

# 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 ®

## Deadline: June 30

**A**n important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2004-05 Distinguished District, Division, Area and Club programs.

Items pertaining to club charters, dues renewals, membership applications, education-award applications and club-officer forms must be postmarked on or before **June 30, 2005**, and received at WHQ no later than July 7, 2005. Items submitted online or by e-mail must be received at WHQ on June 30, 2005, by 11:59 p.m. PT. Faxed documents must be received at WHQ by 5 p.m. PT Wednesday, June 30.

WHQ now accepts dues renewals, new-member applications, educational-award applications and club-officer forms through the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).

Although WHQ can receive information via fax and e-mail, it is the sender's responsibility to make sure the submission is successfully transmitted.

**Do not send duplicate copies of documents to WHQ. Choose only one method of transmission.**

## Save Time, Submit Online

**C**lubs and districts around the world have been using the Web site more and more each month!

- ▶ More than 6,000 clubs submit their dues online!
- ▶ More than 4,400 educational awards have been processed online.
- ▶ More than 8,200 new members have been added online since March.
- ▶ Clubs and districts can track their Distinguished progress through a few clicks of the mouse.

The Web site is a huge asset and information tool; every member should visit it regularly. That said, WHQ wants to let everyone know about some of the common issues to be aware of:

- ▶ You need a password to log into the Club or District Business sections of the Web site
  - Club passwords were sent with the Dues Renewal Invoice.
- ▶ Do not double-click when submitting payment. It can result in duplicate charges.
- ▶ Cookies *must* be enabled to submit information through the TI Web site
- ▶ Before paying for anything with a credit or debit card, confirm that there is enough money in the account and that the card has been activated.

## Send New Club Forms in Early

**M**ore clubs charter during the final months of the Distinguished District Program than at any other time of the year. Be sure to send all required forms and funds to WHQ early; the sooner these items arrive at WHQ, the better.

As the district year draws to a close, it's difficult to correct problems by the June 30 deadline. If there is a discrepancy in the charter documents, you'll need ample time to resolve it.

Please double-check your calculations and make sure you have included all required forms. And don't forget to make photocopies of all forms and checks for the club's records. If you are uncertain about what is required to charter a club, call the New Clubs Department at (949) 858-8255, fax (949) 858-1207 or e-mail [ipruneda@toastmasters.org](mailto:ipruneda@toastmasters.org).

## Prepare for Training!

**Y**our district should begin planning now for training 2005-06 club officers. Toastmasters International has a new guide to help you get started. *Training Club Leaders* (Catalog No. 217) explains, step by step, how to organize your training. Topics covered include planning the curriculum; choosing a format; selecting a place, date and time; selecting the trainers; and promoting the event. Make sure your training coordinators use this handy tool. It's guaranteed to make your training successful and well-attended.

The guide is available for downloading on the TI Web site: Click on Information for Members, then access Officer Training Programs. You can also order it from the online store.

## Online Reports

*The year-end results for the Distinguished Club Program and District Performance Reports are expected to be available no later than July 25, 2005.*

## QUICK DIRECTORY

Need to change your mailing or e-mail address:

[addresschanges@toastmasters.org](mailto:addresschanges@toastmasters.org)

Need help related to your clubs officers:

[clubofficers@toastmasters.org](mailto:clubofficers@toastmasters.org)

Have questions about an award application:

[educationawards@toastmasters.org](mailto:educationawards@toastmasters.org)

Need your password to access the online processes:

[lostpassword@toastmasters.org](mailto:lostpassword@toastmasters.org)

Have a membership-related problem or missing your magazine?

[membership@toastmasters.org](mailto:membership@toastmasters.org)

Questions about dues renewals?

[renewals@toastmasters.org](mailto:renewals@toastmasters.org)

Need some help with your club's statement?

[statements@toastmasters.org](mailto:statements@toastmasters.org)

Want to place an order?

[supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)

Still not sure?

Visit the Contact Us section of the TI Web site or e-mail

[tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## New Club Scoreboard

**E**ighty-one clubs were chartered for April, compared with 71 in 2004, and 61 in 2003. Our year-to-date total of new clubs is 571. The leaders in club extension are:

<u>District</u>	<u># of Clubs</u>
60	28
25, 51	21
79	20

Company clubs were chartered at: Kaiser Permanente, Carson, CA; Los Angeles Gay and Lesbian Center, Los Angeles, CA; Avery Dennison IPD, Strongsville, OH; Humana Inc., Lewisville, KY; Earthlink, Atlanta, GA; Sophos Inc., Vancouver, BC, Canada; EMC Mortgage Corp., Lewisville, TX; MedTrials, Dallas, TX; State Farm Insurance, Arlington Heights, IL; Kraft Foods, Glenview, IL; Zenith Insurance Company, Blue Bell, PA; GBBN Architects, Cincinnati, OH; Geico, Woodbury, NY; Kimley-Horn and Assoc. Inc., Sarasota, FL; Kompleks Kila Holdings, Malaysia; Intel Products (M) Snd. Bhd, Malaysia; Ticketmaster, Pharr, TX; Valero Energy, San Antonio, TX; GE, Houston, TX; Michelin, Greenville, SC; Lockheed Martin Alc., Greenville, SC; and RBC Royal Bank, Scarborough, ON, Canada.

Toastmasters International has approximately 10,051 clubs worldwide.

## Club Charters Not Transferable

**W**hen 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.

## No Cash Awards Allowed

All districts conduct programs and contests for which awards are given. Often the awards consist of merchandise from the Supply Catalog or similar items.

A few districts, however, have conducted programs and contests that advertise cash awards. Awarding cash violates the Articles of Incorporation and Bylaws of Toastmasters International, which states that no member may profit monetarily.

A better choice for recognizing contest winners is to award merchandise or gift certificates from the Supply Catalog (available in denominations of \$5, \$10 and \$25). Order gift certificates online at [www.toastmasters.org/store](http://www.toastmasters.org/store) or contact the Member Services Department at WHQ.

## Act With Integrity

A wide range of recognition awards are available to members, clubs, areas, divisions and districts. Earning an award is an outstanding accomplishment of which every recipient should be proud.

Unfortunately, in the heat of competition, fraud sometimes occurs. Such misconduct diminishes the value of the awards. It discourages those who adhere to the rules and is contrary to the principles and purposes of Toastmasters International.

To ensure Toastmasters awards are based solely on achievement with no cutting corners, the Board of Directors established a policy to intercede with individuals, areas, divisions and districts that take advantage of the award system. The policy states: "Every award program and system at any level of the Toastmasters organization shall be in the best interests of Toastmasters International and consistent with its policies, principles and purposes. The Executive Director is authorized and instructed to either delay or deny the granting of any individual, club, area, division, district or international award—or the acceptance at World Headquarters of any such documentation in support of any such award—if it appears misrepresentations were made by or on behalf of the individual, club or district seeking the award. The final decision to deny recognition rests with the President of Toastmasters International. There is no right of appeal."

This policy ensures that those members, clubs and districts worthy of awards will be recognized for their achievements.

## Toronto: A World Within a City!

Don't miss the 74th Annual Toastmasters International Convention, August 24-27, at The Westin Harbour Castle in Toronto, Ontario, Canada.

- ▶ Enjoy a varied educational program presented in four tracks covering: *Communication, Skill Building, Leadership and Club and District Success*. Mix, match and explore any of these tracks tailored to satisfy your educational interests.
- ▶ Attend the Golden Gavel Luncheon where this year's recipient is well-known leadership expert, speaker and author Marcus Buckingham.
- ▶ Witness the excitement of the World Championship of Public Speaking on Saturday, August 27.

Beginning in April, you may visit our Web site at [www.toastmasters.org](http://www.toastmasters.org), and register online for the International Convention. Or mail your convention registration form to WHQ. Registration forms can be found in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Toronto!

## Wanted: Photos of New District Governors

Attention District Governors-elect of 2005-06: Please send a **professional-quality** photograph of yourself to the Publications Department at WHQ.

- ▶ If you send a photograph, it needs to be at least 3 x 5 inches in size.
- ▶ If you e-mail a picture, it must be scanned at a resolution of **no less** than 300 dpi and the image should also be scanned at 3 x 5 inches in size. E-mail your pictures to [kmurphy@toastmasters.org](mailto:kmurphy@toastmasters.org).

Your photo will be included in the "Your District Governors" article that will appear in the September issue of *The Toastmaster* magazine and in the district governor brochure distributed at the International Convention. **Photos must be received at WHQ no later than June 10.**

## Toastmasters Is For Everyone

Just a reminder that Toastmasters International has a policy against discrimination:

*"No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against in the conduct of official Toastmasters programs because of age (except those persons under the age of 18), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability so long as the individual, through his or her own efforts, is able to participate in the program."*

Policy violation by an individual member, club, area, division, district or other official groups will subject the offending person or entity to disciplinary action, in accordance with the Bylaws of Toastmasters International, unless the offending party ends its own violations.