



SESSION 3: Establish and Support New Clubs

AREA AND
DIVISION DIRECTOR
TRAINING

PARTICIPANT WORKBOOK

TOASTMASTERS INTERNATIONAL

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SESSION 3: ESTABLISH AND SUPPORT NEW CLUBS

As district leaders, part of your mission is to extend the network of clubs. New clubs allow more people access to the benefits of Toastmasters. An important responsibility of yours is to establish and support new clubs. In this session, you identify club-building opportunities and requirements for establishing clubs.

Overview

In this session, the following topics are presented:

- ▶ Missions and goals
- ▶ Club builders
- ▶ Club-building cycle

Objectives

After completing this session, you will be able to do the following:

- ▶ Describe the relationship between establishing new clubs and the Toastmasters and district missions
- ▶ Identify district leader responsibilities for establishing new clubs
- ▶ Recognize the network of support a district can establish to build clubs
- ▶ Describe the club-building cycle
- ▶ Identify opportunities for new clubs in the area or division

Duration

- ▶ One hour

MISSION AND GOALS

The Toastmasters International Mission

Complete the sentence.

We _____ individuals to become more
_____ communicators and leaders.

The District Mission

Complete the sentence.

We build _____ and _____
_____ all clubs in achieving _____
_____.

Club-building Benefits

What are the benefits of club-building to you as Toastmasters?

What are the benefits of new clubs to the members who join them?

CLUB BUILDERS

What is the role of area and division directors in club-building?

District Director

What are the district director's club-building responsibilities?

Club Growth Director

What are the club growth director's club-building responsibilities?

Club Sponsors

What are club sponsors' club-building responsibilities?

Club Mentors

What are club mentors' club-building responsibilities?

Club-building Team Support

What are some of the committees and teams that a district can establish to support club-building?

In what ways can area and division directors support club-building?

My Club-building Team

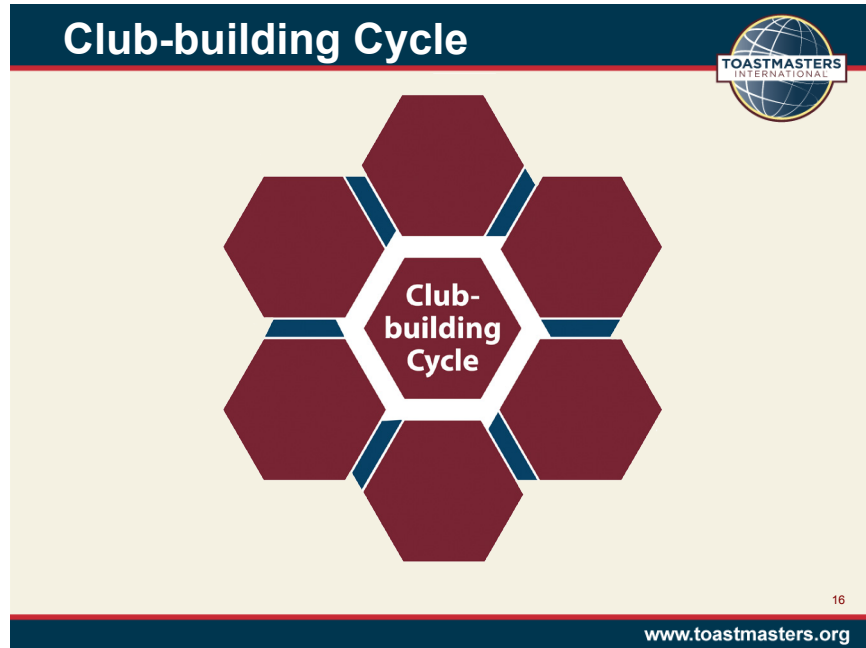
Write the names of the people on your club-building team.

If some of the roles are blank, who could fill them?

What actions will you take to ensure you have a full team?

CLUB-BUILDING CYCLE

Identify the six steps in the club-building cycle:



Step 1

Identify and describe the first step of the club-building cycle.

Step 2

Identify and describe the second step of the club-building cycle.

Step 3

Identify and describe the third step of the club-building cycle.

Step 4

Identify and describe the fourth step of the club-building cycle.

Step 5

Identify and describe the fifth step of the club-building cycle.

Step 6

Identify and describe the sixth step of the club-building cycle.

Next Steps

What steps will you take for establishing new clubs? (For example, contact team members, get leads from World Headquarters, gather resources like *How to Build a Toastmasters Club* (Item 121), and research existing clubs.)

EVALUATION

	BEGINNER	INTERMEDIATE	ADVANCED
What level of knowledge of the topic did you have prior to this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my area or division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials provided by the speaker were well-done and supported learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
Will you implement at least one idea from this session in the next 30 days?	<input type="checkbox"/>	<input type="checkbox"/>

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>