



TOASTMASTERS INTERNATIONAL®

Tips

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

Month-End Closing Dates and How They Affect Your Club

All online submittals (new members, renewals and educational awards) are processed and counted toward recognition in the month received.

However, Toastmasters International's month-end closing dates for items mailed or faxed are not always the last calendar day of the month (see calendar of closing dates below). These select closing dates allow WHQ to process submittals and ensure recognition and progress reports are compiled and generated within the first few days of the following month.

For example, if you add a new member online on January 30, your new member is processed automatically and this new member will appear in the first February progress reports. On the other hand, if you submit a new member by fax or mail and it is received on January 30, that member is processed for February and will appear on the mid-month February progress reports.

2006

May	-	May 26 (Friday)
June	-	June - Postmarked June 30 (Friday)/Received July 7 (Friday)
July	-	July 27 (Thursday)
August	-	August 25 (Friday)
September	-	September 30 (Saturday)
October	-	October 27 (Friday)
November	-	November 28 (Tuesday)
December	-	December 19 (Tuesday)

Check Your Training Stats

Check your club's Distinguished Club Program report on the TI Web site, www.toastmasters.org, paying close attention to club officer training data. Does it accurately reflect the number of officers from your club who attended training during the December-February period? If you believe there are errors in the information on the report, contact your district officers. Districts have until May 31 to submit corrections to World Headquarters. World Headquarters cannot accept training corrections directly from your club.

DCP reports are updated twice monthly on the Web site. Please share these reports with the entire club so members can see the club's progress in the program. Remember, the 2005-06 program ends June 30, 2006. How close is your club to being a Distinguished Club?

June 30th Deadline Is Fast Approaching!

An important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2005-2006 Distinguished District, Division, Area and Club Programs.

Items pertaining to club charters, dues renewals, membership applications and education award applications must be postmarked on or before **June 30, 2006**, and received at WHQ no later than July 7, 2006. Items submitted online or by e-mail must be received at WHQ on June 30, 2006, by 11:59 p.m. PT, while faxed documents must be received at WHQ by June 30, 2006, by 5:00 p.m. PT.

WHQ accepts dues renewals, new member applications and educational award applications through the Toastmasters International Web site, www.toastmasters.org.

Although WHQ accepts fax and e-mail submissions, it is the sender's responsibility to ensure the submission was successfully received by WHQ. Please do not send duplicate copies of these documents to WHQ: choose only one method of submission. Thank you!

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 your club will receive a handsome ribbon for display on the club's banner. The club also can choose one item from *The Better Speaker Series* or *The Successful Club Series* or *The Leadership Excellence Series*. These seven-to-15-minute modules focus on speaking and club success, with topics such as: "Take the Terror Out of a Talk"; "Evaluate to Motivate"; and "Impromptu Speaking." See the membership programs flier on the TI Web site for complete details. Time is running out! We encourage you to Beat the Clock!

Cast Your Club's Vote

On March 31, proxies for the regional conferences and the Annual Business Meeting were sent to the member listed as your club's president. We hope your club had the opportunity to review the memorandum that accompanied the proxies. We encourage you to send a representative to the regional conference and the Annual Business Meeting to cast your club's vote.

If your club will be sending a delegate to either of the meetings, complete the proper proxy and send it to the meeting with your delegate. **PLEASE NOTE: THE ACTUAL PROXY/CREDENTIAL FORM MUST BE BROUGHT TO THE MEETING TO BE EXCHANGED FOR BALLOTS. COPIES OR FACSIMILES ARE NOT VALID.**

If you aren't sending a club representative, complete the proper proxy and mail it to your district governor, whose name and address appear on the reverse side of the proxy.

If you have questions about proxies or your proxies have been lost or misplaced, please send an e-mail to duplicateproxies@toastmasters.org. Include the club number and your current president's name and address. Only one duplicate proxy can be provided to each club, so be sure the mailing information provided is correct. Duplicate proxies are mailed to the club president; they cannot be mailed to a district officer.

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

Encourage Excellence

Training often makes the difference between a good club and an excellent club. Encourage your club's newly elected officers to attend the training your district will be conducting sometime between June 1 and August 31. The training offers practical, "how-to" information that will help new officers be more effective. Officers also have the opportunity to talk with officers from other clubs and share ideas and experiences. For information about training dates and times, contact your district's lt. governor education and training.

Want a Better Web Site? Use FreeToastHost.org!

A professional-looking Web site is important for promoting your club and attracting new members. To help clubs with this, Toastmasters International has arranged for a free Web-hosting service for all Toastmasters. You don't need to be an experienced Webmaster to take advantage of this program: In only one hour, any club member with basic Internet experience can create a great Web site that's customized for your club!

FreeToastHost.org is more than a free hosting solution; it is a pre-designed Web site with many templates (colors and designs) to choose from. It offers a suite of online tools and applications specifically created to help clubs and districts achieve a consistent look and feel on their Web pages – a professional site that adheres to Toastmasters International's branding guidelines.

Moreover, **FreeToastHost.org** offers a collection of online tools and applications created to help clubs increase membership, retain current members and streamline many of the club's administrative activities, such as scheduling, communication, document sharing, education, motivation and member management.

Refer to the article on page 28 in the April issue of *The Toastmaster* for more details about **FreeToastHost.org**. Be sure your club takes advantage of this contemporary tool to increase membership, have more satisfied members and a more efficient club!

Save Time – Go Online!

You can:

- ▶ Register for the 2006 International Convention in Washington, D.C.
- ▶ Pay dues renewals
- ▶ Add new members
- ▶ View membership roster
- ▶ Submit award applications
- ▶ Add/update club officers and update club information
- ▶ Update club bylaws
- ▶ Find a club near you

New Recognition System Debuts July 1

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.

Please remind your club's members about the changes. For more information about them, visit the Toastmasters International Web site, www.toastmasters.org.

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 p.m.

Attend the Golden Gavel Luncheon where this year's recipient is leadership expert, speaker and author Jim Kouzes.

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

Membership Mailing Lists Usage and Policy

TI does not sell its membership list (address, phone numbers, e-mail addresses) to anyone for solicitation purposes. The contact information provided to Toastmasters by members is used only for Toastmasters-related business. Districts and clubs are urged to protect this personal information by not providing it to anyone outside the Toastmasters organization. Also, Toastmasters members may not use the mailing list for personal use to solicit non-Toastmasters business. This is a violation of TI policy and could subject the member to disciplinary action.

On occasion, members receive non-Toastmasters solicitations with their name and the words "Toastmasters International" under their name in the address line. Our database does not contain the words "Toastmasters International" in it. These mailings are not Toastmasters sanctioned.

To view the complete policy on this issue, go to www.toastmasters.org > **Information for Members** > **TI's Policies and Procedures** > **A 19 Membership and Mailing Lists**.

Protect the Toastmasters Name and Logo

The main asset of all successful companies is their distinction from their competitors. Just as Nike and Pepsi, for example, carefully guard their copyrights and trademarks, so does Toastmasters International. Unauthorized or inappropriate use of Toastmasters International's name and logo could lead to the loss of TI's right to use these trademarks. Should this happen, this organization would cease to exist. Therefore, the names "Toastmasters International," "Toastmasters" and the TI logo are trademark-protected in all countries where Toastmasters clubs exist.

Districts and clubs may use the organization's name and logo for most purposes directly related to and focused on the club and district missions. So, for example, appropriate uses of TI trademarks include promotional purposes, such as on stationery, business cards, newsletters, Web pages, program covers, agendas and similar items sanctioned by the club or district. There are two main criteria for using the TI trademarks, however:

- ▶ The Toastmasters logo and name cannot be altered in any way or included as part of another graphic. For example, it's fine to place the logo on a district's letterhead above the district's name. But it's not permissible to include it as part of a drawing or another graphic. Similarly, districts or clubs cannot animate the logo on their Web pages.
- ▶ The names "Toastmasters International" and "Toastmasters" as well as the logo cannot be printed engraved or placed on any other items (such as badges, trophies, clothing, plaques, certificates, coffee mugs) without advance written approval from WHQ. Any such use is a violation of trademark law and TI policy. For example, a logo removed from a name badge purchased from WHQ cannot be placed on a trophy or other item purchased locally as this use of the TI logo has not been licensed.

Permission to use our trademarks has not been granted to any outside vendors. Please notify WHQ of any unauthorized uses.

Permission is sometimes granted for use of the TI name or logo for special club or district occasions. However, this permission is granted on a one-time basis and must be secured in writing from WHQ. For questions, contact Roma Lamb at **rlamb@toastmasters.org**

Thank you for helping to protect our organization's identity!

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