

Visitors Card

Dear Visitor: Please fill out this guest card so that we may introduce you during our club meeting.

Date: _____

Name: _____

Email: _____

Please mark the squares that apply to you:

☐ I am visiting your club to learn what opportunities for self-improvement Toastmasters can offer me.

☐ I am interested in improving my speech abilities through membership and training in Toastmasters.

☐ I have been a member of _____ Toastmasters
club number _____ in the state of _____.

Optional Info

Address: _____

City: _____ State: _____ ZIP: _____

Contact Phone: _____ (H, W, C, Other) _____ (H, W, C, Other)

Job Title: _____

Employer: _____



Platinum Toastmasters

September, 2018

Hello!

Welcome to Platinum Toastmasters. We are so happy to have you here with us today.

There are many reasons why people consider giving Toastmasters a try. Whatever your reasons are, we hope that Platinum can meet your needs. The Toastmasters Mission Statement states:

We provide a supportive and positive learning experience in which members are empowered to develop communications and leadership skills, resulting in greater self-confidence and personal growth.

For me, Toastmasters has been a type of "personal development journey" since I joined in April 2016. Since then, I have earned my Competent Communicator (CC) Certification, Competent Leader (CL) Certification, been elected Treasurer, President, and now Vice President of Membership. I initially joined Toastmasters to focus on my personal and professional communications skills not realizing that my leadership skills would be positively impacted as well. This benefitted my professional life and my leaders have been very pleased with my progress.

I commend you for taking this first step on your self-improvement journey and hope that you will decide to join our club to continue down whatever path that you decide to take. We are a "Presidents Distinguished" club that is very proud of our 19+ year history. We are a very diverse club that is respectful and supportive of each other. I feel that we treat each other like family and truly enjoy the time that we spend together each Tuesday. I once saw the phrase "Around here, there are no strangers... Just friends that you have not met yet." As soon as I read that sentence, I immediately thought about the culture of Platinum Toastmasters.

I hope that you enjoy our meeting today. I will be able to provide you with all additional information about joining Toastmasters. We sincerely hope that Platinum Toastmasters will be the club that you choose to join.

Thank you again for joining us today!

Paul R. Bartal

Paul R. Bartal, CC, CL

Vice President, Membership

Platinum Toastmasters

602-524-0455

Paul.Bartal@cox.com



THE BENEFITS OF TOASTMASTERS MEMBERSHIP

- ▶ Participation in a unique and proven program for developing your communication and leadership skills.
- ▶ A positive and supportive atmosphere in a community of learners.
- ▶ The opportunity to find your voice while learning to tell your story with confidence.
- ▶ Regular and constructive feedback from other learners as you practice organizing your thoughts and presenting them clearly.
- ▶ Experience in leadership development through training and club involvement.
- ▶ Unlimited opportunities for personal and professional growth.
- ▶ Access to a wealth of educational materials and resources on public speaking, listening skills, meeting protocol, the use of technology in presentations, and effective communication in conferences and meetings.
- ▶ A free subscription to the *Toastmaster*, a monthly magazine that provides insights on communication, leadership, club activities and other relevant topics.

SHARE THE BENEFITS YOU GAIN BY

- ▶ Assisting fellow members in developing their communication and leadership skills while you develop your own.
- ▶ Helping your group maintain the Toastmasters standard of excellence in all projects and programs.
- ▶ Providing leadership in your club, whether performing meeting roles, assisting on committees or serving as an officer.
- ▶ Telling other people about the value of Toastmasters and inviting guests to club meetings.
- ▶ Representing the Toastmasters brand in everyday business, social and community situations.
- ▶ Making the Toastmasters experience – for yourself as well as others – as enjoyable and worthwhile as possible!

TOASTMASTERS INTERNATIONAL

P.O. Box 9052 • Mission Viejo, CA 92690 • USA • Phone: 949-858-8255 • Fax: 949-858-1207

www.toastmasters.org/members



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FEATURES, BENEFITS AND VALUE



Features	Benefits	Value to the Individual	Value to the Organization
▶ A self-paced program	▶ Flexibility	▶ Unlimited personal growth	▶ Employee goal achievement
▶ Speech writing and presenting	▶ Critical thinking ▶ Effective presentation delivery	▶ Clear communication ▶ Confidence	▶ Effective employee communication ▶ Better leaders
▶ Weekly interactive meetings	▶ Ongoing experience ▶ Overcoming fears	▶ Skill reinforcement	▶ Improved morale ▶ Enhanced performance
▶ Table Topics™	▶ Thinking quickly	▶ Self-confidence	▶ Better customer communication
▶ Evaluations	▶ Keen listening skills ▶ Constructive feedback	▶ Increased self-awareness ▶ Positive mentoring	▶ More productive teams
▶ Participation in meeting roles	▶ Ease in front of a group	▶ Improved leadership skills	▶ Effective meetings
▶ Opportunity to conduct meetings	▶ Time management skills ▶ Self-confidence and poise	▶ Effectively lead meetings	▶ Increased productivity
▶ Small groups	▶ A supportive environment ▶ A positive atmosphere	▶ Relationship-building	▶ Better teamwork ▶ Improved retention
▶ Opportunity to fulfill officer roles	▶ Leadership development opportunities	▶ Leadership growth ▶ Career advancement	▶ Better leaders
▶ Affordable dues	▶ Cost effectiveness	▶ Positive return on investment	▶ Positive return on investment

The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

FIVE CORE COMPETENCIES

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.

1

**PUBLIC
SPEAKING**

2

**INTERPERSONAL
COMMUNICATION**

3

**STRATEGIC
LEADERSHIP**

4

MANAGEMENT

5

CONFIDENCE

Confidence is unique because it cannot be taught, but is gained in every path.

10 PATHS

The primary core competencies represented in each path are listed in order of emphasis next to the path name.



Dynamic Leadership

Build strategic leadership and conflict resolution skills

1 2 3 5



Effective Coaching

Build interpersonal communication, leadership and coaching skills

1 2 4 5



Innovative Planning

Build creative project management and communication skills

1 4 2 5



Leadership Development

Build communication and leadership skills

1 2 4 5



Motivational Strategies

Build motivational leadership and communication skills

1 2 3 5



Persuasive Influence

Build skills to lead in complex situations

1 3 2 5



Presentation Mastery

Build public speaking skills

1 5



Strategic Relationships

Build networking, leadership and communication skills

1 2 3 5



Team Collaboration

Build collaborative leadership skills

1 4 2 5



Visionary Communication

Build innovative communication and leadership skills

1 3 2 5



DYNAMIC LEADERSHIP

This path helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills.
**Not available in non-English printed materials.*

Five Levels



Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



Increasing Knowledge

- Negotiate the Best Outcome

Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening



Building Skills

- Manage Change

Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



Demonstrating Expertise

- Lead in Any Situation
- Reflect on Your Path

Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally

DUTIES OF FUNCTIONARIES

All Functionary Roles in a Toastmaster meeting are generally filled by members. These roles were designed by Toastmasters International (TI) to help members attain essential Leaderships skills needed for today's work environments. When a member joins a Toastmasters club they receive a Competent Leader Manual which outlines these skills, and guides the member through performing the roles needed to help hone these vital skills.



"AH" COUNTER:

As the AH Counter, I will note the number of times a speaker uses a crutch or a filler word such as *Ah, Um, Er, So, You Know, Like, Actually*, and etc. or says Thank You at the end of their speech.

Some clubs have set fun policies for violations where each violation costs the speaker \$0.05 cents up to a maximum of \$0.25 cents. The fines are donated to the club treasury. Currently, our Toastmasters does not charge for speaking violations.



GENERAL EVALUATOR:

As the General Evaluator, I will lead the evaluation portion of the meeting calling upon the Speech Evaluators, Timer, Grammarian, and Ah Counter to provide their reports to members. I will also call for votes and present the awards to the applicable winners. I will provide a summary of the meeting overall before adjourning the meeting or returning control to the Toastmaster or a Club Officer.



GRAMMARIAN:

As the Grammarian, I will note proper and improper uses of the English language throughout the meeting. This includes sentence structure, poor grammar, improper pronunciation, improper word use, double clutches, and etc. I will also note exceptional uses such as a well spoken phrases, colorful and descriptive language, and seldom used words. I have selected () as our "Word of the day" that must be used during table topic speeches to qualify for the Best Table Topic Speaker Award.



JOKEMASTER:

The Jokemaster will provide a short suitable joke or humorous story to lighten the mood and set the tone for a fun meeting. Optionally, the Jokemaster can provide a thought of the day in lieu of a Joke.



TOASTMASTER:

The Toastmaster is responsible for conducting the meeting in an orderly and timely manner. They may discuss the theme of the meeting, ask the Sergeant-at-Arms to introduce guests and will conduct the meeting according to the Agenda. The Toastmaster yields control of the meeting to the General Evaluator according to the Agenda.

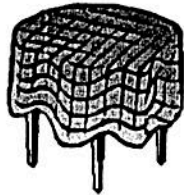


TABLE TOPICS MASTER:

As the Table Topics Master, I will present questions to members that have not given a speech today related to the designated theme for this meeting. The theme for today is (_____). Table topics is our opportunity to practice thinking on our feet and providing a clear and cohesive answer utilizing the word of the day. All speakers must speak for a minimum of 1 minute to qualify for the Best Table Topics Speaker award.



TIMER:

As the Timer, I will record the time taken by the Formal Speakers, Table Topics Speakers and Evaluators and provide a report when called upon. I will also time any other function as requested. Utilizing our stop lights, I will notify the speaker of an approaching time limit according to the following guidelines or as stated during the meeting:

	Green	Yellow	Red
Table Topics*	1 min	1.5 min	2 min
Typical Speech**	5 min	6 min	7 min
Evaluations**	2 min	2.5 min	3 min

*Table Topics speakers are allowed a 30-second grace period at the end of their speech to still be eligible for the "Best Table Topics Speaker" award.

**Formal Speakers and Evaluators are allowed a 30-second grace period before the green light and after the red light in which to complete the speech or provide an evaluation.

Speaker 1 requested time _____ Speaker 2 requested time _____
Speaker 3 requested time _____



LEADERSHIP EVALUATOR:

As the Leadership Evaluator, I will complete the applicable Competent Leader (CL) evaluation for each member serving in a functionary role. Only one role is allowed to be evaluated per member per meeting. If you have not already done so, please pass your CL manuals to me with the applicable functionary role indicated.

CLUBS WITHIN DISTRICTS

MEMBERSHIP APPLICATION & PAYMENT INFORMATION



Prospective members should follow the instructions provided below for becoming a club member.

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.

For questions, please contact 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.

Last name/Surname _____ First name _____ Middle name _____

- ☐ Male
☐ Female
☐ Other

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 _____

Membership Type

This section is completed by a club officer.

- ☐ New ☐ Reinstated (break in membership)
☐ Dual ☐ Renewing (no break in membership)
☐ Transfer (If applicant is transferring from another club, please fill in the three lines below.)

Previous club name _____

Previous club number _____

Member number _____

New Member Kit Preference

This section is completed by the applicant if a new member.

- ☐ English ☐ Deutsch ☐ Português
☐ العربية ☐ 简体中文 ☐ Accessible PDF on CD for the visually impaired (English only)
☐ 繁體中文 ☐ 日本語
☐ Français ☐ Español

Home phone number _____ Mobile phone number _____ Email address _____

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.

1. New member fee (US\$20)

Paid only by new members, this fee covers the cost of the New Member Kit and processing US\$ _____

2. Membership dues

Paid twice a year by all members, membership dues are pro-rated from the member's start month at US\$7.50 per month: US\$ _____

- ☐ October: US\$45 ☐ February: US\$15 ☐ June: US\$30
☐ November: US\$37.50 ☐ March: US\$7.50 ☐ July: US\$22.50
☐ December: US\$30 ☐ April: US\$45 ☐ August: US\$15
☐ January: US\$22.50 ☐ May: US\$37.50 ☐ September: US\$7.50

I want my membership to begin: _____
 Month/Year

1a. California sales tax (US\$1.55)

Paid only by members of California clubs, sales tax is 7.75%. US\$ _____

3. Total payment to Toastmasters International

Total of 1, 1a, and 2. US\$ _____

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot charge 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 governing documents and policies of Toastmasters International 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.

By submitting this application, I agree to 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. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify addresschanges@toastmasters.org of any change to my personal information and make requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes and that the failure to provide this information may prevent my application from being properly processed or the inclusion of my contact information in the members directory.

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 Member Clubs of Toastmasters International.

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

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 Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of 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.

Applicant's signature

Date

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. You can also mail the documents to Membership, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690, U.S.A., or fax to +1 949-858-1207. 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 _____