



TOASTMASTERS INTERNATIONAL®

Tips

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

Is Your Club On Track?

DISTINGUISHED CLUB PROGRAM REPORTS

This report is the best way for clubs to ensure they're on track with all of their goals. Your club's report displays the ten possible goals a club can achieve as well as the club's progress toward or fulfillment of each goal.

To find this report go to members.toastmasters.org and search for Distinguished Club Reports or navigate to members.toastmasters.org > **Officer Resources** > **Club Officer Resources** > **Distinguished Club Program** > **Distinguished Club Reports**.

Your District Updates

Did you know that your district has its own Web site? You can get up-to-date contact information, event details and news within the district. There is a page on the TI Web site with the district Web site links. You can find this page from members.toastmasters.org by searching for District Web Sites or from either toastmasters.org or members.toastmasters.org > **Officer Resources** > **District Web Sites**.

E-mailing Questions to WHQ?

Below are some guidelines for contacting WHQ:

- ✓ Use the E-mail Directory located at the end of each newsletter
- ✓ Use TI Web site at members.toastmasters.org > **Contact Us** > **Member Questions**
- ✓ E-mail *only one contact* with your question
 - If it reaches the incorrect recipient, it will be forwarded to the appropriate department
 - If multiple parties receive inquiries, it may prolong a response and/or have multiple responses that are unnecessary
- ✓ E-mail *only one time* with your question – allow time for a response as WHQ receives hundreds of e-mails a day

Contest Quick Question

How is a contestant's speaking position determined if she is not present at the pre-contest briefing to draw for position but is present prior to the introduction of the contest Toastmaster?

- a. She automatically speaks first.
- b. She automatically speaks last.
- c. She speaks in whatever position was not selected by the other contestants.
- d. Someone else draws the position for the absent contestant.
- e. Any of these.

Answer: C

IMPORTANT NOTICE

World Headquarters Inventory Time is Coming!

Plan ahead. Be prepared. Avoid disappointment. Make transaction requests in early December to avoid the wait.

As part of TI's inventory process, which is required by law, we will be unable to process the following transactions received **December 19, 2007, through January 4, 2008**, including all submissions online and/or by mail:

- ▶ Supply orders
- ▶ New member kits
- ▶ Charter kits
- ▶ Education award certificates (including free advanced manuals)

Submissions received by Tuesday, December 18, 2007, 11:59 p.m., PT, will be processed and shipped, with one exception. Orders that require engraving must be received by Friday, December 14, 2007. Submissions for any of the above items received between December 19 and January 4 will be held and processed after January 4.

We suggest that if you can't submit your transactions prior to December 18 that you hold your submissions until January 4 and then enter the information online. Submitting everything online is the fastest way to get your materials.

"To most of you, your neighbor is a stranger, a guy with a barking dog and a high fence around him. Now you can't be a stranger to any guy who's on your own team. So tear down the fence that separates you, tear down the fence...and you'll really have teamwork."

Long John Willoughby

Word Jumble

Unscramble the words below! Enjoy!

REASH _____
KASPE _____
REANUEGCO _____
RICETAPC _____
PUTSOPR _____
TIMOTAEV _____
MACISHLOPC _____
NALEECHGL _____
VEILBEE _____
SSSCCEU _____
IOERMPV _____

Keeping the Holidays Happy

It's two days before the big office party and you need a gift for your business partner. The crowds in the stores are noisy, it's late, you're tired, the items for sale don't fit your gift-giving plans and...the clock is ticking. Add it all up and you get a galloping wallop of stress! Some Toastmasters members try to reduce their holiday hassles by missing their club meetings during these busy weeks. That's the last thing they should do!

Spending time with fellow Toastmasters is an ideal antidote to holiday pressures. As a club leader, it's your job to remind members of the stress-busting benefits of attendance. Get the word out by e-mail, phone call, postcard or a posting on your club's Web site.

By keeping up with their meetings, they'll have the chance to:

- ▶ See friends
- ▶ Share some fun and laughs
- ▶ Discover more about their fellow members' expertise
- ▶ Enjoy well-earned time for self-improvement
- ▶ Escape the demanding world for a while

Their schedules may be telling them that they don't have time – but for their own health and well-being – be sure to recommend that your club members attend every meeting.

Is Your Club a Hidden Treasure?

Every week, thousands of prospective members actively search for the perfect Toastmasters club. Make your club easy to find. Visit the TI Web site and verify your club's meeting information by searching for it with "Find a location near you." To update the information, go to members.toastmasters.org and select "Conduct Club Business" from the Club Officer tab on the left side of the screen. Log in using your club's number and password. Your club president should know the password – it is not your personal password. Then, click on "Change my club's meeting and/or club officer information" to make your changes. Your club's updated meeting time and location will appear in the search results page by the next business day.

Guarantee your club gets discovered – verify your club's meeting time and location online today!

Enter Educational Award Applications Online Today!

The members of your club have worked very hard these past few months and several have earned their Competent Communicator awards. Some have earned even more – all the way up to DTM. Wouldn't you like to reward these wonderful achievements as quickly as possible? The best way to turn in applications for awards is to submit applications online!

Why?

- ▶ **It's easier!** Everything you need is within a few clicks.
- ▶ **It's more affordable!** Stop paying for expensive faxes or postage!
- ▶ **It's faster!** Orders are processed when they're received, and the online orders are received first.
- ▶ **It's fun!** Take a moment to browse the exciting new Toastmasters Web site while you're there.

Members of your club are waiting to share the joy of their successes with friends, family and co-workers by displaying their awards from World Headquarters. Do yourself and your club a favor: submit your educational awards applications at members.toastmasters.org > **Club Officers > Conduct Club Business > {Log In} > Apply for educational award(s) for my club members.**

Year-end Tax Planning – Think Ralph C. Smedley Memorial Fund

Looking for a year-end tax deduction? Go to TI's Web site to find out more about how you can contribute to the fund and extend the legacy of Dr. Smedley. You can find information on this fund by using the search tool from members.toastmasters.org or navigate to members.toastmasters.org > **About TI > The Ralph C. Smedley Memorial Fund.**

Need Information on tax deductions for U.S. Toastmasters? Go to members.toastmasters.org > **Officer Resources > Financial Resources > Tax Deductions for U.S. Toastmasters.**

Training Twice is Nice!

Whether you're an amateur or adept, there's lots to learn at the second round of club officer training. Newly elected officers have the opportunity to:

- ▶ earn the basic responsibilities of their new role
- ▶ meet district leaders who can help them during their terms
- ▶ discover and share ideas that can help them improve their clubs

Veteran or mid-term officers have the opportunity to:

- ▶ participate in training sessions to complement their core training
- ▶ discuss with district and other club officers the challenges their clubs may be facing
- ▶ share experiences and solutions for these challenges

Your district will be conducting training for club officers between December 1 and February 29. Contact your LGET for training dates and locations.

Help your club assimilate the *Competent Leadership* manual into its meetings and culture.

- ▶ **Display the manual during meetings.** Encourage members to browse through the projects. Be sure all club officers are familiar with the manual and can answer questions about it.
- ▶ **Discuss evaluations.** If it hasn't already, your club should discuss how to handle leadership manual evaluations. Possible options are to:
 - Provide verbal evaluations during meetings for both speech and leadership projects, but allow less time for each evaluation
 - Provide verbal evaluations privately outside of the club meeting
 - Provide only written evaluations for leadership projects
- ▶ **Educate mentors.** Every new member needs a mentor. A mentor's role includes helping new members with the first few projects in the *Competent Leadership* manual and in the *Competent Communication* manual. Make sure mentors are well-acquainted with the CL manual and able to assist members with its projects.
- ▶ **Track progress.** Display the Competent Leadership Achievement Wall Chart (Item 308) at every club meeting. When members complete all 10 projects in the manual, they may apply for the Competent Leader award. They'll receive a certificate and WHQ will send a letter to their employer about their accomplishment. Clubs also receive credit in the Distinguished Club Program toward Goals 5 or 6 when members achieve the award.
- ▶ **Include the manual in your "sales pitch."** Along with communication skill training, you can promote the leadership training Toastmasters offers to potential members. Demonstrate how the manual will help them learn valuable leadership skills like listening, critical thinking, planning and team building.

The *Competent Leadership* manual is a grand opportunity for your club's members and a new marketing tool for your club. Make the most of it!

Club Charters Are Not Transferable

When struggling clubs are losing the battle, the question often comes up about transferring the club charter to another group. Transfer of a club charter is specifically prohibited by Toastmasters International policy, as follows:

"There shall be no transfer of an issued charter from an inactive club to another group whose members are either interested in organizing a new club or in joining an existing club."

History shows that clubs operating under a transferred charter have a higher failure rate than those clubs meeting all chartering requirements. Why are "real" new clubs more successful?

When a new club has 20 members, it has a much better chance for success. It is eligible for sponsors and mentors to keep that success going. Toastmasters International provides materials to sponsors and mentors to help successfully manage the new club.

Perfecting the Web Site with Members' Help

Finding club meetings just got easier – thanks to the great feedback from our members. On most pages of the new Toastmasters Web site, a link on the left side of the screen reads, "Meeting Locations," followed below by the words "Find a location near you." Click on "Find" and you'll now go directly to the page where you can look for meetings based on club number as well as geographical location. One more click on "Advanced Location Search" and you'll arrive at a page where you can search by a variety of other options, such as a club's name.

Originally, the club search on the left side of the screen made it appear that visitors were limited to a geographic-based search. That meant you had to click through more Web pages to get to the Advanced Search in order to search by club number or name. Now, with "Find" as the first search option, and more search choices appearing sooner, our visitors' club searches go much faster and easier!

The Holidays Are Coming!



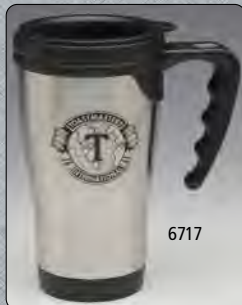
6627



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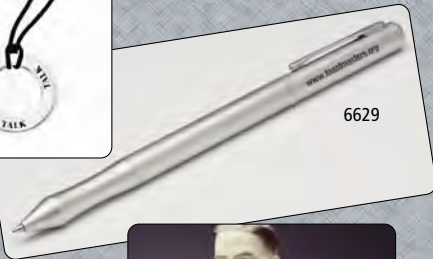
6633



6717



5760



6629



7046A-E



7044B-E



6630, 6632, 6634



7043B-E

Tis the season to start thinking about whose been naughty and whose been nice.

Don't wait until the last minute – start your shopping now! Visit our online store at <http://www.members.toastmasters.org> or check out our catalog. Here are a few gift ideas and suggestions to get you started.

Sculpted Frame and Clock (Item 6627). This curved brushed silver aluminum frame with analog clock would make an excellent gift! It comes in an attractive blue gift box and includes one AA battery. To make it extra special, try including a meaningful photo in the frame. The gift will not only be appreciated, but so will the thought put into it. For only \$8.00, this is a perfect selection for everyone on your list.

Wheeled Backpack (Item 6631). Our durable wheeled navy blue and gray backpack is another excellent gift. The sturdy inline skate wheels and one-hand push button pulley system for easy use and storage makes this ideal for anytime, while the padded Air Mesh back is great to use when hiking, biking, or just on the go. At \$35.00, you can't go wrong with this gift. For an added "wow factor", present with a Toastmasters Gift Certificate in one of the pockets.

Mini Umbrella (Item 6633). This compact 8" black umbrella with 40" arc cover has Toastmasters imprinted in white on one panel. \$12.00 makes this a great stocking stuffer for those rainy days. Pair with a travel mug so they can enjoy a warm beverage while staying dry!

Travel Mug (Item 6717). This 15 oz. travel mug with double-wall insulation is ideal for any hot or cold beverage. The stainless steel exterior and black plastic interior makes it attractive, while still being light-weight. At \$6.00, you can't beat the price! For added effect, include their favorite hot or cold beverage mix.

4 in 1 Laser Pen (Item 6629). This convenient 4 in 1 silver laser pen is another perfect gift. Displayed in a sturdy plastic case, it features a light, laser pointer, black ink ball pen and a stylus "pen" for your PDA. \$8.00.

Declaration Ring (Item 5760). This charming nickel/silver ring features a nylon string with plastic clasp. The words "Talk Talk Talk" on one side and "Toastmasters" on the other makes this a cute gift for everyone on your list, and at only \$3.00, affordable too!

Ladies V-Neck (Items 7046A-E). This festive red v-neck t-shirt is perfect for all the ladies in your life. It features a slightly tapered waist, cap sleeves, Toastmasters embroidered in red for a tone-on-tone look and a price of only \$12.00. Also available in black. (Items 7047A-E). Include a Declaration Ring for a cute and affordable combination.

Men's Peruvian Cotton Polo (Items 7044B-E). 100% Peruvian combed cotton gives a soft feel to this striking red polo and makes it a wonderful choice for the men on your list. Features include navy trim on the collar, cuffs and placket, as well as three Dura-pearl buttons and Toastmasters embroidered in navy. Also available in navy w/white trim (Items 7045B-E). \$40.00.

Men's Sava Silk Shirt (Items 7043B-E). The holidays and silk go hand in hand! This 100% sava silk ivory shirt combines the luxurious feel of silk with the rich texture of a dobby weave providing a casual, elegant look. Toastmasters embroidered in ivory over left pocket. \$40.00.

Gift Certificates (Items 6630, 6632, and 6634). Gift certificates are perfect for those "hard to buy for" Toastmasters. Available in \$5, \$10, and \$25 denominations.

****Note:** As part of TI's inventory process, which is required by law, we will be unable to process purchases starting December 19th, 2007 through January 4, 2008. Orders requiring engraving must be received by Friday, December 14, 2007.

Items are not shown to scale.

If Your Club Elects Its Officers Semiannually

...it's time to submit a list of your club's officers for the January 2008 through June 2008 term. The fastest, most efficient way to notify WHQ is to submit the information online. You can enter the club business section of the Web site at members.toastmasters.org > **Club Officers > Conduct Club Business > {Club Log In} > Change my club's meeting and/or club officer information.**

To get on-time credit in the Distinguished Club Program, the information must be entered online by December 31, 2007, or if mailed, postmarked December 31, 2007, and received at WHQ by January 7, 2008.

Newly-elected officers: be sure to attend club-officer training offered by your district team. It will help you have a successful term of office. Check your district's Web site for information. Also be sure your club-officer information is up-to-date so your club won't miss any mailings or information from WHQ.

Club-officer manuals (one for each office) were mailed to each club last June. If you are just taking office, be sure to get these manuals from the outgoing club officers. Additional copies can be purchased online members.toastmasters.org > *Shop*. You can also view the content of each manual online. Navigate to members.toastmasters.org > **Officer Resources > Club Officer Resources > Club Officer Roles**. Select the appropriate officer position then scroll to the bottom of the page for the link to the PDF

Toastmasters Business Cards and Stationery!

It's easy for your club officers to create their own official Toastmasters stationery. See the members side of the Toastmasters Web site to personalize a letterhead and business card template. Be sure to follow the guidelines provided on the Web site to make your stationery consistent with Toastmasters' new branding styles.

For your business cards, fill in the text boxes with your own details on the Avery Office Products Template #8371. To personalize your own club letterhead, use the Word document template provided on the Web site. Simply overwrite the information in the text boxes with your own. You can even use Toastmasters logos! High-resolution JPGs are available for download in color or black and white. Be sure to follow the trademark terms and conditions as described.

To find the templates on the Web site go to members.toastmasters.org > **Officer Resources > District Officer Resources > District Stationery.**

E-MAIL DIRECTORY

- | | |
|---|--|
| • New clubs: | newclubs@toastmasters.org |
| • Contact information changes: | addresschanges@toastmasters.org |
| • Club officer questions or club list requests: | clubofficers@toastmasters.org |
| • Award applications: | educationawards@toastmasters.org |
| • Password requests: | lostpassword@toastmasters.org |
| • Membership-related questions: | membership@toastmasters.org |
| • Dues renewals: | renewals@toastmasters.org |
| • Club statements: | statements@toastmasters.org |
| • Club bylaws amendments or questions: | clubbylaws@toastmasters.org |
| • Orders: | supplyorders@toastmasters.org |
| • Other questions: | E-mail: tminfo@toastmasters.org |

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 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.

If you need proof of insurance or have any additional questions, contact the Accounting Department at WHQ by e-mailing financequestions@toastmasters.org and a certificate of insurance will be issued. Please provide the name, address, phone and fax numbers 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.

Word Jumble Resolutions

SHARE
SPEAK
ENCOURAGE
PRACTICE
SUPPORT
MOTIVATE
ACCOMPLISH
CHALLENGE
BELIEVE
SUCCESS
IMPROVE