



TOASTMASTERS INTERNATIONAL®

Tips

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

Pay Your Dues Online Today!

**October 1, 2004, to March 31, 2005, dues are due at WHQ by October 1.
If your club hasn't started collecting dues, it's time to start.**

The fastest and most convenient way to pay your dues is through the **TI Web site**.

- ▶ Access the **Club Business** section (available on the home page.)
- ▶ Enter the secure site to **Log In**.
- ▶ Enter your club's number and password. Passwords were sent to club presidents with the Dues Renewal Invoice. If your club doesn't have its password, you can request a new one from the **Log In** page.
- ▶ After you've logged in, you'll be taken to the **Online Submission/Club Business** page.
- ▶ **Pay Membership Dues** is the second choice. Just follow the prompts and soon you'll be done!
- ▶ Each online submission will receive a receipt confirmation via e-mail and the charge will be processed immediately.

PLEASE NOTE: Even if all members haven't turned in their dues, you can start the online dues payment process as soon as you have six renewals. After that, you can return to the site at any time and pay for the others as their dues come in.

Clubs that are unable to pay online can still mail in their dues. Send in the corrected dues list and payment **all at once**. Sending this separately causes delays. Use only **ONE** method of payment. For example, if you pay online, **DO NOT** send anything to WHQ.

Searching the TI Web Site?

Be sure to use the Search feature, located in the upper right-hand corner. You can individually search the Online Store, Club Listings or everything else on the site. Or you can search the entire site at once!



Toastmasters Turns 80!

In October 1924, Dr. Ralph Smedley and a small group of men met in Santa Ana, California, formed a club, called it Toastmasters and began the legacy that you are a part of today! For more information, check out the TI Web site and the October issue of *The Toastmaster* magazine.

Want Your New Members To Get Their Kits Faster?

Add them ONLINE!

Any member with an October start date can be added online today! Access the **Club Business** section of the TI Web site and add them online. You'll need your club number and password (if you don't have that, you can request one from the **Log In** page.)

- ▶ After you've logged in, you'll be taken to the **Online Submission/Club Business** page.
- ▶ **Add New Members** is the first option. Just follow the prompts and soon you'll be done!
- ▶ Each online submission will receive a receipt confirmation via e-mail and the charge will be processed immediately.

Are Your Contestants Eligible?

Speech contest season is here. If your club is participating in your district's speech contests in September, October and November, make sure contestants are eligible.

One eligibility requirement that causes confusion for clubs and districts is whether a contestant and club are in good standing. The following are considered to be in good standing:

- ▶ A continuing member whose dues for the April-September 2004 period was received at WHQ before the club contest was held
- ▶ A new, dual or reinstated member who joined the club since the April-September dues period began and whose membership application and dues were received at WHQ before the club contest was held.
- ▶ A club whose dues for the April-September 2004 period were received at WHQ before the club contest was held.

Payment of October 2004-March 2005 dues is not required for participation in contests held in September, October and November. We encourage clubs and members to submit dues on or before October 1, but allow them to pay dues as late as November 30 before they lose their good standing.

For assistance in determining if your club's contestants are members in good standing, contact dyosha@toastmasters.org. Membership in good standing of a club in good standing is just one eligibility requirement. Please check TI's Speech Contest Rulebook for the additional eligibility requirements for a specific contest.

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 file a return even if it is not required to do so.

IRS instructions for completing the form:

If the club received a Form 990 Package with a preaddressed label, we ask that the club file a return even if it is not required to do so.

- ▶ 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.

You Can't Talk About That!

Members often tell us that other Toastmasters have told them that speeches concerning politics, religion and sex are forbidden by Toastmasters International because "such controversial subjects are not appropriate."

This is not true. Toastmasters International does not prohibit any speech topic, content or language.

Toastmasters International recognizes club members may learn much about the world around them from listening to others' speeches on a variety of subjects. This variety can add interest to club meetings and stimulate thoughts and ideas. For these reasons, Toastmasters International does not place restrictions on topics, content, or language of any speeches. It also recognizes that a club is a diverse group of people and recommends members be sensitive to this diversity and use good taste and responsibility when selecting speech topics, content, and language.

While Toastmasters International has no restrictions, a club may guide its members on how to observe good taste and sensitivity in the context of that particular club.

Build Stronger Clubs with TI Promotional Materials

The world is changing quickly, and so are the expectations of today's Toastmasters. These new promotional materials have been designed to help your club attract the members you need to continue succeeding. All are available for a minimal charge from WHQ.

Find Your Voice. This newly revised full-color brochure targets potential members who work in various trades. Features testimonials from Toastmasters and celebrities. Each club can request 10 free copies every six months when placing a supply order. Additional copies are 20 cents each. *Catalog No. 99.*

Confidence, The Voice of Leadership. Also newly revised, this full-color brochure targets potential members who work in the corporate environment, stressing the personal and career benefits of participation in Toastmasters. Features testimonials from Toastmasters and celebrities. Each club can request 10 free copies every six months when placing a supply order. Additional copies are 20 cents each. *Catalog No. 101.*

From Prospect to Guest to Member. This booklet could really be titled, "How to teach any member of your club to sell the Toastmasters program." It's a how-to journey through the new member recruitment process. Each club can request three free copies when placing a supply order. Additional copies are \$25 cents. *Catalog No. 108.*

Get Ready For Club Elections

If your club elects officers semiannually, it's not too early to think about upcoming elections. Here's a helpful timetable:

- ▶ **Before September 30:** Appoint a Nominating Committee (see Club Bylaws). The committee is to be run by the immediate past president or the most recent past president available.
- ▶ **Last Meeting in October:** The Nominating Committee reports to the club.
- ▶ **First Meeting in November:** Call for the Nominating Committee Report. (If the Nominating Committee does not have a report at the last meeting in October, postpone the election until one week after the meeting at which the report is given.)
- ▶ **Call for nominations from the floor:** Nominations begin with the last president and proceed in descending order. Remember, a quorum is 51 percent of active members.
- ▶ **Announce the results.**

All clubs must be on a July 1 – June 30 annual term, or on July 1 – December 31 and January 1 – June 30 semiannual terms. (Please note: Clubs that meet weekly have the option of electing officers for either a semiannual term or an annual term. Clubs that meet less frequently must elect officers for annual terms.) Holding elections at any other time is in direct conflict with the Club Constitution. If your club elections are not in compliance with the timetable, now is the time to change and meet constitution standards.

Once the officers have been elected, go to the TI Web site, access the **Club Business** section and add your club's officers online! Remember to order club officer pins and plaques of appreciation for your officer installation ceremony. Check your 2004 Supply Catalog for a complete list of items and prices or place your order online at www.toastmasters.org.

Who's a CTM?

How many members in your club have completed the *Communication and Leadership Program* manual and received their CTM awards? One of your club's goals should be for every member to become a CTM. Then you will know your club is fulfilling its purpose of helping members learn to speak well. Review members' progress in the C&L manual and ensure they finish it so they will receive their CTM awards.

Club Coach

So you're ready to build your club's membership and make it distinguished? Uncertain about how to get started? Help is on the way!

Club coaches are assigned by district governors to assist clubs that want to be distinguished and are having difficulties building or maintaining membership. Assignments may be made at any time of the year. Contact your district governor now to request a club coach for your club.

If you'd like to get started building membership today go to www.toastmasters.org. Click *Information for Members* then *Membership Building Ideas and Resources*.

Buy Supplies Online

Running out of Ballots and Brief Evaluation forms? Need more "Membership Promotion" brochures? How about books on various speaking-related subjects? These items – and hundreds more – are available with the simple click of a mouse through TI's Web site, www.toastmasters.org. Select "Online Store" in the menu bar and you'll quickly find what you're looking for.