

Welcome to the



Soaring Eagles Toastmasters Club



FY 2006-2007

President

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V.P of Education

Brock Webb

V.P. of Membership

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Established September 2002

www.geocities.com/eagles_toastmaster/

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Toastmasters International Introduction

About Toastmasters International

Toastmasters International is a non-profit organization governed by a Board of Directors elected by the membership. The first Toastmasters club was established on October 22, 1924, in Santa Ana, California, by Dr. Ralph C. Smedley, who conceived and developed the idea of helping others to speak more effectively. More clubs were formed, and Toastmasters International was incorporated under California law on December 19, 1932.

Toastmasters International's business and services are administered by its World Headquarters, located in Rancho Santa Margarita, California. It employs no paid promoters or instructors. It has no salaried staff except the Executive Director and World Headquarters staff, who provide services to the clubs and Districts.

How Toastmasters Works

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for about an hour. Each meeting gives everyone an opportunity to practice:

- Conducting meetings. Meetings usually begin with a short business session which helps members learn basic meeting procedures.
- Giving impromptu speeches. Members present one-to two-minute impromptu speeches on assigned topics.
- Presenting prepared speeches. Three or more members present speeches based on projects from the Toastmasters International Communication and Leadership Program manuals. Projects cover such topics as speech organization, voice, language, gestures, and persuasion.
- Offering constructive evaluation. Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

The Tools You Use

Upon joining a Toastmasters club, each new member receives a variety of manuals and resources on speaking. Members also have access to other books as well as audio and video cassettes on speaking and leading. They also receive the award-winning *The Toastmaster*, a monthly magazine that offers the latest insights on speaking and leadership techniques.

Toastmasters and Leadership

Leadership cannot be learned in a day. It takes practice. In Toastmasters members build leadership skills by organizing and conducting meetings and motivating others to help them. Club leadership roles and a leadership development program also offer opportunities to learn and practice. Just as Toastmasters members learn to speak simply by speaking, they learn leadership by leading.

Personal Benefits

Your success in business is based on how effective you are. Through participation in the Toastmasters Communication and Leadership program, people from all backgrounds learn to effectively speak, conduct a meeting, manage a department or business, lead, delegate, and motivate.

- As your improved communication skills become obvious within the workplace, increased visibility, recognition and promotion will follow.

- Your improved presentation skills will win you the respect and admiration of your colleagues and employees - and make them wonder what you did to change!
- Leadership skills acquired through participation in Toastmasters will increase your management potential.
- As a Toastmaster you will acquire an increased ability to motivate and persuade, making you more effective as a supervisor or manager.
- Members of Toastmaster Clubs have access to a wide range of educational materials, including books, audio and videotapes, and seminar programs available at reduced cost through the Toastmasters International Supply Catalog.

Company Benefits

A company's success also depends on communication. Employees face an endless exchange of ideas, messages, and information as they deal with one another and with customers day after day. How well they communicate can determine whether a company quickly grows into an industry leader or joins thousands of other businesses mired in mediocrity.

Toastmasters provides the tools that enable employees to become effective communicators and leaders all at a very low cost. Toastmasters training helps employees:

- give better sales presentations
- hone their management skills
- work better with fellow employees
- effectively develop and present ideas
- offer constructive criticism
- accept criticism more objectively

Toastmasters produces results. Around the world more than three million men and women of all ages and occupations have benefited from Toastmasters training, and more than one thousand corporations, community groups, universities, associations, and government agencies now use Toastmasters training.

Community Benefits

Toastmasters has helped many members in their community service activities. Using the speaking and leadership skills developed in Toastmasters, people have become more active in business, churches, and service and charity organizations. Toastmasters members are able to organize activities, conduct meetings, and speak in public as their organization's representative. Some even become active in local, state or national government.

How To Start A Toastmasters Club

Toastmasters Clubs meet in thousands of communities -- and corporate conference rooms -- in more than 60 countries around the world. Each year new groups are organized in places like Sarawak, Malaysia, and Los Angeles, California. Some are organized by experienced Toastmasters, while others are organized by people completely new to the organization. So don't be intimidated!

Becoming A Member

Joining a Toastmasters club is easy. With more than 8,000 clubs around the world, there is sure to be one near you.

After you find a Club attend a meeting and apply for membership. All Clubs have a different personality, so you might want to visit several before you make a decision. Clubs occasionally change their meeting time, day, and location, so call ahead to verify the details.

Have you ever paid \$100 for a one-day seminar? You probably won't pay that for an entire year of Toastmasters. There is a \$16 new member fee, then \$18 dues every six months. Clubs may also assess local dues to cover local expenses.

The more than 170,000 members are from a variety of occupations and backgrounds. They include doctors, auto mechanics, executives, teachers, homemakers, artists, college students, supervisors, attorneys, engineers, salespersons, and more. However, Toastmasters is only for individuals 18 years or older.

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When Speech, Um, Gets in the Way of, Ah, Getting Ahead

By Carrie Johnson

The Washington Post, Sunday, August 20, 2000; Page L01

Bob Kuhfahl is a certified geek. Literally.

He spent years designing computer networks and exchanging tips with other software developers. Along the way, he racked up degrees in computer science and technology management.

From the looks of it, he was well on his way to securing a promotion. But a few years ago, Kuhfahl realized that something was blocking his entry into the management ranks--his inability to engage co-workers and supervisors in conversation. Whenever he'd present the latest plans for a software product or meet a colleague in the hallway, Kuhfahl would pepper his sentences with distracting "ums" and "ahs."

His boss goes even further. "He was god-awful," said Kathy Clark, chief executive at Landmark Systems in Reston. "More than 50 percent of his vocabulary was 'ums' when he was public speaking."

Kuhfahl took the hint and joined a group of Landmark employees who meet twice a month to practice making speeches, running meetings and breaking the ice in conversations with office big shots. Four years later, his patter is devoid of those telltale "ums"--and he's become a software development manager.

"There's no question in my mind that to play an effective role in the upper ranks of the company you need to be persuasive," Kuhfahl said.

He's not alone. Many technically oriented people find their communications skills get in the way when they try to switch gears and zoom into higher-level jobs. What's changing is the number of techies who seek out communications training from universities, media consultants and grass-roots clubs such as Toastmasters International.

D.C.-based consultant Heidi Berenson said that an increasing number of her clients work in the tech sector. Berenson, a former television journalist, said executives from companies such as Scient, Nettel Communications and Sharing Technologies have visited her to practice making small talk at a cocktail party or to conduct mock interviews with reporters. She tells them getting to the point is of the essence.

"You really have only about nine seconds to grab your audience," she said. "You can't do the windup and the pitch. You just have to pitch."

The need to spice up conversations isn't confined to the executive suite. Officials at schools that attract a high quotient of engineers and computer scientists are emphasizing the ability to talk about what techies do and make. Since 1993, the Massachusetts Institute of Technology has run a "charm school" for its undergraduate students, giving them a chance to practice business etiquette. The school also requires undergraduates to take courses in written and oral communications.

Lori Breslow, a senior lecturer at MIT's Sloan School of Management, said one of her students' biggest problems is losing track of the audience.

"It's the communicator's responsibility to make himself understood," said Breslow. "Many times they offer detail upon detail, when in fact what somebody wants to know is 'Is this going to make me money?'"

Breslow said that, growing up, she suffered from painful shyness. But, after finding an extroverted friend and watching the friend interact with other people, Berlow gradually became more comfortable in large groups.

"The basics of the skill are often in the observation of the other," said Breslow, who has emerged from her shell to help physics professors make eye contact with their students. "A lot can be taken from friendly people whose communication styles you admire and respect, watching how they do things and changing your response based on feedback."

That's the premise behind Toastmasters, a nonprofit group with chapters around the country, often organized around a particular workplace. Kuhfahl belongs to one at Landmark, as does his boss. David Bain, a Virginia businessman, started an Internet entrepreneur chapter of Toastmasters last year (www.ietoastmasters.org). Twice a month, the group gathers in Northern Virginia or the District to give short speeches and answer prepared questions, such as "Where do you fall in the controversy over Napster?"

Members evaluate one another's body language and verbal style, with one person looking out for "lapses of fluency," said member Ray Passeur. "We sometimes call that person 'the wizard of uh.' "

And he means it. In a telephone conversation, the Internet entrepreneur group's star student, Jeff Pledger, stopped himself in mid-thought to say, "Oh, okay, count that as one 'um.' " He laughed and noted that humor is also a good way to keep an audience's attention.

Pledger continued: "I'm not afraid of getting up in front of people. I'm an outgoing person. Being blind, I have to communicate in an effective manner."

Of course, some techies are happiest when they are solving complicated problems with their companies' servers or using their artistic skills to design Web sites. Even they could benefit from being better speakers, said Clark, chief executive at Landmark.

"Aside from the core technical skills, communication skills are the most important thing you need to have," she said. "So many people really underestimate those and do a bad job at them. The more rapid [technological] change becomes, the more important communications skills are."

Just ask Kuhfahl, who someday hopes to parlay his tech prowess and new-found communications acumen into a job as president or vice president of a technology company.

His boss said he's got a good shot.

"I'm convinced he's become a better manager," Clark said.

Instant Reply

Last week's column about a Maryland program called "Live Near Your Work" caught readers' attention. Some folks wrote in to express interest in bringing such a program to their offices, but one reader warned that such an approach could backfire on the highly mobile work force. "Especially with the high-tech crowd, moving close to your work can mean you have to move again when you lose your job or want to switch jobs," she wrote.



Toastmasters International Club Leadership

President

The President is the CEO for the club. The primary responsibilities of this role involve the general supervision and operation of the club. The President presides at club meetings and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the other officers, the President establishes long-term and short-term goals for the club.

Vice President Education

The Vice President Education (VPE) manages all educational programs within the club. The primary responsibilities of this role involve ensuring that all members continue their progress toward their own individual educational goals. The VPE plans, organizes, and implements meeting schedules to include speeches, educational modules, and other events sufficient to meet both individual and club objectives. When members complete a speech or other major achievement, the VPE will sign or initial the appropriate documentation and contact Toastmasters International to ensure proper recognition. New members will receive orientation and be assigned a mentor by the VPE.

Vice President Membership

The Vice President Membership (VPM) manages the activities that sustain and increase the number of members in the club. The primary responsibilities of this role involve marketing and some administration. The VPM plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above club charter strength (20 members). This is accomplished both by retaining current members (working with the VPE) and by gaining new members (working with the VPPR). The VPM is responsible for the semi-annual membership reports to Toastmasters International and for keeping the membership roster and attendance records.

Vice President Public Relations

The Vice President Public Relations (VPPR) manages the creation and maintenance of the club's image. The primary responsibilities of this role involve both internal and external communications. The VPPR plans, organizes, and implements programs to maintain the positive image of the club and of Toastmasters for an audience consisting of all guests, members, and the general public. Common activities in this role include press releases, publicity campaigns, website maintenance, media representation, and club newsletters.

Secretary

The Secretary manages all record-keeping and correspondence. The primary responsibilities of this role involve handling administrative details between the club and Toastmasters International and keeping the club's documents available and up-to-date. The Secretary maintains the club's records, including club by-laws and the club constitution. Additionally, the Secretary handles and maintains new member applications, updated membership records, supply orders, officer lists, and past club records. The Secretary also records and reads the minutes for club meetings and for meetings of the Executive Team.

Treasurer

The Treasurer manages the club's financial health. The primary responsibilities of this role involve handling the club's finances, including the collection of club dues and the payment of all bills. The Treasurer receives and disburses funds to further the operation of the club and its officers. All club accounts are managed by this office. Twice annually, the Treasurer must notify members of dues collection and then collect club dues from each member.

Sergeant at Arms

The Sergeant at Arms (SAA) manages the club's meeting facilities and decorum. The primary responsibilities of this role involve all those tasks expected of the host of the meeting. The SAA arranges the room and setup for all meetings, sets out and cares for the club's materials and supplies, and greets members -- and especially guests -- as they come in the door.



Toastmasters International Roles & Responsibilities

Toastmaster Role: The main duty of the Toastmaster is to act as a genial host and conduct the entire program, including introducing participants. Program participants should be introduced in a way that excites the audience and motivates them to listen. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

Table Topics Master Role: The Toastmasters program has a tradition - every *member* speaks at a meeting. The table topics session is that portion of the meeting which ensures this tradition. The purpose of this period is to have members "think on their feet" and speak for a minute or so. The topics master prepares and issues the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random.

Timer Role: One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the Club clearly and precisely. This exercise is an excellent opportunity in practicing communication instructions-something that we do everyday.

Grammarian Role: Being grammarian is truly an exercise in expanding your listening skills. You have two basic responsibilities: First, to introduce new words to members, and second, to comment on the use of English during the course of the meeting.

Ah Counter Role: The purpose of the ah counter is to note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and, well, but, so, you know." Sounds may be "ah", "um", "er." You should also note when a speaker repeats a word or phrase such as "I, I" or "This means, this means."

Speaker Role: A major portion of each meeting is centered around three or more speakers. Their speeches are prepared based on manual project objectives and should last from five to seven minutes for projects in the basic Communication and Leadership Program manual and eight or more minutes, depending on the assignment, for projects in the Advanced Communication and Leadership Program manuals. Preparation is essential to success when you are the speaker.

General Evaluator Role: The general evaluator is just what the name implies - an evaluator of anything and everything that takes Place throughout the meeting. The responsibilities are large, but so are the rewards. The general evaluator is responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her. You are responsible for the evaluation team, which consists of the timer, grammarian, ah counter, and table topics evaluator if your Club has one. The usual procedure is to have one evaluator for each major speaker, but this is not necessary. You are free to set up any procedure you wish, but each evaluation should be brief, yet complete. Methods for conducting the evaluation sessions are limitless. Review the Effective Speech Evaluation manual for ideas.

Evaluator Role: After every prepared speech, the speaker receives an evaluation. After you have presented a few speeches, you will be asked to serve as an evaluator and will evaluate one of the prepared speakers for the meeting. In addition to your oral evaluation using the guide in the manual. The evaluation you present can make the difference between a worthwhile or a wasted speech for your speaker. The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker's skill level, habits, and mannerisms, as well as his or her progress to date. If the speaker uses a technique or some gesture that receives a good response from the audience, tell the speaker so he or she will be encouraged to use it again.

Basic Manual Projects and Objectives

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#	Speech Title	Objectives	Length
1	Ice Breaker	<ul style="list-style-type: none"> -Begin speaking before an audience -Discover speaking skills you already have and skills that need some attention 	4-6 min.
2	Organize Your Speech	<ul style="list-style-type: none"> -Select an appropriate outline which allows listeners to easily follow and understand your speech -Make your message clear, with supporting material directly contributing to that message -Use appropriate transitions when moving from one idea to another -Create a strong opening and conclusion 	5-7 min.
3	Get to the Point	<ul style="list-style-type: none"> -Select a speech topic and determine the general and specific purposes -Organize the speech in a manner that best achieves those purposes -Ensure the beginning, body and conclusion reinforce the purposes -Project sincerity and conviction and control any nervousness you may feel -Strive not to use notes 	5-7 min.
4	How to Say It	<ul style="list-style-type: none"> -Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly -Use rhetorical devices to enhance and emphasize ideas -Eliminate jargon and unnecessary words. Use correct grammar 	5-7 min.
5	Your Body Speaks	<ul style="list-style-type: none"> -Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose -Make your body language smooth and natural 	5-7 min.
6	Vocal Variety	<ul style="list-style-type: none"> -Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message -Use pauses to enhance your message -Use vocal variety smoothly and naturally 	5-7 min.
7	Research Your Topic	<ul style="list-style-type: none"> -Collect information about your topic from numerous sources -Carefully support your points and opinions with specific facts, examples and illustrations gathered through research 	5-7 min.
8	Get Comfortable with Visual Aids	<ul style="list-style-type: none"> -Select visual aids that are appropriate for your message and the audience -Use visual aids correctly with ease and confidence 	5-7 min.
9	Persuade With Power	<ul style="list-style-type: none"> -Persuade listeners to adopt your viewpoint or ideas or to take some action -Appeal to the audience's interests -Use logic and emotion to support your position -Avoid using notes 	5-7 min.
10	Inspire Your Audience	<ul style="list-style-type: none"> -Inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement -Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama -Avoid using notes 	8-10 min.

The Ice Breaker

Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *In this speech the new member is to introduce himself/herself to the club and begin speaking before an audience. The speech should have a clear beginning, body and ending. The speaker has been advised to use notes if necessary and not to be concerned with body language. Be encouraging and point out the speaker's strong points while gently and kindly mentioning areas that could be improved. Strive to have the speaker look forward to giving another speech. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your oral evaluation, please write answers to the questions below.*

- ▶ What strong points does the speaker already have?

- ▶ How well did the audience get to know the speaker?

- ▶ Did the speech reflect adequate preparation?

- ▶ Did the speaker talk clearly and audibly?

- ▶ Did the speech have a definite opening, body and conclusion?

- ▶ Please comment on the speaker's use of notes.

- ▶ What could the speaker have done differently that would have improved the speech?

- ▶ What did you like about the presentation?



The Ice Breaker

By now you've heard speeches by club members and have probably participated in Table Topics. Here is your opportunity to give your first prepared talk and "break the ice."

The best way to begin your speaking experience is to talk about the subject closest to you—yourself. At the same time, you will be introducing yourself to your fellow club members and giving them some understanding of your background, your interests and your ambitions.

As you prepare and deliver your talk, you will become aware of communication skills you already have and areas that require some work. "Your fellow members will help you understand these needs, as they see them.

As you read through this project, make notes in the margin. Underline the key phrases to help you quickly review what is expected of you. Define the project objectives in your own words. After you have read through the entire project, you're ready to prepare your first talk.

OBJECTIVES

- To begin Speaking before an audience.
- To help you understand what areas require particular emphasis in your speaking development.
- To introduce yourself to your fellow club members.
- TIME: Four to six minutes

NARROW THE SUBJECT

The general subject of this talk is you. But that subject is too broad for a short talk—in this case, four to six minutes. Select three or four interesting aspects of your life that will give your fellow members insight and understanding of you as an individual. These might include your birthplace, education or family. Explain how you came to be in your present occupation, and tell the audience something about your ambitions. Should you prefer to avoid autobiography, you might talk about your business, your hobbies, or anything that relates to you as an individual. Having complete knowledge about your subject will add greatly to your confidence.

Once you have the highlights of your talk in mind, weave them into a story, just as if you were telling it to friends around the dinner table. Share personal experiences of significance to you. The more personal you make your talk, the warmer will be the relationship between you and your audience.

OPENING, BODY AND CONCLUSION

Like any good story, your talk needs a beginning and an ending. Try to create an interesting opening sentence that captures the audience's attention. Get it clearly fixed in your mind, and use it even if a better idea occurs to you just before you speak. Then devise a good way to conclude, and fix that in your mind. With a good start and a good finish, you can easily fill in the body of the speech.

In any speech, it's best to select a very few main points, three or four at the most, and expand on them by using examples, stories or anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn with your first talk.

What about notes? If you think you will need them, write a brief speech outline on 3x5 cards, which you can place on the lectern. Refer to them only when you need them. Remember, you're speaking—not reading. Many speakers begin by writing out an entire speech, then breaking it down into parts, with a key word for each part, and finally writing just the key words on one note card.

PREPARING YOURSELF

Now the talk is ready, but are you ready to present it? You will certainly need to rehearse. Practice the talk until you are comfortable with it. You won't need to memorize the talk, since you already know all about the subject. But you may want to memorize your opening and close. A memorized opening insures that this most important part of your talk will be stated correctly. Also, if you are nervous

as you begin your speech (as are most speakers), you will gain confidence as you give your prepared opening—and your speech will be off to a successful start. A memorized close insures that your talk concludes with impact.

Next, try the talk on someone in your family, a friend, or your Toastmasters coach/mentor. Then present your talk, and ask for comments. You may get some helpful suggestions. Try this with several people if you can. If you have a tape recorder, record the talk and listen to it carefully, making any improvements that are necessary. Using a tape recorder is one of the best ways to improve your speaking ability.

Rather than thinking of this presentation as "making a speech," think of it as a talk before a group of friends, sharing information of interest. Don't anticipate being afraid of the audience. They have already been through the same feelings you are having. They want you to succeed, and they're eager to help you.

Appearance is important. Be well groomed and appropriately dressed for your presentation. When you look right, you feel good about yourself. You will then forget about your appearance and concentrate on presenting your talk. You will have increased confidence because you know you have made a good first impression on your audience.

PRESENTING YOUR TALK

Once you've completed your speech preparation. . .relax. Feeling a bit nervous is common to every speaker, no matter how experienced. In fact, you can put this nervous energy to work for you by using it to add excitement to the delivery of your talk. No one is going to pay much attention to a little quavering in your voice, and it will soon disappear, anyway, as you become involved with what you're saying. (More information for controlling nervousness appears on page 59.)

While being introduced, take a few deep breaths and slowly exhale. This will help your voice sound resonant and natural. Begin by facing the Toastmaster and saying, "Mr. (or Madam) Toastmaster"; then face the audience and say, "Ladies and gentlemen. . .," or "Guests and fellow Toastmasters. . ." Pause for a second to let things settle down, then plunge in with your prepared opening sentences.

While speaking, make "eye contact" with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so no one feels left out of your talk. As you're doing this, glance periodically at the timer. If the red light comes on while you're talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

Don't worry about what to do with your hands. Leave them at your sides if you wish. You'll have opportunities to practice "body language" later.

One final word: Don't end by saying "Thank you." It's the audience who should thank you for the information you've shared. Instead, just close with your prepared ending and wait for the applause (or stand back from the lectern and nod at the Toastmaster of the meeting, saying, "Mr. [or Madam] Toastmaster").

YOUR EVALUATION

An experienced club member has been assigned to evaluate your efforts. (Check with the general evaluator before the meeting to make sure this has been done.) Before the meeting begins, hand this manual to your evaluator, so he or she may make notes on the evaluation page for this project. This will give you a permanent record of your progress; If there is something in particular you want the evaluator to watch for, be sure to inform him or her in advance.

Get all the information you can from the evaluation. Ask other members for additional comments after the meeting. All of these comments may not be useful to you, but you should consider them carefully. Remember that the evaluations are representations of how you came across to the audience. They are usually - but not always— helpful to your self-development. It's up to you to judge.

Communication and Leadership Tracks Recognition Requirements

You can earn the following communication and leadership awards:

Communication Track

COMPETENT TOASTMASTER (CTM)

REQUIREMENTS

- Completed the Communication and Leadership Program manual

ADVANCED TOASTMASTER BRONZE (ATM-B)

REQUIREMENTS

- Achieved Competent Toastmaster award
- Completed two Advanced Communication and Leadership Program manuals

ADVANCED TOASTMASTER SILVER (ATM-S)

REQUIREMENTS

- Achieved new Advanced Toastmaster Bronze award or achieved current ATM award
- Completed two additional advanced manuals (may not be those completed for the new ATM Bronze award or Able Toastmaster award)
- Conducted any two programs from The Better Speaker Series and/or The Successful Club Series

ADVANCED TOASTMASTER GOLD (ATM-G)

REQUIREMENTS

- Achieved new Advanced Toastmaster Silver award or Able Toastmaster Bronze award
- Completed two additional advanced manuals (may not be those completed for new ATM Bronze and ATM Silver awards or Able Toastmaster and Able Toastmaster Bronze awards)

- Conducted a registered Success/Leadership Program, Success/Communication Program (Success/Leadership or Success/Communication programs may not be those completed for Able Toastmaster Bronze award) or a registered Youth Leadership Program
- Coached a new member with the first three speech projects

Leadership Track

COMPETENT LEADER (CL)

REQUIREMENTS

- Achieved Competent Toastmaster award
- Served at least six months as a Club officer (President, Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer, or Sergeant at Arms) and participated in the preparation of a Club Success Plan
- While a Club officer, participated in a District-sponsored Club officer training program
- Conducted any two programs from The Successful Club Series

ADVANCED LEADER (AL)

REQUIREMENTS

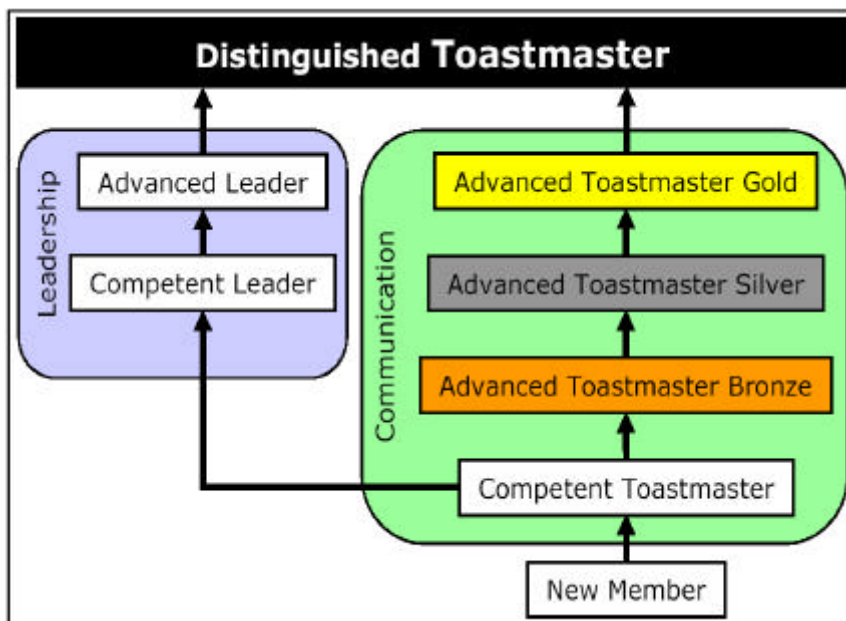
- Achieved Competent Leader award
- Served a complete term as a District officer (District Governor, Lieutenant Governor, Public Relations Officer, Secretary, Treasurer, Division Governor, or Area Governor)
- Completed the High Performance Leadership program
- Served successfully as a Club Sponsor, Mentor, or Specialist

DISTINGUISHED TOASTMASTER (DTM)

REQUIREMENTS

- Achieved Advanced Toastmaster Gold award
 - Achieved Advanced Leader award
- Distinguished Toastmaster is the highest recognition a member may receive.

If you wish, Toastmasters International will notify your employer when you receive any of the above award.



The Advanced Communication Program

The Advanced Communication Program is designed to provide you with the necessary skills and experience to meet those challenges. Each manual is \$4.00. Charts are also available to track your accomplishments and those of your fellow club members.

The Entertaining Speaker (226A)

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh, and what to do when you're asked to speak after dinner.

Speaking To Inform (226B)

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

Public Relations (226C)

This complete guide to preparing and delivering the public relations speech will help you develop resources and techniques, "speak under fire," and handle the media talk.

The Discussion Leader (226D)

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

Specialty Speeches (226E)

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches, and oral interpretations.

Speeches by Management (226F)

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

The Professional Speaker (226G)

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

Technical Presentations (226H)

The projects in this manual will help you prepare and present briefings, proposals, technical papers and technical team presentations.

Persuasive Speaking (226I)

The ability to influence and persuade others to accept your ideas, products, or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

Communicating on Television (226J)

Television presentations differ from other presentations, and they require special considerations. With this manual you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference, and use television to train.

Storytelling (226K)

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story, and the historical story.

Interpretive Reading (226L)

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

Interpersonal Communication (226M)

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance, and expressing dissatisfaction effectively.

Special Occasion Speeches (226N)

Provides instruction in giving toasts, speaking in praise, "roasting" someone, and presenting and accepting awards.

Humorously Speaking (226O)

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

Advanced Communication Library Set (226Z)

Save by purchasing all 15 Advanced Communication Manuals. (Save \$10.00).

MANUALS

- ___ The Entertaining Speaker (226A)
- ___ Speaking to Inform (226B)
- ___ Public Relations (226C)
- ___ The Discussion Leader (226D)
- ___ Specialty Speeches (226E)
- ___ Speeches by Management (226F)
- ___ The Professional Speaker (226G)
- ___ Technical Presentations (226H)
- ___ Persuasive Speaking (226I)
- ___ Communicating on Television (226J)
- ___ Storytelling (226K)
- ___ Interpretive Reading (226L)
- ___ Interpersonal Communication (226M)
- ___ Special Occasion Speeches (226N)
- ___ Humorously Speaking (226O)
- ___ **Advanced Communication Library Set (226Z) - \$50.00**

CHARTS

- ___ Communication Program Progress Chart - File Copy (227) \$1.00 each
- ___ Advanced Program Progress Chart - File Copy (227A) \$1.00 each
- ___ Communication Program Progress Chart - Wall Chart (227B) \$2.50 each
- ___ Advanced Program Progress Chart - Wall Chart (227C) \$2.25 each
- ___ Progress Chart Kit (one of each of the above) (227D) \$5.25 each

Member No. _____ Club No. _____
 Name _____
 Address _____
 City _____ State/Province _____
 Country _____ Zip _____
 Phone _____
 E-mail _____
 My check or money order for \$ _____ (U.S.) is enclosed.
 Charge my MasterCard VISA AMEX Discover
 Card No. _____ Expiration Date _____
 Signature _____



Toastmasters International
 P.O. Box 9052
 Mission Viejo, CA
 92690 U.S.A.

Standard Domestic Shipping Prices - 2006

TOTAL ORDER	SHIPPING CHARGES	TOTAL ORDER	SHIPPING CHARGES
\$0.00 to \$2.50	\$1.80	35.01 to 50.00	\$7.90
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For orders shipped outside the United States, see the current Supply Catalog for item weight and shipping charts to calculate the exact postage. Or, estimate airmail at 35% of order total, though actual charges may vary significantly. Excess charges will be billed. All prices subject to change without notice.

Each manual is \$4.00. Prices are subject to change without notice. **These materials are available only to members of Toastmasters International.** California residents add 7.75% sales tax. **PAYMENT MUST ACCOMPANY ORDER.**



Toastmasters International Soaring Eagles 2006-2007 Leadership

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Toastmasters Membership Application

For faster service, add and pay your new members online

Club Number:

District Number:

Month / Year Joined: /

Club Name: _____ City: _____

Membership Type:

- New
- Reinstated (break in membership)
- Renewing (no break in membership)
- Dual
- Transfer from club Number / Name

Member # (if known)

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

OTHER ADDRESS INFO (FLOOR NUMBER, BUILDING NUMBER, MAIL STOP):

ADDRESS LINE 1 (APARTMENT OR SUITE NUMBER):

ADDRESS LINE 2 (HOUSE / BUILDING NUMBER, STREET NAME):

CITY:

STATE / PROVINCE:

- MALE
- FEMALE

COUNTRY:

ZIP / POSTAL CODE:

HOME PHONE NUMBER:

CELL PHONE NUMBER:

WORK PHONE NUMBER:

FAX NUMBER:

E-MAIL: _____

New Member Kit preference for new members only:

- English
- Russian
- French
- Chinese (Mandarin)
- Spanish
- Cassette tape
- Japanese
- (visually impaired only)

Please do not send promotions to me from Toastmasters International's partners.

NEW MEMBER SPONSOR: The person who recruited and/or encouraged the member to join.

NOTE: TO ENSURE PROPER CREDIT, THE SPONSOR'S FULL FIRST AND LAST NAME AND HOME CLUB NUMBER MUST APPEAR.

LAST NAME / SURNAME / FAMILY NAME:

FIRST NAME / GIVEN NAME:

MIDDLE INITIAL / NAME:

SPONSOR'S DISTRICT NUMBER:

SPONSOR'S HOME CLUB NUMBER:

PLEASE READ AND COMPLETE THE OTHER SIDE ALSO.

1. NEW MEMBER FEE U.S. \$20.00 \$ _____
Paid only by new members. Covers costs of the New Member Kit and processing.
- 1a. California clubs add 7.75% sales tax (\$1.55) \$ _____
2. Membership Dues (all members)
Pro-rated at \$4.50 per month. Month chosen must match "month/year joined" listed on previous page.
- | | | | | |
|-----------------------------------|----|------------------------------------|--------------|----------|
| <input type="checkbox"/> October | or | <input type="checkbox"/> April | U.S. \$27.00 | \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May | 22.50 | _____ |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June | 18.00 | _____ |
| <input type="checkbox"/> January | or | <input type="checkbox"/> July | 13.50 | _____ |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August | 9.00 | _____ |
| <input type="checkbox"/> March | or | <input type="checkbox"/> September | 4.50 | _____ |
3. Total of 1, 1a, and 2 \$ _____

CLUB DUES WORKSHEET FOR CLUB USE ONLY	
International fees and dues: (from Line 3 on left)	\$ _____
Club New Member Fee:	_____
Club Dues:	_____
Total:	\$ _____

By my signature below, I agree to the terms of *A Toastmaster's Promise*, and the *Indemnification and Release* stated below, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

PAYMENT INFORMATION Choose one:

- Check: No. _____ Amount \$ _____
- Credit Card: MC Visa American Express Discover
- Card No. _____ Exp. Date _____
- Signature / Name on Card _____
- Other _____

SIGNED: _____
APPLICANT

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

Check or money order in US funds drawn on a US bank, or credit card payment, must be included. Line 3 is the amount payable to Toastmasters International.

NOTE: Your club may also charge dues to meet club expenses. Unfortunately, WHQ is unable to charge club dues on the credit card submitted. Club dues must be paid directly to the club. See second column for details. **Dues and fees are payable in advance and are not refundable or transferable.**

SIGNED: _____
CLUB OFFICER

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 governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible 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, 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.

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 speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- ◆ 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 educational and recognition programs;
- ◆ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

CLUB OFFICER – Please make a copy for your club's records and send the original with payment to:
Membership Records, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690 USA
Phone 949.858.8255 • Fax 949.858.1207 • www.toastmasters.org

REPORTING MEMBERS TO WORLD HEADQUARTERS

DISTRICTED CLUBS

Ensuring that new members receive their New Member Kit quickly is one of the highest priorities at Toastmasters International's World Headquarters. To ensure timely processing, please complete the forms neatly and accurately. Just follow the instructions. The answers to common questions appear on this page.

If you need more forms, clarification or additional information, please telephone the World Headquarters' membership department at (949) 858-8255 or write to Toastmasters International; PO Box 9052; Mission Viejo, CA 92690 USA.

New members (including transfers and reinstated members) should be reported promptly and properly to World Headquarters. The Bylaws of Toastmasters International require that members be reported promptly and that their dues be paid on a prorated basis. Use the following methods for reporting:

Do not use these forms for charter members. Reporting membership for new Clubs must be done by completion of the Charter Membership List (Part B) found in the forms kit for new Clubs.

NEW MEMBERS

Whenever a new member joins your Club, the Club must send to World Headquarters an Application for Membership, the \$16.00 New Member Fee (for educational supplies and processing) and \$3.00 per month for membership fees (starting with the month of admission and ending on the last month of the current semiannual report period). (**Note:** 7.75% sales tax will be charged on the New Member Fee for all Clubs meeting in the state of California.)

Example: A new member joins in December. The next semiannual report date is April 1. The Club sends to World Headquarters a \$16.00 service charge plus \$3.00 for each month from December to March 31 (4 months – \$12.00), for a total of \$28.00.

The Application has a schedule of membership payments based on the month the new member joined the Club. Please ensure the dues calculation is correct. When a Club sends an Application for Membership to World Headquarters, the Club is financially responsible for the charges.

Mail applications to World Headquarters promptly so new members will quickly receive the New Member Kit and will begin receiving monthly *The Toastmaster* magazine. World Headquarters mails this kit within 48 hours of receipt of the Application for Membership, proper dues and New Member Fee. **The first issue of the magazine will arrive 6-8 weeks after receipt of application.**

Please print the full name of the new member on the application. Include the name of the Toastmaster sponsoring this new member as well as the sponsor's home Club (should he/she belong to more than one Club).

Be sure the sponsor's name is the same as it appears on the Toastmasters International magazine label.

TRANSFERRED OR REINSTATED MEMBERS

For reinstated members, send to World Headquarters the \$3.00 per month membership fees as shown on the payment schedule on the Application for Membership.

Do not send to World Headquarters the \$3.00 per month membership fees for transferred members if the transferred member has a letter from the previous Club stating dues have been paid to World Headquarters for the current semiannual period. The Club should submit this letter with the member's Application for Membership. The number of the Club from which the member is transferring must be given. Transferred and reinstated members do not pay the New Member Fee and do not receive the New Member Kit.

DUAL MEMBERS

People who wish to be members of more than one Club, with full voting and participation rights in each, must submit international fees for each Club. These dual members are exempt from the New Member Fee and will not receive new member material. They will, however, receive *The Toastmaster* magazine.

