



TOASTMASTERS INTERNATIONAL®

# Tips

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*A bimonthly  
publication to club,  
area and  
district officers  
for circulation  
to members*

## Submit Your CTM Award Application ONLINE!

**W**e've updated our online CTM Award submission process. Club officers now can just log into the **Club Business** section of the TI Web site (password required), access the CTM Award Application link and fill in the required information. Confirmation will be instantly sent and will speed up processing of the application!

## Check Your DCP Report

**H**ow close is your club to achieving its goals in the Distinguished Club Program? You can review your club's progress on the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org). Updates are posted around the 11th of each month. Pay careful attention to club officer training statistics for the December-February training period. Contact your district officers if you believe there are errors in the information on the report. Districts *must* submit corrections to WHQ by May 31.

Please share this report with the entire club. If your club has misplaced its Distinguished Club Program/Club Success Plan booklet (Catalog No. 1111), you can find it on the Web site as well.

## 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 place your order, call the Orders Department at WHQ or order online through the Web site.

## Talk up Toastmasters!

**FEBRUARY 1 – MARCH 31**

**D**o Toastmasters like to talk? During the new Talk up Toastmasters! membership contest, encourage your club's members to invite as many guests to your club's meetings as possible. Consider conducting a special guest meeting – where you can conduct a regular meeting, but also specifically discuss the benefits Toastmasters members receive as they participate in the program. Add five new members to your roster between February 1 and March 31, and receive a special Talk up Toastmasters! ribbon to display on your club's banner.

## Things Happening On The TI Web Site

### You Can:

- ✓ **UPDATED** – Submit CTM Award Applications
- ✓ 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 "Find a Club" search tool

### Board Meeting at World Headquarters

Toastmasters International's Board Meeting will be held February 19, 2005, at 2 p.m.

All members are invited to attend and see your Board of Directors in action.

# Turn Contest Complaints into Kudos

Do your club's members complain that the best speakers aren't selected as the winners in speech contests? Do you wish your contest judges were more knowledgeable?

## Show Your Toastmasters Style!

Be sure to see what's available in our Online Store!

- ▶ Dress shirts
- ▶ Sweatshirts
- ▶ Manuals
- ▶ Ribbons
- ▶ Trophies & Plaques
- ▶ T-shirts
- ▶ Meeting supplies
- ▶ Coffee Mugs
- ▶ Briefcases
- ▶ Gift Certificates for \$5, \$10 and \$25.
- ▶ And much, much more.

[www.toastmasters.org/store](http://www.toastmasters.org/store)

You can help your club's contests be the best possible by conducting Toastmasters International's Speech Contest Judges Training Program. The program offers practical tips for selecting a winner and addresses judging pitfalls that can stifle objectivity.

Conduct the program during a club meeting to help your judges be the best possible.

Turn those contest complaints into kudos. To order your program visit the Toastmasters International Web site at [www.toastmasters.org](http://www.toastmasters.org) and click on "Online store."

## 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)

## 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.

# Tax Deductions for U.S. Toastmasters

Every year, Toastmasters members in the United States ask: "Are my Toastmasters dues and expenses tax deductible?" We'll attempt to answer that question in accordance with current legislation.

Generally, two classifications cover club dues and other membership expenses, which may or may not be deductible if you itemize your deductions on your tax return.

## A. CHARITABLE CONTRIBUTIONS

Toastmasters International is a nonprofit organization under Section 501(c) (3), so some items may be deductible as charitable contributions. Deductions for charitable contributions may not exceed 50% of a member's adjusted gross income.

**Category 1:** If you give your club a check as a gift (and for no other reason), it is deductible as a charitable contribution.

**Category 2:** If you're a duly-appointed delegate representing your club at the international convention, and you attend all meetings as the delegate and report back to your club, many of your out-of-pocket expenses are deductible as charitable contributions. However, your club cannot have reimbursed you and no significant element of personal pleasure or recreation can have been involved.

## B. EDUCATIONAL/BUSINESS EXPENSE

Because the organization is educational, some expenditures may be deductible as educational expenses, provided they can be considered ordinary and necessary in your trade, business or profession.

**Category 3:** Your income-producing activity may require the skills you develop in Toastmasters. The expense may be an ordinary, necessary expense for education and:

- a. meet the express requirements of your employer for keeping your salary, status or employment, or
- b. maintain or improve skills required to perform the duties of your present employment, trade or business.

This third category could include a commissioned salesperson, a supervisor or manager, a lawyer or instructor, but would not include work where effective public speaking is not a prerequisite.

There are now limits on the amounts that are tax deductible as ordinary and necessary business expenses. Only 50% of the cost of meals is deductible. Also, all educational/business expenses (including 50% of the cost

of meals) are deductible only to the extent that they exceed 2% of adjusted gross income. These expenses are no longer allowed as income adjustments; they may be taken only as miscellaneous itemized deductions. Two things to keep in mind:

1. Any items for which you are reimbursed aren't deductible unless the reimbursement is included in income.
2. Records must be kept to substantiate the amounts deducted and to show that you actually attended sessions and workshops of the meetings and conventions.

If you have any questions, please contact Jane McPherson, Controller, at [jmcperson@toastmasters.org](mailto:jmcperson@toastmasters.org).

Below are some typical expenses and answers about their tax deductibility under each category:

<b>EXPENDITURES</b>	<b>CATEGORY 1</b>	<b>CATEGORY 2</b>	<b>CATEGORY 3</b>
<b>Club Dues</b>	No	No	Yes
<b>Club Meetings:</b>			
Luncheons	No	No	No
Registration Costs	No	No	Yes
Mileage from work to meeting			
At .375 per mile (effective 1/1/04)	No	No	Yes
Parking at meetings	No	No	Yes
Flat tire fix	No	No	No
<b>Regional Conference:</b>			
Registration/Meals	No	Yes	Yes
Other meals	No	Yes	Yes
Room	No	Yes	Yes
Mileage to and from conference:			
At .14 per mile	No	Yes	No
At .375 per mile (effective 1/1/04)	No	No	Yes
100 miles, site-seeing	No	No	No
Golf, tennis, etc.	No	No	No
<b>Purchased Parliamentary law book and gave to club:</b>	Yes	Yes	No
<b>Toastmasters International Convention:</b>			
Taxi to Airport	No	Yes	Yes
Air fare	No	Yes	Yes
Registration	No	Yes	Yes
Meals	No	Yes	Yes
Hotel Room	No	Yes	Yes
Tips	No	Yes	Yes
Telephone home	No	No	No
Night Club Entertainment	No	No	No
Tour of convention city	No	No	No