

**DISTRICT 52 FALL OFFICER TRAINING: VPM  
MARCIA BRUCE BUSH DTM**



- 1. MEMBER GROWTH AND RETENTION**
- 2. RESPONSIBILITIES**
- 3. PLANNING**
- 4. INTERACTIVE SESSION:**

**GUEST PACKET**

**APPLICATION**

**NEW MEMBER PKT**

**NEW MEMBER ORIENTATION (TI.COM)**

**MEMBER PROFILE (TI.COM)**

- 5. CLUB CENTRAL (TI.COM)**
- 6. MASTER YOUR MEETINGS (TI.COM)**

**VPPR WITH CIRCE DENYER IS IMMEDIATELY  
FOLLOWING THIS SESSION! STAY TO LEARN  
HOW TO PROMOTE YOUR CLUB WITH SOCIAL  
MEDIA!**

**WHERE LEADERS ARE MADE**

[www.toastmasters.org](http://www.toastmasters.org)

[www.district52.org](http://www.district52.org)

**REMAINING OFFICER  
TRAINING WORK-  
SHOPS:**

**PRES—SAT 12-7**

**SAA—SAT 12-7**

**PW/CC—WED 12-18**

**Sec- THURS 12-19**

**TREAS—SAT 12-21**

**PLUS TLI ON 1-25-20  
WITH BREAKOUTS**

**GO TO DISTRICT 52/  
TRAINING TO REG!**

**DISTRICT 52 TOASTMASTERS OFFICER TRAINING: VPM**

**SATURDAY, NOV. 30, 8:00AM**

**AT: GLENDALE FIRE STATION**

**Call 661-373-1899 or email [mbb@marciabrucebush.com](mailto:mbb@marciabrucebush.com) for info!**



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## **GUEST PKT CONTENTS**

- 1. MAGAZINE**
- 2. WARREN BUFFET FLYER**
- 3. BENEFITS OF TOASTMASTERS (ITEM 354INDV)**
- 4. TRI-FOLD BROCHURE FROM TI WITH LABEL FOR CLUB INFO**
- 5. NEWSPAPER ARTICLE (IF YOU HAVE ONE)**
- 6. APPLICATION**

## **NEW MEMBER PKT CONTENTS**

- 1. FTH ACCESS (IF CLUB MEMBERS USE IT)**
- 2. WELCOME TO TOASTMASTERS FROM CLUB PRESIDENT**
- 3. WELCOME TO TM FROM TI**
- 4. TABLE TOPICS EXPLANATION (SINCE IT'S THE 1ST SPKG THEY WILL DO)**
- 5. 10 TIPS FOR SPEAKING (ITEM 105)**



**WHERE LEADERS ARE MADE**

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[www.district52.org](http://www.district52.org)

**DISTRICT 52 FALL OFFICER WORKSHOP:**

**VPM MARCIA BRUCE BUSH DTM**

**ADDITIONAL NEW MEMBER ORIENTATION**

- 1. DISCUSS WHAT STEPS TO TAKE WHEN ARRIVING AT MEETING**
  - FUNCTIONARY DESCRIPTIONS**
- 2. YOU AND NEW MEMBERS OPEN WWW.TOASTMASTERS.ORG**
- 3. SET UP new member sign in**
- 4. REVIEW PW FORMS EMAILED TO new member:**
  - HOW TO ENTER PW**
  - PW QUICK GUIDE**
  - CHECK OFF SHEETS**
- 5. HOW TO SIGN UP FOR FUNCTIONARY ROLE AT NEXT MEETING**

# CLUB STANDARDS

The Toastmasters club meeting serves as the vehicle through which members become better speakers, listeners, thinkers, and leaders. Meetings are comprised of three basic parts.

## 1. Prepared speeches

During this portion of the meeting, several Toastmasters present speeches based on projects in the education program. (Note: Every speech presented during a club meeting should be based on a project, because the projects provide valuable guidance in preparing and presenting speeches. Usually at least three speakers are scheduled; this may vary depending on the meeting program and length of the meeting.)

## 2. Evaluations

Each prepared speech is orally evaluated by a fellow Toastmaster in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation for the speaker, and all members are invited to submit written comments to the speaker, too.

## 3. Table Topics

In this segment, members not otherwise scheduled as program participants have an opportunity to present one-to-two-minute impromptu talks.

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### INVOCATIONS AND PLEDGES

Invocations and pledges are popular ways to open club meetings. They are usually one or two minutes in length, delivered by a designated club member, and are entirely optional. If your club chooses to open a meeting with an invocation or pledge, always take care to respect the diversity of cultures and religions in the audience.

The decision to open club meetings with an invocation or pledge is made by majority vote at a club business meeting, with a majority of active members present. Club leaders are responsible for arranging and abiding by this vote.

### LECTERN ETIQUETTE

A lectern is an important part of the club. The lectern should be placed at the front of the meeting room where it can be seen by all.

Generally, the only meeting participants who speak from the lectern are the presiding officer, Toastmaster, Topicsmaster, speakers, general evaluator, and the person giving the invocation.

Others, such as the timer, grammarian, Ah-Counter, and Table Topics speakers, usually rise and stand by their chairs when called upon to speak.

Someone should always be at the lectern during the meeting. For example, when the Toastmaster introduces a prepared speaker, they should give the introduction and wait for the speaker to arrive at the lectern before taking their seat.

Speakers making presentations are not required to stand behind the lectern while speaking.

They are free to move about the front of the room as they speak if they wish.

### THE IMPORTANCE OF PREPARATION

Meeting participants who are prepared are essential to a club's success.

When things are done at the last minute, or not done at all, meeting quality suffers, and the club doesn't fulfill its purpose. Members don't learn as much and it's difficult for them to achieve their goals.

When everyone arrives early at the meeting and is prepared, the meeting will start on time, proceed according to schedule, and end on time. The meeting will be the educational experience it is intended to be, and no one's time will be wasted.



# CLUB QUALITY CHECKLIST

Evaluate your club with this easy tool.

We all have ideas on what a perfect Toastmasters club is like. It involves enjoyable meetings, unlimited learning opportunities, friendly members ... and what else?

This checklist offers you the chance to rate your club's strengths and weaknesses against the "ideal."

Complete this questionnaire, then give it to your club president, who will discuss the answers with the club's officers.

## Club Meetings

1. Is your meeting location conveniently located, accessible and user friendly?  Yes  No
2. Are the program and agenda publicized, via email or a club website, in advance?  Yes  No
3. Do club meetings start and end on time?  Yes  No
4. Does the meeting follow an agenda?  Yes  No
5. Does every member wear a name badge?  Yes  No
6. Are all guests and members warmly greeted and welcomed?  Yes  No
7. Are all guests introduced to others?  Yes  No
8. Is the meeting atmosphere friendly, pleasant and enjoyable?  Yes  No
9. Is your meeting location easy to find, with signs posted?  Yes  No
10. Is your club's meeting location and time listed accurately on [www.toastmasters.org/Find-a-club](http://www.toastmasters.org/Find-a-club) ?  Yes  No
11. Is the business meeting conducted quickly and efficiently?  Yes  No
12. Are programs interesting and varied?  Yes  No
13. Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting?  Yes  No
14. Are speeches well-prepared and based on projects in Pathways?  Yes  No
15. Are evaluations positive, helpful and constructive?  Yes  No
16. Is everyone given an opportunity to participate in the program?  Yes  No
17. Are your officers effective in their roles as leaders?  Yes  No
18. Do officers report on the club's progress in the Distinguished Club Program?  Yes  No
19. Are you using branded marketing materials from the **Logos, Images and Templates page** on the Toastmasters website?  Yes  No

Suggestions for Improvement:

### Membership

- 20. Does your club set a membership goal each year and try to maintain a minimum of 20 members?  Yes  No
- 21. Do your club officers and members demonstrate the organization's core values of integrity, respect, service and excellence?  Yes  No
- 22. Does your club regularly promote its meetings on social media and in the community?  Yes  No
- 23. Are guests invited to join the club?  Yes  No
- 24. Are new members oriented to the Toastmasters program immediately after joining?  Yes  No
- 25. Are new members reported immediately to World Headquarters so they can receive their welcome email with instructions on how to get started in Base Camp?  Yes  No
- 26. Are new members assigned a mentor?  Yes  No
- 27. Are new members scheduled to speak soon after joining?  Yes  No
- 28. Are new members assigned meeting roles soon after joining?  Yes  No
- 29. Are new members formally inducted and given a membership certificate, pin and name badge?  Yes  No
- 30. Does a member contact those who miss more than one meeting and encourage them to attend regularly?  Yes  No
- 31. Are all members assigned to a club committee?  Yes  No
- 32. Is your club free of members who disrupt meetings or have a negative influence?  Yes  No
- 33. Are members recognized during meetings for their accomplishments and contributions?  Yes  No
- 34. Does your club have a presence on Facebook, Twitter and LinkedIn?  Yes  No
- 35. Do your club leaders follow **Toastmasters on Facebook, Twitter, Instagram and LinkedIn**?  Yes  No

Suggestions for Improvement:

## Educational Activities

36. Are members encouraged to visit other Toastmasters clubs?  Yes  No
37. Does your club enjoy occasional joint meetings with other clubs?  Yes  No
38. Does your club encourage members to attend Toastmasters events beyond the club such as area, division, district, regional and international functions?  Yes  No
39. Do you know the value of and requirements for the various educational awards?  Yes  No

Suggestions for Improvement:

## General

40. Do you have a club newsletter or website?  Yes  No
41. Does your club take advantage of **Free ToastHost** to host its website?  Yes  No
42. Do you have a formal installation for club officers?  Yes  No
43. Are you encouraged to attend your club's executive committee meetings?  Yes  No
44. Does your club discuss and vote on proposals presented each year at the Toastmasters Annual Business Meeting?  Yes  No
45. Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates?  Yes  No
46. Do your officers thoroughly understand their responsibilities and carry them out?  Yes  No
47. Are members encouraged to assume leadership roles in the club?  Yes  No

Suggestions for Improvement:

*Take this tool to your club meeting and discuss suggestions for improvements to make your club even better.*

# Meeting Standards Worksheet

## What Does TI Expect?

- Prepared Speeches:** inferred from a project or manual.
- Written or Spoken Evaluation:** From a member attending the same meeting
- Table Topics:** Suggestions given but, any format is OK. Also club can choose who gets to participate

## What Does TI Suggest?

- The meeting begins and ends on time.
- All meeting participants arrive on time and are prepared.
- Members and guests alike are greeted as they arrive, helping them feel welcome.
- The program is fast-paced, interesting, and fun.
- Transitions between segments are smooth.
- All members present have an opportunity to participate.
- Evaluations are helpful, constructive, and contribute to members' personal growth and improvement.
- Members' achievements are recognized.
- Members are enthusiastic and are enjoying themselves, and it shows.

## How Does My Club Measure up?

Are there things you would change to make the club stronger and more desirable to join?

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### Club Improvement

If your club is having difficulty achieving or maintaining a standard of excellence, consider it an opportunity to grow and improve. What you need to do is diagnose the problem, put it into words, and turn to your club members for the solution.

### VICE PRESIDENT MEMBERSHIP

The vice president membership is responsible for bringing new members into the club and ensuring that the club always has a minimum of 20 members. New members add to the club's roster to minimize the effects of normal membership turnover and they provide the club with a continuous flow of fresh, new ideas and personalities. The vice president membership also makes sure that all members are satisfied with the club and works with the vice president education to keep meetings diverse, entertaining, and educational.



# MEMBERSHIP APPLICATION & PAYMENT INFORMATION



To become a club member, please

1. Completely fill out and sign the **Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to the club officer.
4. Please check here  if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact [membership@toastmasters.org](mailto:membership@toastmasters.org).

## MEMBERSHIP APPLICATION

### Club Information

This section is completed by a club officer.

Club number \_\_\_\_\_ Club name \_\_\_\_\_ Club city \_\_\_\_\_

### Applicant Information

This section is completed by the applicant.  Male  Female  Other

Last name/Surname \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of \_\_\_\_\_

Address line 1 (limit 35 characters) \_\_\_\_\_

Address line 2 (limit 35 characters) \_\_\_\_\_

City \_\_\_\_\_ State or province \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Home phone number \_\_\_\_\_ Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Membership Type

This section is completed by a club officer.

- |   |  |
|---|--|
| <input type="checkbox"/> New  | <input type="checkbox"/> Reinstated (break in membership)  |
| <input type="checkbox"/> Dual   | <input type="checkbox"/> Renewing (no break in membership) |
| <input type="checkbox"/> Transfer (If applicant is transferring from another club, please fill in the three lines below.) |  |

Previous club name \_\_\_\_\_

Previous club number \_\_\_\_\_

Member number \_\_\_\_\_

### Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable from one member to another.

**1. New member fee (US\$20)** US\$ \_\_\_\_\_

Paid only by new members, this fee covers the cost of the first education path, online copy of The Navigator and processing

**2. Membership dues** US\$ \_\_\_\_\_

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

- |                                   |    |                                    |           |          |
|-----------------------------------|----|------------------------------------|-----------|----------|
| <input type="checkbox"/> October  | or | <input type="checkbox"/> April     | US\$45.00 | \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May       | 37.50     | _____    |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June      | 30.00     | _____    |
| <input type="checkbox"/> January  | or | <input type="checkbox"/> July      | 22.50     | _____    |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August    | 15.00     | _____    |
| <input type="checkbox"/> March    | or | <input type="checkbox"/> September | 7.50      | _____    |

I want my membership to begin: \_\_\_\_\_  
Month/Year

**3. Total payment to Toastmasters International** US\$ \_\_\_\_\_

Total of 1 and 2.

### Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process credit card payments for club dues.

International Fees and Dues \$ \_\_\_\_\_  
(from line 3 above)

Club new member fee \_\_\_\_\_

Club dues \_\_\_\_\_

Total payment to club \_\_\_\_\_

## Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

Sponsor's last name/surname

Sponsor's first name

Sponsor's member number

Sponsor's club number

### Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise and the Toastmasters International Governing Documents and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, districts, clubs and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- The collection, use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- That my information may be accessed and used by Toastmasters, its employees and agents, district officers and club officers.
- Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: [www.toastmasters.org/login](http://www.toastmasters.org/login). I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods: Mail  Email  Phone

If you would rather not receive non-essential communications from us, please check here

For our full privacy policy, you may visit [www.toastmasters.org/footer/privacy-policy](http://www.toastmasters.org/footer/privacy-policy).

#### A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

#### Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above, and certify that I am 18 years of age or older (in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International).

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

#### Verification of Club Officer

I confirm that a complete membership application, including the signatures of the new member and a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

\_\_\_\_\_  
Club officer's signature

\_\_\_\_\_  
Date

In order for this application to be valid, both signatures are required.

The **club officer** must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral). You can also mail the documents to Membership, Toastmasters International, 9127 S. Jamaica St., Suite 400, Englewood, CO 80112, U.S.A., or fax to +1 303-799-7753. Please use only one of these methods to avoid duplication.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
  - a. Retain the applicant's **Membership Application** with other club documentation; and
  - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

## PAYMENT INFORMATION

### Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 3 on page 1). World Headquarters does not collect club dues.

**MasterCard**

**Visa**

**AMEX**

**Discover**

US\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Name on card

\_\_\_\_\_  
Signature

**Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Check or money order number

**Other**

\_\_\_\_\_  
Other



## Pathways Level 1 Overview

**LEVEL 1 is the same for all 11 PATHS!**

**The three projects in Level 1 include:**

### **FOUR SPEECHES**

**1. Ice Breaker**

**Introduce yourself to the club!**

**2. Evaluation and Feedback #1**

**A speech on any topic you choose. Receive evaluation.**

**3. Evaluation and Feedback #2**

**Use the feedback from your evaluation to either improve and give the same speech again, or a speech on any topic where you apply the feedback.**

**4. Researching and Presenting**

**Research something you are curious about and share it effectively.**

### **PLUS THIS MEETING ROLE:**

#### **Evaluator**

**This first time taking the Evaluator role, you will be evaluated by an experienced evaluator in your club.**