

District Newsletter



T O A S T M A S T E R S I N T E R N A T I O N A L ®

Calling Candidates for International Officer or International Director

IF YOU OR SOMEONE IN YOUR DISTRICT is interested in running for international officer or international director, visit members.toastmasters.org and search for **International Officer and International Director Candidate Information**. Or you may locate it at members.toastmasters.org > **About TI** > **Board of Directors** > **Candidate Information**. Copies of the booklets *Running for International Director* and *Running for International Officer* are available for reading and printing. Other important candidate forms are available on this page, too.

If you have any questions about running for office or about a candidate's visit to your district, please e-mail cmount@toastmasters.org.

Area Report of Club Visit Reports are Due!

PART OF THE DISTRICT'S MISSION is to ensure that each club effectively fulfills responsibilities to its members. It is imperative that the district establishes and maintains a positive, supportive relationship with each club. Area governor visits serve as a way to evaluate clubs' progress toward meeting goals and as an opportunity for the district to provide proper support for clubs.

Area governors for first-round club visits:

- ▶ Complete their visit between July 1 and September 30
- ▶ Report to WHQ by November 30 online (if submitting via post, it must be signed by the district governor and postmarked by November 30 and received by December 10)

Area governors for second-round club visits:

- ▶ Complete their visit between January 1 and March 30
- ▶ Report to WHQ by May 31 online (if submitting via post, it must be signed by the district governor and postmarked by May 31 and received by June 10)

Now is a great time to review and begin planning your second-round visits!

For more details and to access both the printable (PDF) and online submission versions of the Area Report of Club Visit form, go to members.toastmasters.org and search for **Area Club Visits** or navigate through members.toastmasters.org > **Officer Resources** > **Area Club Visits**.

Please note that the "do not reply" address that sends the confirmation report may be blocked by your e-mail settings. If you do not receive a confirmation, please send an e-mail to districts@toastmasters.org. Please do not send questions or other correspondence to the "do not reply" e-mail address.

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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 from **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.

If you are unable to submit your transactions prior to December 18, we suggest you hold your submissions until January 4 and then enter the information online. Submitting everything online is the fastest way to get your materials.

Is Your District On Track?

Great Free Resources:

District Lists

District governors and lt. governors can request free membership lists to use for enhancing communication with members and for evaluating clubs' progress. Lists are e-mailed in MS Excel format. The spreadsheet format allows you to arrange the data in whatever configuration you like. Lists that are offered are:

- ▶ District Officer
- ▶ Club Officer
- ▶ Club Directory
- ▶ Members
- ▶ Non Renewing Members by Renewal Period

Because Toastmasters is an organization committed to protecting the privacy of its members, only district governors and lt. governors are permitted to request these lists.

Send requests to districts@toastmasters.org. Include your district number, the position you hold, the type of list(s) and the preferred delivery e-mail address. Please allow 3-5 business days for processing. Remember that processing may take longer during peak times of the year. Request your list today!

District Performance Reports

District Performance Reports are the best way to determine how your district is performing in relation to its goals. Information on the reports helps you collect various facts such as the progress of your areas and divisions, what type and how many educational awards have been earned this year and which clubs have paid their dues.

To find these reports on members.toastmasters.org, search for **District Performance Reports** or navigate to members.toastmasters.org > **Officer Resources** > **District Officer Resources** > **District Performance Reports**.

Distinguished Club Program Report

This report is the best way for clubs to ensure they're on track with all of their goals. Each 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 from members.toastmasters.org, search for **Distinguished Club Reports** or navigate to members.toastmasters.org > **Officer Resources** > **Club Officer Resources** > **Distinguished Club Program** > **Distinguished Club Reports**.

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

Notice: Alignments

IT IS NEVER TOO EARLY to start planning for next year! Districts should begin discussing and planning their alignment for next year now!

As you plan your alignment for next year, please keep the following WHQ requirements in mind:

- ▶ Districts have the opportunity to make changes in the alignment of their areas and divisions only once each year between June and July
- ▶ Changes in the district's alignments must be approved by the district council
- ▶ **No changes** can be made to the district's alignment once it has been approved by the district council
- ▶ New clubs should be aligned within 60 days of their charter
- ▶ Clubs chartered after the alignment is approved must be placed in existing areas
- ▶ Clubs that are assumed "dead" must be aligned
- ▶ Areas are to have 4-6 clubs
- ▶ Divisions are to have at least 3 areas

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

CORPORATE CLUBS CORNER

THE NEW MARKETING DVD, *Welcome to Toastmasters!* is geared toward anyone, not just corporations. It's a way to show people what a Toastmasters meeting is like and how Toastmasters can benefit them.

One member of a corporate club in Florida shared a way she is using the new DVD at her company by donating the DVD to the lending library at her organization. In doing this, corporate trainers, future club members and her fellow employees can access the DVD at their convenience. She has received positive feedback about how the DVD is educating people about the value of Toastmasters and encouraging others to become better speakers and leaders through Toastmasters!

You can read more about this new promotional tool by going to: members.toastmasters.org > **Announcements** > **New Marketing DVD**.

Things to do on the Web - COT

DID YOU KNOW THAT DISTRICT OFFICERS can report and add officers to club officer training information on the Web?

Reporting club officer training online is the best way to ensure your clubs get DCP credit for attending training. You can add training information online up to the September 30 and March 31 deadline dates. You also have the extra advantage of being able to make additions for omitted training information online until November 30 for the June through August reports and until May 31 for the December through February reports.

By taking advantage of the online reporting tool you help your clubs, the district, and yourself. You don't have to wait for mail to get to World Headquarters or worry that a fax didn't transmit properly. You can record all of the club officer training information for your district with a few mouse clicks. Your clubs will see credit for their attendance at training on their DCP progress reports sooner and you will receive fewer phone calls and e-mails because clubs haven't received credit for training.

Visit members.toastmasters.org > **District Officer** > **Conduct District Business** > {**Login with the district number and the district password**} > **Record/Review Club Officer Training**.

Toastmasters Business Cards and Stationery!

IT'S EASY FOR YOUR DISTRICT 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 district 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**.

Welcome to the new corporate clubs in September 2007!

Alltel Communications – Matthews, NC
Carhartt, Inc. – Dearborn, MI
C.H. Robinson Worldwide, Inc. – Eden Prairie, MN
Continental Airlines – Houston, TX
Cox Communications – Alpharetta, GA
Dr Pepper/7 Up – Saint Louis, MO
Grande Cache Institution – Grande Cache, AB, Canada
Handgards – El Paso, TX
Kodak – Burnaby, BC, Canada
Lockheed Martin, Owego, NY
Motorola – Beijing, China
Nationwide Activities Association – Dublin, OH
NGrain – Vancouver, BC, Canada
Prime Therapeutics – Eagan, MN
Railinc – Cary, NC
Ryder Logistics – Fort Worth, TX
Ryder Truck Rental – Miami, FL
Simplot Co. – Boise, ID
Stats ChipPac Ltd. – Singapore
Steris Corporation – Mentor, OH
Travelers Insurance – Tampa, FL
Universal Weather & Aviation – Houston, TX
U.S. Postal Service – Coppell, TX
Wildhorse Resort & Casino – Pendleton, OR

Word Jumble

Unscramble the words below! Enjoy!

REASH _____

KASPE _____

REANUEGCO _____

RICETAPC _____

PUTSOPR _____

TIMOTAEV _____

MACISHLOPC _____

NALEECHGL _____

VEILBEE _____

SSSCCEU _____

IOERMPV _____

Second Training Isn't Second Banana

YOUR DISTRICT'S SECOND round of club-officer training starts in December. Following are some tips to maximize attendance and training impact:

- ▶ Use evaluations from previous trainings to update and adapt the information you offer to meet attendees' needs.
- ▶ Emphasize the benefits this second training provides for clubs that elect officers annually, such as giving officers the opportunity to discuss any problems they may be having, getting advice from district officers and networking with officers of other clubs. Tailor your training to meet their needs, too. For example:

- If many clubs are losing members, you could conduct *The Successful Club Series* program Moments of Truth as a training session, giving officers the chance to analyze their own clubs and discuss strategies for improving.
- If clubs aren't progressing in the Distinguished Club Program, arrange a special discussion of the program. Download the latest reports for the individual clubs from the TI Web site, distribute the reports to their respective officers, then review and discuss the reports and what actions the clubs can take to improve their progress. Also, encourage officers to present the program

How to be a Distinguished Club from *The Successful Club Series* at their club's next meeting.

- ▶ For clubs electing semiannually, remind them that this training allows 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 about how to improve their clubs.

Well-planned training that provides innovative learning opportunities and meets participants' needs will result in better performing clubs and higher attendance at future training. Second training doesn't have to be second banana. Give it appeal!

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 district officers try to reduce their holiday hassles by rescheduling important meetings during these busy weeks. That's the last thing they should do!

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

By keeping up with their Toastmasters activities, officers have the chance to:

- ▶ See friends
- ▶ Share some fun and laughs
- ▶ Learn how other leaders handle stress
- ▶ Enjoy well-earned time for self-improvement
- ▶ Escape the demands of the outside 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 district officers stay involved in Toastmasters over the holidays.

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!

"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

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.

Getting the Word Out: Promote Your Speech Contests!

THIS MONTH IS A GREAT TIME FOR DISTRICTS TO GET SOME PUBLICITY. Why? It’s speech contest season! The results of area, division, and district contests make for great stories for local newspapers or corporate newsletters.

In your press release, announce when and where the contests will be held and who will participate. After the contests are held, don’t forget to send follow-up releases with the results. Besides mentioning the winners’ names, the titles of their speeches and where they live or work, be sure to share the winners’ stories. How long have they been Toastmasters? How have they benefited by their membership? Why did they join? A memorable quote by a winner will add interest and increase the press release’s chance of getting published. Don’t forget to add some background information on Toastmasters International and how to find local clubs – their meeting times and locations, as well as directions to TI’s Web site’s “Find a meeting location” link for club searches.

You can find sample speech contest press releases on pages 32 and 33 in TI’s publicity and promotion handbook, *Let the World Know*, (Item 1140). It is available to download free at members.toastmasters.org > **Membership Building**. You can also purchase a printed copy from the online store.

Membership- Building Resources

ARE SOME OF YOUR CLUBS a little low in membership? Would you like membership-building ideas? Maybe you just want to view the latest membership-building contest results. Well, check out the Membership Building section of our Web site. You’ll find a variety of information to help you with all of your needs. To locate the information, simply click the Membership Building tab on the members’ Web site at members.toastmasters.org. If you prefer to use the site’s search function, type “membership building” in the search box to display an array of results.

Use these online tools to begin helping your clubs bring membership to new heights today!

Word Jumble Resolutions

SHARE

SPEAK

ENCOURAGE

PRACTICE

SUPPORT

MOTIVATE

ACCOMPLISH

CHALLENGE

BELIEVE

SUCCESS

IMPROVE

The Holidays Are Coming!



6627



6631



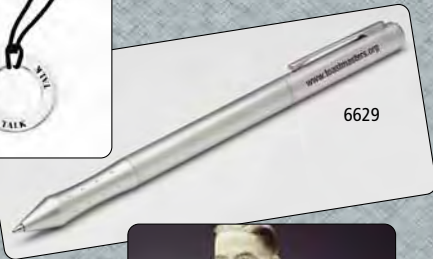
6633



6717



5760



6629



7046A-E



7044B-E



7043B-E



6630, 6632, 6634

Items are not shown to scale.

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.

Do You Want District Success? Try This To-Do List:

AS DISTRICT LEADERS, you know that success is achieved by working together; that district success is achieved only through successful clubs, areas and divisions. The following To-Do list will help ensure that this will happen:

- Confirm submissions with WHQ
- Share successes and challenges with other leaders
- Don't forget to thank your volunteers for everything that they do

NOVEMBER

Checklist:

- Submit club membership dues renewals online
- Follow-up with those who have not paid their October dues

Deadlines/Important Dates:

November 1:

- District governor to appoint audit committee

November 15:

- October dues renewals due for Distinguished Area Program credit
- Monthly treasurer's report (July 1 - September 30) due to District Trio
- Treasurer's report (July 1 - September 30) due to WHQ

November 30:

- Area governors - first-round club visit reports due to WHQ
- Previous year's financial records due to WHQ

Tips:

- Work on club building efforts
- Stay on track; check your DPR reports regularly

DECEMBER

Checklist:

- Submit club membership dues renewals online
- Second-round training for club officers begins
- Start planning for elections
- Start working on appointing nominating committee
- Start planning next district conference

Deadlines/Important Dates:

December 15:

- Monthly treasurer's report (July 1 – October 31) due to District Trio

Tips:

- Submit club-officer training online
- Work on club-building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Look ahead; what's coming up?
- The year is half way over – celebrate what you've accomplished!

E-MAIL DIRECTORY

- **New clubs:** newclubs@toastmasters.org
- **Orders:** supplyorders@toastmasters.org
- **District questions:** districts@toastmasters.org
- **District reserve statements:** statements@toastmasters.org
- **District budget, audit or treasurer's reports:** districtfinancialquestions@toastmasters.org
- **Speech contests:** speechcontests@toastmasters.org
- **Disciplinary matters:** districts@toastmasters.org
- **Duplicate proxies or other proxy questions:** duplicateproxies@toastmasters.org
- **Other questions:** See the *Contact Us* section of toastmasters.org or e-mail: tminfo@toastmasters.org