



TOASTMASTERS INTERNATIONAL®

Tips

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

Exciting Changes to the TI Educational Recognition System

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 in 2006 members will see the following improvements in the educational program:

- ▶ **A new manual on leadership and a new leadership award.** The 10-project Leadership Program manual will help you develop leadership skills while serving in various club meeting roles. The manual will debut in January 2006 and will be included in the New-Member Kit, which all new members receive. Other members may purchase the manual (Catalog No. 265) for \$6.00 (U.S.) plus shipping. Members completing the manual will receive the new Competent Leader award. Toastmasters International will begin issuing the new award in July 2006.
- ▶ **New titles for the 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 as well as the Competent Communicator (or CTM) award. (Visit www.toastmasters.org for all requirements for these awards.) 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 must 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

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Are You One of Them?

Are you one of the many that has been using the online processes to submit information to WHQ? If not, you should be!

Check it out!

Using the TI Web site:

- ▶ More than 6,800 clubs submitted their October dues renewals.
- ▶ More than 6,500 new members were added during October.
- ▶ More than 8,059 clubs have assigned their own officers for the 2005-2006 program year.

Place Your Orders Early

World Headquarters will be taking during the Christmas and New Year's holiday season. Please take note of this important announcement:

Product Requests

Requests and applications for supplies, new member kits, charter kits, education award certificates (and free advanced manuals) received between December 16 and January 6 will not be processed and shipped until after January 6.

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

TI Web Site Features

Who is my district governor anyway? Yes, each district has a district governor – a locally elected volunteer who oversees your districts marketing, education and training efforts. You can view a document with your district governor's photo here:

<https://www.toastmasters.org/fupload/media/2005-2006-DGs.pdf>

It's also likely that your district has a web site loaded with valuable information about your district's conference, training schedule and other resources. Just navigate to www.toastmasters.org and search for district web sites.

What your club can do on the TI web site:

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

Visit the web site soon to take advantage of these efficient tools to conduct business with WHQ!

Check Your DCP Reports Online

No need to wait months for postal delivery of your club's DCP report. You can view your club's most recent report online. Get online, type www.toastmasters.org/creports.asp, then enter your club's number and its current DCP report will be displayed. It will look something like this:

Toastmasters International Distinguished Club Program Month End October 2005			
Clubs with at least 20 members OR with net growth of at least five new members at June 30 which also do the following are eligible for TI recognition at year end:			
GOAL	RECOGNITION		
Achieve any five of 10 goals	Outstanding Club		
Achieve any seven of 10 goals	Select Distinguished Club		
Achieve any nine of 10 goals	President's Distinguished Club		
Club 123456 - "Think Green Toastmasters Club"			
District: F	Division: B	Area: 2	
Membership Base: 28			
Membership to Date: 18			
	GOAL	ACTUAL	ACHIEVED
(1) CTHs	2	2	*
(2) Additional CTHs	2	2	*
(3) ATHs	1	1	*
(4) Additional ATHs	1	0	
(5) CL, AL or DTH	1	0	
(6) Additional CLs, ALs or DTHs	1	0	
(7) New Members	4	1	
(8) Additional New Members	4	0	
(9) Officers Trained (both required) June-August and December-February	4	7	
(10) Submitted on time (both required) October or April Renewal and Officer List	1	1	*
Total Goals Achieved To-Date			4

Print it out, then take it to your club's next meeting, discuss it with officers and members and decide what your club still needs to do to be a 2005-06 Distinguished Club.

How's Training Going?

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 the 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 they may be having, to get advice from district officers and to network with officers of other clubs.

Encourage your officers to attend training soon. Contact your district for training dates and locations.

TI Liability Insurance

Many members have asked if Toastmasters clubs are covered by liability insurance. The answer is yes! Clubs in the United States and Canada are covered under the Blanket Toastmasters International Liability Insurance Policy. Coverage under the policy is \$2 million (USD). For all other clubs, the coverage is \$1 million (USD).

Liability coverage is in effect as long as you are engaged in official Toastmasters business. This includes club meetings, officer training, speech contests and conferences. If you participate in activities that are not normally part of the Toastmasters International educational programs, coverage stops.

For instance, if you set up a booth at a mall to introduce people to Toastmasters, coverage is in effect as long as your activities are limited to answering questions and distributing materials about Toastmasters.

If you need proof of insurance, contact the Accounting Department at WHQ and a certificate of insurance will be issued. You may also send requests, via e-mail, to cperez@toastmasters.org. Please provide the name, address, phone and fax number of the certificate holder – usually the owner of the activity site or the person requesting the information – as this information must appear on the certificate. If you have additional questions, please contact Chris Perez in the Accounting Department at (949) 858-8255, ext. 209.

Check Out TI's New Promotional Products!

Many of these tools for club building and membership recruitment are available for a nominal charge and some are even free with each district order.

All About Toastmasters (Catalog No. 124) explains how the Toastmasters program works, how a company or community benefits by having a Toastmasters club and how to become a member. **\$0.25 each.**

Out of the Past, Into the Future (Catalog No. 1153B) outlines the organizational history of Toastmasters International, its present mission and future vision. **Free with each district order.**

Because Public Speaking Skills Aren't Debatable is TI's basic press release and is intended to provide background information about the organization to the media. **Free with each district order.**

Clear Communication. Your Organization Needs It (Catalog No. 103) is a glossy brochure intended for promoting Toastmasters inside business, industry and government organizations. Five copies free with each district order.

Find Your Voice (Catalog No. 99) targets potential members who work in a variety of trades.

Confidence, the Voice of Leadership (Catalog No. 101) is intended for potential members in the corporate environment.

Mini-Marketing Card Set (Catalog No. 125). A miniature, business-card-like version of the larger promotional fliers with similar designs (Catalog Numbers 114 and 116). Perfect for handing to potential visitors! Cards include space to add your club's meeting information. **Four different designs in a set of 40 for \$1 each.**

Publicity Pack (Catalog No. 1153). A kit that contains many of the above listed components intended for introducing prospective members to the Toastmasters organization. **\$1.50. Two are free with each district order.**

Read Those Eligibility Rules

The 2006 International Speech Contest will soon be under way as Toastmasters clubs worldwide conduct competitions that will culminate in the selection of the World Champion of Public Speaking.

Before your club holds its contest, check to see that all contestants are eligible to participate. Each year someone is disqualified at the division or district level contests because no one had bothered to confirm his or her eligibility earlier. Don't let this happen to your contestant! Rules were mailed to club presidents of record in October.

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Communication and Leadership Program manuals will become the Advanced Communication manuals.

► **New titles for the communication track awards.** Effective July 1, 2006, the Competent Toastmaster (CTM) award, given to those completing the Communication and Leadership Program manual, becomes the Competent Communicator 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. (Visit www.toastmasters.org for all requirements for these awards.) Beginning July 1, 2006, members applying for any of the current awards will receive certificates reflecting the new award names.

► **A change in the Distinguished Toastmaster award requirements.** Beginning July 1, 2006, to be eligible for the 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.

Check your November 2005 issue of *The Toastmaster* magazine for more information, or visit the Toastmasters International Web site at www.toastmasters.org.