



TOASTMASTERS INTERNATIONAL®

# Tips

949.858.8255 • FAX 949.858.1207

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

## Member Numbers Reach Seven Digits

Recently, Toastmasters International issued member number 1,000,000 to Michael Wilson of Moorabbin Saints Toastmasters Club, club number 6760 in Moorabbin, Australia. While this does not mean that we have reached the million-member milestone – member numbers are assigned to clubs, districts and other entities as well as individual members – it is cause for reflection on the magnitude and success of the organization.

Do you know your member number? It's easy to find; look at the mailing label on your copy of the *Toastmaster* magazine. The member number is located at the top of the address label, above your name. It's a good idea to include this member number in any correspondence with Toastmasters World Headquarters, as it allows us to easily identify you and distinguish you from other members who may have similar names.

## Everyone is Talking... About the International Convention!

Come to Phoenix, Arizona, August 15-18, 2007, and enjoy the fun and fellowship at the J.W. Marriott Desert Ridge Resort and Spa.

**Discover** what everyone is talking about!

**Listen** to great speakers!

**Learn** from the best!

**Understand** what makes this organization great!

If you haven't yet attended a Toastmasters International Convention, you don't know what you are missing. It's an important part of the Toastmasters adventure! Let this be the year when you become a first-timer. **Plan to come to Phoenix, Arizona, on August 15-18.** You won't be disappointed!

**Inside the luxurious J.W. Marriott hotel** awaits educational opportunities, entertainment, world class speech contests, great restaurants... and best of all, nearly 1,500 Toastmasters who've traveled from near and far to do what they do best: Talk! And they want to meet *you!*

**If you've already attended one or more International Conventions**, you know what to expect: a reunion with friends and fellow Toastmasters who share a common interest in self-improvement. This year, a great lineup of speakers will help you become a better speaker and leader. They will offer tips on how to attract new members to your club via publicity and marketing. They will teach you about humor, inter-personal relationships, conflict resolution, PowerPoint presentations and how to get paid for speaking. And that's just some of the topics the sessions offer!

**One more thing:** The World Championship of Public Speaking takes place on Saturday morning August 18. This event truly is the Olympics of oratory; you don't want to miss it! Come and cheer for your favorite contestant!

**To save money, register now!** After July 23, fees will increase. Complete the convention registration forms online at [www.toastmasters.org](http://www.toastmasters.org) and click on the link on the home page.

## June 30 Deadline is Quickly Approaching!

June 30 marks the end of the Toastmasters year and the 2006-2007 Distinguished District, Division, Area and Club Programs.

Following are some important dates to remember:

Club charters, dues renewals, membership applications and education awards must be received at WHQ on the following dates and times:

- ▶ Online or e-mailed information must be received at WHQ on JUNE 30, 2007, by midnight, PT.
- ▶ Mailed documents must be postmarked on or before JUNE 30, 2007, and received at WHQ no later than JULY 7, 2007.
- ▶ Faxed documents must be received at WHQ by June 30, 2007, by 5 p.m. PT.

Although WHQ accepts fax and e-mail submissions, it is the responsibility of the sender to ensure the submission was successfully received by WHQ. Please choose only one method of submission to prevent duplicates.

WHQ accepts dues renewals, new member applications and educational award applications through our Web site [www.toastmasters.org](http://www.toastmasters.org).

*"Success is not final, failure is not fatal:  
it is the courage to continue that counts."*

Sir Winston Churchill

## 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 Diana Metcalfe at [dmetcalfe@toastmasters.org](mailto:dmetcalfe@toastmasters.org).

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

## Outgoing Club Officers

*Here are a few tips to help you prepare for a smooth transfer of responsibilities:*

- ▶ **Call a Transition Meeting.** A face-to-face gathering between old and new officers provides an opportunity to turn over files, discuss issues, offer advice and distribute new club officer manuals.
- ▶ **Share Your Experience.** Pass along any insights you may have gained during your tenure as a club officer—things that worked well, mistakes to avoid and best practices that you and previous club officers have developed over the years.
- ▶ **Wrap Up the Loose Ends.** Some unfinished business will be inevitable, but try not to leave too much for your successor to deal with.
- ▶ **Mentor the New Team.** Taking on a club officer role can be overwhelming; your experience can help ease the burdens of the first few weeks in office and help maintain the continuity of the Toastmasters experience.

## Month-End Closing Dates and How They Affect Your Club

In order to process your submittals and provide month-end reports promptly, Toastmasters International's month-end closing dates are not always on the last calendar day of the month (see calendar below).

All online submittals are processed and counted toward recognition in the month received. However, month-end closing dates for items mailed or faxed are not always on the last calendar day of the month. This allows WHQ to process submittals received so that recognition and progress reports can be 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.

### 2007

May - May 29 (Tuesday)

June - June - Postmarked June 30 (Saturday)/Received July 7 (Saturday)

July - July 27 (Friday)

August - August 29 (Wednesday)

September - September 30 (Sunday)

October - October 30 (Tuesday)

November - November 28 (Wednesday)

December - December 29 (Saturday)

## Reminders:

- ✓ Confirm your club-officer training to ensure your club receives proper credit
- ✓ Register for the International Convention online
- ✓ Beat the Clock!

## Vice President Public Relations Officers!! Do You Know Your Job Description??

### Does the VPPR:

1. Serve as one of their club's representatives on the area and district councils? Y / N
2. Maintain an accurate and complete roster of individual members of this club? Y / N
3. Manage club property? Y / N
4. Develop and direct a publicity program that informs individual members about Toastmasters International? Y / N

*Check out your duties below!*

### VPPR Duties:

The vice president public relations is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The vice president public relations chairs the public relations committee.

## TIPS Featured Product

Is your club ready to Beat the Clock? Need ideas of how to win this club membership-building contest? Whatever your membership-building goals are, we have the perfect kit for you! The Membership Building Kit (Item 1160) has a collection of promotional brochures, booklets, pamphlets and fliers to help attract new members, as well as items such as guest badge/visitor cards and application forms to welcome these members into your club. At only \$10, this kit really is a must for every club!

To purchase this item, please visit TT's online store at [www.toastmasters.org/store](http://www.toastmasters.org/store), e-mail [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org), or call the Member Services Department at 949-858-8255.

## All Aboard for Training

Your district conducts club officer training between July 1 and August 31. Make sure your club's officers catch the training so they can:

- ▶ Gather practical how-to tips for fulfilling their duties
- ▶ Learn to recognize and avoid common misconceptions affecting club performance
- ▶ Collect pointers for dealing with unique club situations from experienced officers
- ▶ Jump-start club success by being prepared
- ▶ Discuss strategies for achieving goals

Contact your district lt. governor education and training for training dates and times.

## Club Roster Changes

The next time you log on to the club business section of the Web site and review your club's roster, you'll see some new changes. We've added e-mail addresses and phone and fax numbers. But what's more exciting is you'll now be able to export your club roster to Excel with a single click, making it easy to sort the information to meet your individual needs.

## E-MAIL DIRECTORY

- New clubs:  
[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)
- Contact information changes:  
[addresschanges@toastmasters.org](mailto:addresschanges@toastmasters.org)
- Club officer questions or club list requests:  
[clubofficers@toastmasters.org](mailto:clubofficers@toastmasters.org)
- Award applications:  
[educationawards@toastmasters.org](mailto:educationawards@toastmasters.org)
- Password requests:  
[lostpassword@toastmasters.org](mailto:lostpassword@toastmasters.org)
- Membership-related questions:  
[membership@toastmasters.org](mailto:membership@toastmasters.org)
- Dues renewals:  
[renewals@toastmasters.org](mailto:renewals@toastmasters.org)
- Club statements:  
[statements@toastmasters.org](mailto:statements@toastmasters.org)
- Club bylaws amendments or questions:  
[clubbylaws@toastmasters.org](mailto:clubbylaws@toastmasters.org)
- Orders:  
[supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)
- Other questions:  
See the Contact Us section of [www.toastmasters.org](http://www.toastmasters.org) or e-mail:  
[tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## Check for Credit

Has your club received DCP credit for officers who attended training in December-February? Check your club's DCP report online if you're not sure. DCP reports are updated once a week, so if your club's report isn't correct, tell your district right away. The district can make corrections for the December-February period only until May 31, 2007. WHQ can't accept training information directly from your club and no corrections are accepted after the deadline.