



TOASTMASTERS INTERNATIONAL®

# Tips

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

## RENEWAL NOTICE ALERT... Pay Your Dues On Line!

**T**he Dues Renewal Invoice for the April 1, 2004, through September 30, 2004, period is being mailed to club presidents of record the last week in February. The invoice contains a list of members in your club. Check the box to the left of the name of each renewing member and fill out the payment information on the bottom of the invoice.

Beginning with this reporting period, clubs who are paying for members listed on the renewal form now have the option of paying dues renewals online using a credit or check/debit card. Not only will your club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club will receive a password in order to enter into the secure part of the Web site. The password will be included in the dues renewal mailing. The mailing will also include instructions on how to enter the secure site. WHQ accepts MasterCard, VISA, American Express and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

To expedite the processing of renewals, we strongly suggest that you take advantage of paying your renewals on line.

Renewals are due April 1, 2004. In order to receive on-time credit in the Distinguished District Program, your renewal must be received at WHQ by 5 p.m. Pacific Time, April 10.

Here are some helpful hints:

- ▶ Submit your dues by one method only. Please do not send duplicates. For example, if you submit your dues online, DO NOT mail a copy. Or, if you fax in your renewal, please don't mail another copy to WHQ.
- ▶ If your club is paying by check, you will need to submit your renewal by mail. The renewal is not counted as being here until the invoice and check are at WHQ. Faxing a copy of the dues renewal invoice and a copy of the check does not fulfill the submission requirements. In fact, duplication slows down the processing tremendously.
- ▶ Do not e-mail your renewal to WHQ. It is not secure to submit credit card information via e-mail. Online, FAX and mail submissions are secure.
- ▶ Do not submit your renewal in pieces, i.e., DO NOT submit your dues renewal invoice/list of members and payment separately. Include your complete payment information and list together. With almost 10,000 submissions, it is difficult to match up submissions when payments and lists are submitted separately. It also delays the processing of the renewal.

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## Big Fun in Reno, Nevada!

**D**on't miss the 73rd Annual Toastmasters International Convention, August 18-21, at The Reno Hilton, Reno, Nevada, USA.

Enjoy a varied educational program presented in five tracks covering: Speaking, Personal Growth, Motivation and Leadership, Club and District Success and Professional Speaking. 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 speaker and author of *The 7 Habits of Highly Effective People*, Stephen Covey.

Witness the excitement of the World Championship of Public Speaking on Saturday, August 21.

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, if old habits are hard to break, 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 Reno!

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- ▶ Only submit dues for members who have paid your club. Dues are non-transferable and non-refundable, so you want to be sure the club has the money in hand before payment is sent to WHQ.
- ▶ Keep a copy of the invoice for your records.
- ▶ Clubs should submit all payments at one time, so we encourage you to collect and submit dues for all renewing members. However, dues for late-paying members can be submitted to WHQ after the initial submission. An easy way to submit late-paying members is to circle the names of the members paying late on a copy of the original invoice and submit the marked invoice along with the payment for dues. Or, the club can submit a completed membership application form, marking the circle next to the words "renewing." Clubs can also submit late-paying members in letter form.

*If you haven't already collected dues...start doing so now!*

## Check Your DCP Report

**H**ow close is your club to achieving its goals in the Distinguished Club Program?

You can review your club's progress on the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org). Updates are posted around the 11th of each month. Pay careful attention to club officer training statistics for the December-February training period. Contact your district officers if you believe there are errors in the information on the report. Districts must submit corrections to WHQ by May 31.

Please share this report with the entire club. If your club has misplaced its *Distinguished Club Program/Club Success Plan* booklet (Catalog No. 1111), you can find it on the Web site as well.

## Add Members With Speechcraft

**I**f your club needs to build membership, look no further! Speechcraft is designed to teach non-Toastmasters public speaking skills.

Experienced club members present the fundamentals of public speaking during four, six or eight sessions, usually during club meetings.

Speechcraft participants are prospective members who will most likely join after they see the benefits of the Toastmasters program, so conducting a terrific program is important. The Speechcraft

## One is All We Need

**I**n the era of Web forms, e-mail attachments and faxes, we often have a problem receiving duplicate and triuplicate copies of forms and documents. When you are sending something to WHQ, please choose only ONE method of transmission. Duplicates and triuplicates make processing very complicated and can often cause problems with records and results.

For example:

- ▶ If you are faxing a membership application to WHQ, don't mail that application.
- ▶ If you are submitting an officer list online, don't send the fill-in form via mail or fax.
- ▶ If you are making a purchase from the online store, be sure to hit the submit button only once. Pressing more than once may result in your credit card being charged twice or information being sent more than once, which again, slows down processing time.

Be sure to send anything with a deadline in early, to avoid problems. If you are concerned that your chosen method of transmission failed, just give us a call.

Starter Kit (Catalog No. 205) is available for \$15 plus postage.

It contains all you need to conduct a program. Contact the Orders Department at World Headquarters to get your copy.

## Hold Club Elections in May

**I**n May, all clubs must elect annual officers serving from July 1, 2004, through June 30, 2005, or semiannual officers serving from July 1, 2004, through December 31, 2004. Semiannual terms are an option available only to clubs that meet weekly.

- ▶ Before March 31: Appoint a nominating committee (see club constitution). The committee should be chaired by the immediate past president or most recent past president available.
- ▶ Last meeting in April: Nominating committee reports to the club.
- ▶ First meeting in May: Election should be held. If the nominating committee has no report at the last meeting in April, postpone the election until one week after the meeting at which the report is given.

Call for nominations from the floor. Nominations and elections begin with the president and proceed in descending order.

Remember: A quorum (51 percent of active members) is needed to conduct business (including electing officers). Proxies or absentee ballots are not allowed at the club level. Members must be active and present to vote.

Don't forget to fill out a club and officer information form immediately following your election. Send it to WHQ so the correct officers will receive every important mailing.

You can fill out a Club Officer Report Form online. Go to [www.toastmasters.org](http://www.toastmasters.org), the link is in the "Member Quicklinks" section on the home page.