



TOASTMASTERS INTERNATIONAL®

Tips

949.858.8255 • FAX 949.858.1207

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

Renewal Notice Alert... Pay Your Dues Online!

The Dues Renewal Invoice for the April 1, 2006, through September 30, 2006, period is being mailed to club presidents of record the last week in February.

Help expedite the processing of your club's renewals and take advantage of paying your renewals online using a credit or check/debit card. Not only will your club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club has a password in order to enter into the secure part of the Web site which will be printed on the dues renewal invoice. WHQ accepts MasterCard, VISA, AMEX and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

Here are some helpful hints:

- ▶ **Submit your dues by one method only!** Submitting duplicates slows down the process. Clubs paying by check must mail their renewals to WHQ. The renewal is not counted as being here until the invoice and check are at WHQ.
- ▶ **Do not e-mail your renewal to WHQ.** It is not secure to submit credit card information via e-mail. Online, FAX and mail submissions are secure.
- ▶ **DO NOT submit your dues renewal invoice/list of members and payment separately.** Include complete information together. WHQ processes more than 10,000 submissions and it is difficult to match up submissions when items are tendered separately. It also delays the processing of the renewal.
- ▶ **Renewals are due April 1, 2006.** In order to receive on-time credit in the Distinguished Club Program, renewals must be received at WHQ by 5 p.m. Pacific Time, April 10, 2006.

If your club has any questions please e-mail renewals@toastmasters.org or call Member Services at 949-858-8255.

Add Members With Speechcraft

If your club needs to build membership, look no further! Speechcraft is designed to teach non-Toastmasters public speaking skills. Experienced club members present the fundamentals of public speaking during four, six or eight sessions, usually during club meetings. Speechcraft participants are prospective members who will most likely join after they see the benefits of the Toastmasters program, so conducting a terrific program is important. The Speechcraft Starter Kit (Catalog No. 205) is available for \$20 plus postage. It contains all you need to conduct a program. Contact the Orders Department (**supplyorders@toastmasters.org**) or visit **www.toastmasters.org/store** to purchase your copy.

Build Membership and Beat the Clock

Need a way to get your club's members focused on membership building? The Beat the Clock! program is just what you're looking for.

Add five new, dual or reinstated members to your club between May 1 and June 30, and you will receive a special Beat the Clock! ribbon to display on your club's banner, and your club can choose one item from *The Better Speakers Series*, *The Leadership Excellence Series* or *The Successful Club Series*. These seven- to 15-minute modules focus on speaking, leadership and club success, with topics such as: Take the Terror Out of a Talk, Building a Team and Evaluate to Motivate. Visit the Information for Members section at **www.toastmasters.org** and click Membership Building Resources to see the membership program flier for complete details.

Don't let time run out! We encourage you to Beat the Clock!

The International Proxies Are Coming

On March 31, proxies for the regional conferences and the Annual Business Meeting at the International Convention will be sent to club presidents of record. The proxy mailing is being sent in a blue envelope with "IMPORTANT PROXY INFORMATION" printed on the front of the envelope. Keep an eye out for this important mailing. These proxies are needed in order for your club to cast its votes to nominate international director candidates at the regional conferences and to elect the international officers and directors at the Annual Business Meeting.

If your club is sending a delegate to these meetings, complete the appropriate proxy and send it to the meeting with your delegate. If you aren't sending a representative, complete the appropriate proxy and mail it to your district governor, whose name and address appears on the reverse side of the proxy.

If your club doesn't receive the proxy by the end of April, please check with your previous club president, who may still be listed as president in your club's records at WHQ.

If the proxies do not arrive or are lost, each club or a district officer may request a duplicate proxy. Only one duplicate proxy will be provided for each club, so it is important that up-to-date and correct club president name and address information accompany the request. Proxies will be sent to the club president only; they cannot be sent to district officers or members of other clubs. Only the actual form, properly filled out and provided to the credentials desk at both of the meetings, will be honored; photo copies or facsimiles will not be honored.

Should you require a duplicate proxy, please e-mail your request to duplicateproxies@toastmasters.org. Include the club/district number and the name and address of the club president. Duplicate proxy requests will be honored beginning April 24.

Your vote is important! It is your club's right and duty to cast its votes. We hope to see all clubs represented this year.

Tax Information for U.S. Clubs

Did your club receive Form 990 – Return of Organization Exempt from Income Tax – from the IRS? If not, don't worry about it.

But if the IRS sends your club this form, they have requested that the club reply even if it is not required to file a return.

IRS instructions for completing the form:

If the club received a Form 990 Package with a preaddressed label:

- ▶ Attach the label to the name and address space on the return. See the Specific Instructions for Item C of Form 990 or Form 990-EZ.
- ▶ Check box K in the heading of the Form 990 or Form 990-EZ, to indicate that the club's gross receipts are normally not more than \$25,000;
- ▶ Sign the return; and
- ▶ Send it to the Ogden Service Center. See General Instruction H.

The club does not have to complete Parts I through X of the form 990. or Parts I through V of the Form 990-EZ.

This will help the IRS update their records and they should not have to contact the club in the future to ask why no return was filed.

Hold Club Elections in May

In May, all clubs must elect annual officers serving from July 1, 2006, through June 30, 2007, or semiannual officers serving from July 1, 2006, through December 31, 2006. Semi-annual terms are an option available only to clubs that meet weekly.

Before March 31: Appoint a nominating committee (see club constitution at <http://www.toastmasters.org/pdfs/210c.pdf>). The committee should be chaired by the immediate past president or most recent past president available.

Last meeting in April: Nominating committee reports to the club.

First meeting in May: The nominating committee report is presented to the club. If the nominating committee has no report at the last meeting in April, postpone the election until one week after the meeting at which the report is given.

Call for nominations from the floor. Nominations and elections begin with the president and proceed in descending order.

Remember: A quorum (51 percent of active members) is needed to conduct business (including electing officers). Proxies or absentee ballots are not allowed at the club level. Members must be active and present to vote.

Don't forget to fill out a club and officer information form online immediately following your election so the correct officers will receive every important mailing. Go to www.toastmasters.org. The link is in the "Club Business" section on the home page.

Or your club may submit the club and officer information form by mail or fax, instead.

Washington, D.C.: A Capital Adventure!

Don't miss the 75th Annual Toastmasters International Convention, August 23-26, at the Hilton Washington in Washington, D.C.

Enjoy a varied educational program presented in four tracks covering: Communication, Skill Building, Leadership, and Club and District Success. Mix, match and explore any of these tracks tailored to satisfy your educational interests.

Hear professional speaker, Mark Sanborn deliver the keynote address at the Opening Ceremonies on Wednesday, August 23 at 7 pm.

Fun Night promises to be spectacular! Join other Toastmasters on a Monuments by Moonlight tour of Washington, D.C. Expert tour guides will visit the city's popular monuments and memorials and share secrets of this capital city that very few people know about. Prior to the tour, socialize with other Toastmasters for light snacks and beverages.

Spousal tours are back by popular demand. On Thursday afternoon, August 24, spouses and guests can tour the Smithsonian Museums. Pick and choose or see all four museums. This tour visits the National Gallery of Art, the Museum of Natural History, the Air and Space Museum and the Museum of American History. The tour promises to point out interesting facts about some of the historic monuments and buildings you will see along the way.

On Friday morning, August 25, spouses and guests can enjoy a full day at America's most visited historic house, Mount Vernon. A guided tour will share the rich history and significant historical events that took place at this beautiful mansion situated on the Potomac River. Spouses and guests will tour the mansion, the estate's outbuildings and the beautiful gardens that have been meticulously groomed for decades. A boxed lunch and beverages will be provided on this tour.

Witness the excitement of the International Speech Contest on Saturday, August 26. See and hear ten finalists compete for the coveted title, World Champion of Public Speaking.

Beginning in April, visit our Web site, www.toastmasters.org, and register online for the International Convention. Or mail your convention registration form to WHQ. Registration forms will be published in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Washington, D.C.!

Things Happening On The TI Web Site

We're continually working hard to ensure the Web site works for you and your club. Here's a list of what you can do:

- ✓ Access your club's membership roster
- ✓ Updated CTM, ATM-B, CL and ATM-S Award Application processes (ATM-G coming soon!)
- ✓ Pay Dues Renewals
- ✓ Add New Members
- ✓ Add/Update Club Officers
- ✓ Check the DCP Report
- ✓ Order Supplies and Gifts Through the Online Store

How Healthy is Your Club's Membership?

In order for a club to function at its best, it should have 20 members who actively participate. Is your club having trouble making that happen? If so, visit the Membership Building Resources page on the TI Web site.

Reminder! Club Funds on Account

Due to changes in how Toastmasters International staff record and process financial transactions, TI can no longer accept "funds on account" exceeding the transaction amount.

TI's computer/maintenance system works optimally when charges and credits occur simultaneously. Transactions using club credit must be processed manually. This not only delays processing but also increases the risk for errors.

If you have questions, you can e-mail statements@toastmasters.org.

Exciting Changes are Coming Soon!

As announced in the November 2005 magazine, Toastmasters International is making some exciting changes in our educational system and award designations. To strengthen its leadership training and to make all educational designations in the communication and leadership tracks clearer and more meaningful, we are adding leadership award programs and renaming educational awards to distinguish between speech programs and leadership programs.

Beginning July 1, 2006, members will see the following improvements in the educational program:

- ▶ **A new leadership award.** Members completing the new *Competent Leadership* manual, which debuted in January, will receive the new Competent Leader award.
- ▶ **New titles for existing leadership awards.** The current Competent Leader award will become the Advanced Leader Bronze award. The current Advanced Leader award will become the Advanced Leader Silver award. The requirements for the Advanced Leader Bronze award include completion of the *Competent Leadership* manual. Because requirements for the award are changing, there will be a two year "grace period" for those working toward the current Competent Leader award. This means World Headquarters will continue to issue Competent Leader awards under the current requirements through June 30, 2008. Beginning July 1, 2008, all members will have to meet the new requirements. Those who have already earned the Competent Leader award under the current requirements and who apply for the Advanced Leader award after June 30, 2006, will receive the new Advanced Leader Silver certificate.
- ▶ **New titles for the Communication and Leadership Program and Advanced Communication and Leadership Program manuals.** At their next reprinting, the *Communication and Leadership Program* manual will be titled the *Competent Communication* manual and the Advanced Communication and Leadership Program manuals will become the Advanced Communication manuals.
- ▶ **New titles for the communication track awards.** The Competent Toastmaster (CTM) award, given to those completing the *Communication and Leadership Program* manual, becomes the Competent Communicator (CC) award. The Advanced Toastmaster Bronze, Advanced Toastmaster Silver and Advanced Toastmaster Gold awards become the Advanced Communicator Bronze, Advanced Communicator Silver and Advanced Communicator Gold awards respectively, with no changes to award requirements. Members applying for any of the current awards will receive certificates reflecting the new award names.
- ▶ **A change in the Distinguished Toastmaster award requirements.** To be eligible for the DTM award, a member must have received the Advanced Communicator Gold (or current Advanced Toastmaster Gold) and the Advanced Leader Silver (or current Advanced Leader) awards.

For more information about the changes, visit the Toastmasters International Web site, www.toastmasters.org.

One Is All We Need

In the era of Web forms, e-mail attachments and faxes, we often receive duplicate and triplicate copies of forms and documents.

When you send documents to WHQ, please use only **ONE** method of transmission. Multiple submissions make processing complicated and will often cause problems with records and results.

For example:

- ▶ If you fax a membership application to WHQ, don't mail that application.
- ▶ If you submit an officer list online, don't send the information via e-mail, mail or fax.
- ▶ When using online services, be sure to hit the submit button only once. Pressing more than once can result in your credit card being charged twice and the information being sent more than once which slows down processing time.

Avoid the risks involved in sending items at the last minute to fulfill deadline requirements. Submit your club's documents right away!