remember...be as professional as possible.