



TOASTMASTERS INTERNATIONAL®

Tips

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

Is Your Club a Hidden Treasure?

When was the last time your club reviewed its listing in the “Find a Club” section of the TI Web site? Every week, thousands of prospective members actively search for a Toastmasters club that is just right for them. Make your club easy to find! Visit the TI Web site and verify your club's meeting information. To update your club's data, follow the “club business” link from the Home page, log in using your club's password, then make your changes: www.toastmasters.org > **Club Business**. Your club's updated meeting time and location will appear in the “Find a Club” section of the site the next business day.

Help your club get discovered – verify its meeting time and location online today!

Talk Up Toastmasters!

February 1 – March 31

It's that time of year again – time to Talk Up Toastmasters! During this membership-building contest, encourage your club's members to invite as many guests as possible to your club's meetings. Consider conducting a special guest meeting – where during a regular meeting, you could also specifically discuss the benefits Toastmasters members receive as they participate. Perhaps invite and include other members' testimonials.

Add five new, dual or reinstated members to your club between February 1 and March 31 and receive a special Talk Up Toastmasters ribbon to display on your club's banner. In addition, your club will be eligible to select one item from *The Successful Club Series*, *The Better Speaker Series*, or *The Leadership Excellence Series*, free of charge. Start thinking today of who will benefit from the Toastmasters experience and invite them to your meeting. You never know: You could help change their lives!

Stock Up on Contest Supplies

Rules for the International Speech Contest are posted on TI's Web site. However, all other contest supplies and rules for other contests must be purchased from TI. So be sure to check your club's contest supplies and confirm you have enough rulebooks, speech contest manuals, judges guides and ballots, timing forms, certificates of eligibility and originality, and other materials for the club contest season. To order supplies, visit the online store at www.toastmasters.org > **Online Store**.

Remember, contest materials are copyrighted and may not be photocopied or otherwise reproduced. Nor may they be posted on Web sites.

Featured Product

Want to spice up your Table Topics? For only \$7.50, you can add an interesting twist with TableTalk (Catalog No. 1318). Each of the 48 cards in this deck presents an interesting general fact, then pops a great Table Topics question. TableTalk offers a fun way to get members to participate in a non-threatening manner as well as break up the monotony of the usual Table Topics routine.

To order, please visit TI's online store at www.toastmasters.org > **Online Store**, e-mail supplyorders@toastmasters.org, or call Member Services at (949) 858-8255.

What Your Club Can Do on the TI Web site

- ✓ Update the club's bylaws
- ✓ Submit education awards
- ✓ Add/update club officers
- ✓ Pay dues renewals
- ✓ Add new members
- ✓ Update club meeting time/place information
- ✓ Check DCP progress
- ✓ Order supplies and recognition items via the store

Go to Training!

Your district is conducting training for club officers between December 1 and February 28. Are your club's officers planning to attend?

If your club elects officers semiannually, this training allows newly-elected officers 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. If your club elects annually, this second training gives club officers the opportunity to discuss any problems, get advice from district officers and network with officers of other clubs.

Encourage your officers to attend training soon. Visit your district's Web site for training dates and locations. www.toastmasters.org > **Information for Members > District Web Sites.**

Read the Rules – They've Changed!

Rules for the 2007 International Speech Contest are posted on the TI Web site. Please visit www.toastmasters.org > **Get Forms & Docs > Miscellaneous Educational Program Documents > International Speech Contest Rules.** This year's rules do contain changes, so be sure to read them carefully. Also, make sure all contest officials and contestants follow the rules as your club conducts its contest. Following the rules ensures a fair and enjoyable contest. Pay special attention to eligibility requirements, and double-check that your contestants meet them. Too often disqualifications occur at division and district levels because eligibility requirements are not met. Don't let this happen to your contestants!

QUICK DIRECTORY

- ▶ *Questions about how to start a new club?*
newclubs@toastmasters.org
- ▶ *Need to change your mailing or e-mail address?*
addresschanges@toastmasters.org
- ▶ *Need help related to your club's officers?*
clubofficers@toastmasters.org
- ▶ *Have questions about an award application?*
educationawards@toastmasters.org
- ▶ *Need your password to access the online processes?*
lostpassword@toastmasters.org
- ▶ *Have a membership-related problem or missing your magazine?*
membership@toastmasters.org
- ▶ *Questions about dues renewals?*
renewals@toastmasters.org
- ▶ *Need some help with your club's statement?*
statements@toastmasters.org
- ▶ *Want to submit club bylaw amendments or questions?*
clubbylaws@toastmasters.org
- ▶ *Want to place an order?*
supplyorders@toastmasters.org

Still not sure? Visit the Contact Us section of the TI Web site or e-mail tminfo@toastmasters.org.

Check Your DCP Report

Do you know how close your club is to achieving its Distinguished Club Program goals?

You can review your club's progress on the TI Web site. Please visit www.toastmasters.org > **Club DCP Reports > Launch Reports.** Updates are posted weekly. Pay careful attention to the club officer training statistics for the December-February training period. Contact your district's Lt. governor education and training right away if you believe there are errors in the report. Districts must record club officer training corrections by May 31. Please share this report with your club.

If your club has misplaced its Distinguished Club Program/Club Success Plan booklet (Catalog No. 1111), you can find it on the TI Web site at www.toastmasters.org > **Get Forms & Docs > Miscellaneous Educational Program Documents.**

2007 Catalog

It's coming! Watch for the 2007 Catalog in January. You'll find some exciting new products along with lots of familiar favorites. From our leadership programs and communication manuals to our great new apparel, you're sure to Find Confidence Within.