

The TOASTMASTER®

NOVEMBER 2003

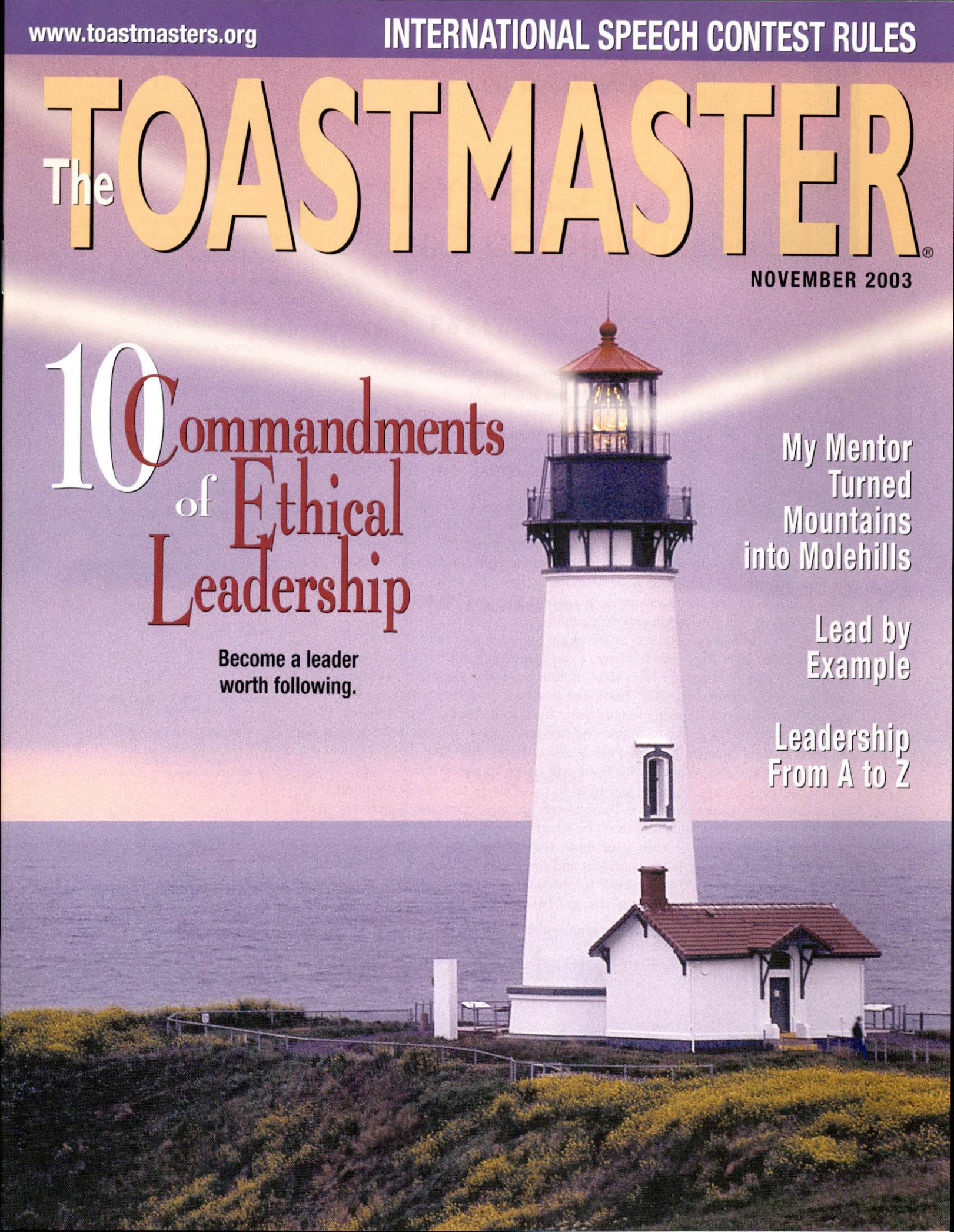
10 Commandments of Ethical Leadership

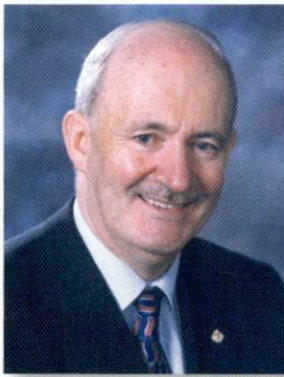
Become a leader
worth following.

My Mentor
Turned
Mountains
into Molehills

Lead by
Example

Leadership
From A to Z





VIEWPOINT

You Can If You Think You Can

"We know what we are, but know not what we may be."

— WILLIAM SHAKESPEARE

◆ LAST MONTH, I MENTIONED MY DREAMS FOR MY YEAR AS INTERNATIONAL PRESIDENT. Now I'd like to ask you about yours.

Do you have a dream? More than one perhaps? If so, what are you doing about them? Consider writer Hana Rose Zadra's advice: "Reach for your dreams and they will reach you." Let William James inspire you with his words, "Give your dreams all you've got and you'll be amazed at the energy that comes out of you."

But where to begin? As with any project, you'll need to break down your dream into a series of steps and embark on the first one. Then take the next step, whatever it may be. You won't get from A to Z in one jump; you have to get to B first. The tools you learn in Toastmasters will benefit you along the way – tools like presentation skills, listening skills, working as part of a team and leading a team. You'll also need management skills such as planning, organizing, implementing, monitoring, reviewing and delegating.

All these skills can be acquired or developed through the Toastmasters programs, but you must stick with it. Many of our members leave our organization without getting the full value from their membership. For example, too many leave before achieving their CTM. That's like leaving a university without finishing your degree! Are you getting the full value from your membership? It's never too late to start! With a positive attitude and persistence you will succeed. I have on my bookshelf Norman Vincent Peale's classic book, *You Can If You Think You Can*. The advice and title of this book will never go out of style.

You see, even though your dreams are your possibilities, the wonderful thing is that collectively all our dreams in Toastmasters are the organization's possibilities. It's truly a win/win situation. Don't be afraid of taking on challenges, whatever they may be. You will learn a lot about yourself and others on your journey. You will be a better, more confident and more capable person at the end than when you started. Trust yourself to test your limits. Be inspired by the words of Kobi Yamada, "Sometimes you just have to take the leap, and build your wings on the way down."

So let's get started! We have much to do. But we can if we think we can. As Helen Keller said, "Alone we can do so little; together we can do so much." May all your dreams come true!

Ted Corcoran, DTM
International President

The TOASTMASTER

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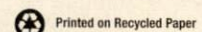
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The Toastmasters Vision:

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

The Toastmasters Mission:

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

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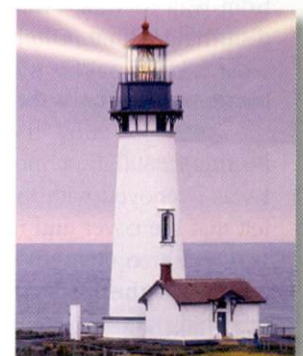


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LETTERS

Myth vs. Reality

I would like to comment on the article, "The Six Myths of Public Speaking," in the August issue. I don't agree that these are six myths. These are realities faced by any speaker interested in improving communication skills. The author could have said these are common misunderstandings about public speaking; the word *myth* conveys a totally different meaning.

However, the content of the article has very useful tips for any speaker – novice or expert. We have to remember that public speaking is a skill like any other – to be learned by hard work, interest and involvement. Classroom exercise alone won't improve our communication skills. I agree with the author's conclusion: Let us ignore these myths and get on with our speaking.

M. Ganeshan, CTM • Doha Club 7148-U • Qatar

Where Ideas Can Hide

Thank you Patricia L. Fry and Jean Casey for your great articles on journaling in the May issue. They reminded me of why I have been keeping a journal for almost 10 years now. Mainly, it brings me perspective. I thought I was the only one to think in circles; apparently I'm not! Both authors brought up a lot of good reasons to keep a journal: generating ideas for speeches, rambling, venting. My journal helps me wipe away the dust and see the gleam in ideas that are often quite ordinary.

Charles Santerre • Club Le Communicateur de l'Estrie 6352-61 • Sherbrooke, Quebec, Canada

Please Stand Still

Thank you for publishing "A Feat for Hands" by Wes Andruet (July). When speakers continually walk the floor from wall to wall, swinging their arms, the action is most disturbing to me. Often it's so distracting that listening to what is being said is most difficult.

Louise Martin, ATM-S • Cavalier Club 596 • Newport News, Virginia

Inspiring Issue

I was overjoyed with the contents of the September issue. I felt that the cover and inside page layouts have made some very positive changes. The Valentine-like picture on the cover and the lead article, "Romancing the Club," were refreshing and aroused curiosity. Blind date, desire, courtship, commitment and keeping the fire alive – all very fascinating metaphors. It made for interesting reading. I fully agree with author Carolyn Cairns that an inspired Toastmaster's relationship with his or her club is a love affair. It is like dating your heart's flame. I would welcome more such imaginative and inspiring articles.

However, the culmination of my excitement came when I saw District 79P Governor Mohammed Murad's picture along with those of his peers. District 79P in the Middle East comprises clubs in Bahrain, Kuwait, Oman, Saudi Arabia, Jordan and the United Arab Emirates – and it is growing fast. Thanks to Toastmasters for their support and encouragement. In the words of International President Ted Corcoran, our dreams are our possibilities.

PJJ Antony • Arabian Club 5762 • Jubail, Saudi Arabia

Gratefully Informed

I have never been more interested in an article, nor more gratefully informed. Michael Landrum's insights and sensitivity are an inspiration. "Listening to an Audience" (July) reveals us to ourselves.

Garry Hill • Ipswich Club 3410 • Ipswich, Queensland, Australia

Table Topics Trick

Like Sarah Taylor in the September issue, I thought I was being clever and amusing by telling members that Table Topics responses did not have to relate to the questions, and that Table Topics was "talking without thinking." Fortunately, I realized I was missing the point! I was focusing on surviving Table Topics, not benefiting from them. Now I tell members that Table Topics is "talking with little time to think," but there is more time than you might expect.

Here's what I do, and it works well outside Toastmasters too. Each of our club meetings has a theme, as does any business meeting in the "real world." As soon as a meeting starts, I start thinking about the theme. What do I know about it? What kinds of questions regarding the theme am I capable of answering? What questions might I expect? What questions would I ask if I were Topicsmaster? As Table Topics commences, I listen carefully to other questions and responses. Maybe I can expound on someone else's answer, or maybe I can elaborate on a previous question. I think all these strategies can help you be more effective in day-to-day situations outside Toastmasters.

Joe San Filippo, CTM • Las Cruces Club 4509 • Las Cruces, New Mexico

A Fine Article

Thrice happy was I to read Eugene Finerman's article in the September magazine titled "The Traveler's Dictionary." I should outdo Homer by saying "six times happy," because I have reread it to enjoy Finerman's finer points of the thoughtful and informative composition. A menu of fine dining indeed! Here, apt alliteration's artful aid; there, flights into paraprosookian. Everywhere humor and subtlety.

Lester Fonseka, CTM • Colombo Club 5324 • Colombo, Sri Lanka



How to Fulfill Your Speaking Potential

Try the Stair-Step Method

◆ AS A PROFESSIONAL SPEAKER AND TRAINER, I'M TOLD BY friends that they would love to do what I do for a living. When they ask me how I got there, I tell them about Toastmasters and my plan for achieving goals by steadily proceeding step-by-step. Here's my STEPS approach to becoming a better speaker:

- S** - Start out right where you are.
- T** - Take gradual steps that stretch you.
- E** - Expect bumps along the way.
- P** - Pursue your dreams.
- S** - Start with the next step now.

*"To become the speaker
you'd like to be, think
through the steps
required to take you
to your goals."*

■ **Start out right where you are:** When most people join Toastmasters, they want instant improvement. When this doesn't happen, these members easily become insecure and stop accepting or pursuing speaking opportunities. What is it about public speaking that causes so much fear? We worry that our performance will be substandard and that people will think less of us. This makes us nervous and hinders our performance. If we can accept that we are a work in progress, we can relax and have more fun as we progress toward our full potential. Toastmasters provides an ideal safe place to start climbing the steps.

■ **Take gradual steps that stretch you:** The Ice Breaker is the first speech in the CTM manual. Completing it is a small step that prepares us for the steps to follow. In addition to progressing through the manual, I suggest you enter speech contests and volunteer to speak to service groups, schools, churches and anywhere else you can get in front of an audience. It's a great way to stretch. I remember the first time I spoke for a fee – it was a big step for me. To help with nervousness, I kept reminding myself of all the other audiences I had spoken to. The previous steps had prepared me for this one, and as a result the speech was successful. To become the speaker you'd like to be, think through the steps required to take you to your goals. Then take them one at a time, stretching with each step until you achieve those goals.

■ **Expect bumps along the way:** Anytime you want to move to another level in your life, you'll face obstacles and disappointments. When we prepare for obstacles and have a mentor help us, we are less likely to derail our progress. When I started my first job as a professional speaker, a friend warned of the challenges ahead. During my first week, I encountered a client who was so difficult I considered quitting. I called my friend – a professional speaker – and she reminded me of my dreams and asked how motivated I was to speak for a living. I told her I wanted to be a professional speaker more than anything else. Her counsel helped me stay the course. I conducted seminars in more than 100 cities throughout the United States that year before taking the next step and joining a different training company.

■ **Pursue your dreams:** Your vision of success will give you the reason to persevere and the passion to convince others that your words are worth hearing. How big are your dreams? Are they big enough to give you the energy you will need as you ascend the steps? Take some time to dream and envision what kind of speaker you want to become. Try visualizing yourself in front of your perfect audience. Imagine the applause, feel the sense of accomplishment at knowing the positive impact your words will have on the lives of others. Dream your dreams and then live them. When you visualize your dreams, you begin to grow in your belief, energy and passion to achieve them.

■ **Start with the next step now:** What's the next step you need to take to become a more powerful and effective speaker? Start right where you are and make your ascent one step at a time. **T**

Michael Duddy is a former member of Northwest Suburban Club in Schaumburg, Illinois. He is the president and principal trainer of Creative Force International.

“The more that you read, the more things you will know. The more that you learn, the more places you’ll go.”

– DR. SEUSS

The Book Review:

How to Give a Damn Good Speech, Even When You Have No Time to Prepare by Philip R. Theibert

◆ IN 1997, AT A LARGE CHARITY LUNCHEON IN Dallas, Texas, I had the good fortune to be seated next to Margot Perot. Margot was a wonderful luncheon companion. After introducing ourselves, we talked of her husband, Ross, his interest in politics and success as a business leader. Graciously she asked of my interests, which led me to explain my passion for Toastmasters.

After patiently listening to my explanation of the Toastmasters mission, Margot caught me off-guard with the disclosure that she served on the board of directors for a large nonprofit organization. As she explained it, she frequently had to give speeches; they always went into overtime and no one ever laughed at her jokes. She asked me what she could do to improve? The question was a good one, and although joining Toastmasters was the obvious response, I doubted she’d have the time or inclination to pursue our structured approach to educational programming. My next best thought was to recommend a book that had been recently published by Galahad Books, *How to Give a Damn Good Speech, Even When You Have No Time to Prepare* by Philip R. Theibert.

When I first picked up this treasure, I couldn’t put it down. That kind of initial relationship with a book on public speaking doesn’t happen to me often and when it does, I don’t forget. The first notable accolade for Theibert’s craftsmanship is the fluid organization. With just six parts to the book, he encompasses details that make good sense for the beginner as well as for the seasoned professional.

The six parts are Preparing a Great Speech, 100 Tips for Outstanding Speeches, 100 Fantastic Openings, More Great Stuff to Use in Your Speeches, 250 Great Quotations, and an Almanac with significant events for every day of the year. It doesn’t get any better than this.

Starting with the basics in tips on preparation, Theibert suggests the first step in preparing a great speech is to

answer one simple question: *What is my speech about?* The answer should be in one sentence. He believes, and I agree, that once you clearly understand the topic and your goal in giving the speech, other parts will more easily fall into place. Some of the other parts identified in his text are opening lines, identifying key points in the body, supporting the key points with illustrative stories, historical facts, statistics and quotations, and then wrapping it all up with a summarizing conclusion. That is the nuts and bolts, with a lot more detail described in the book. But there is much more.

Theibert explains, with rich illustrations, how the key components of a speech are created and how they can best be employed to influence audiences toward a specific action. The wrap-up, call for action and conclusion are the most important components. The book explains the wrap-up as the time to tell the audience what you just told them; the call for action is what you, the speaker, want the audience to take home as a specific direction for the future, and the best conclusions are those that end where the speech started.

How to Give a Damn Good Speech will save you time because so much is included in one publication. Two-hundred and fifty quotations are included – Theibert calls them “Great Quotations” – and many of them are quite good; some I’ve never seen in any other publication. Just like a good dressing can do wonders for a bland salad, I think quotations give a tangy flavor to speeches that need spicing up. But one of the best parts to this book is the almanac that gives dates and significant events. Some speakers, many of them in Toastmasters, become highly adept at weaving history into their everyday presentations. The use of historical context gives the undeniable impres-



sion that speakers are knowledgeable about the world and that spells credibility.

And for Margot Perot, I bought and sent her the book from my home near Washington, D.C., and she was enthused with Theibert's ideas, as I knew she would be. In one letter, she wrote, "On page 19, it explains how I can tell an audience why they must care, and I plan to follow through with his instructions." Six years later, *How to Give a Damn Good Speech* is just as relevant to speakers as it was then. It has 240

pages and is available from Internet booksellers in hardback at \$9.95, or through special order at bookstores. **T**

Larry Welch is a DTM with Toastmasters in Washington, D.C. and Singapore. He is author of *Mary Virginia, A Father's Story*, and writes his own motivational e-newsletter, *On the run...in Singapore*. He can be reached at lnwelch@aol.com

Words and People

By Richard Lederer, Ph.D.

◆ HAS IT EVER STRUCK YOU HOW HUMAN words are? Like people, words are born, grow up, get married, have children and even die. They may be very old, like *man*, *wife* and *home*. They may be very young, like *veggies* and *soccer mom*. They may be newly born and struggling to live, as *netiquette*, *gangsta rap* and *political correctness*. Or they may repose in the tomb of history, as *leechcraft*, the Anglo-Saxon word for the practice of medicine, and *murfles*, a long defunct word for freckles or pimples.

Our lives are filled with people and words, and in both cases we are bound to be impressed with their vast numbers and infinite variety. Some words, like *OK*, are famous all over the world. Others, like *foozle* (a bungling golf stroke) and *groak* (to stare at other people's food, hoping they will offer you some), are scarcely known, even at home.

Some words we probably will never meet, such as *schizocarps* (pinwheels that grow on maple trees) and *vomer* (the slender bone separating the nostrils). Others are with us every day, words such as *I*, *the*, *and*, *to* and *of* – the five most frequently used English words.

As with people, words have all sorts of shapes, sizes, backgrounds and personalities. They may be very large, like *pneumonoultramicroscopicsilicovolcaniosis*, a 45-letter hippopotomonstrosesquipedalian word for black-lung disease. They may be very small, like *a* and *I*.

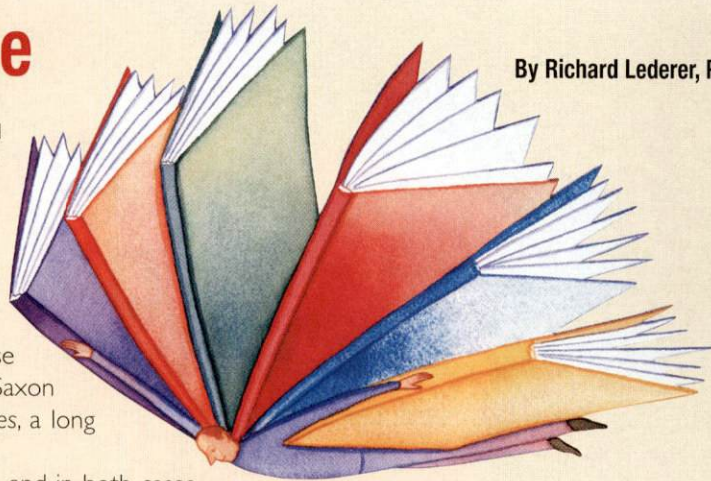
Some words are multinational in their heritage, as *remacadamize*, which is Latin, Celtic, Hebrew and Greek in parentage. Some come of Old English stock – *sun*, *moon*, *grass* and *goodness*, for example. Some have a distinctly continental flavor – *kindergarten*, *lingerie*, *spaghetti*. Others are unmistakably American – *stunt* and *baseball*.

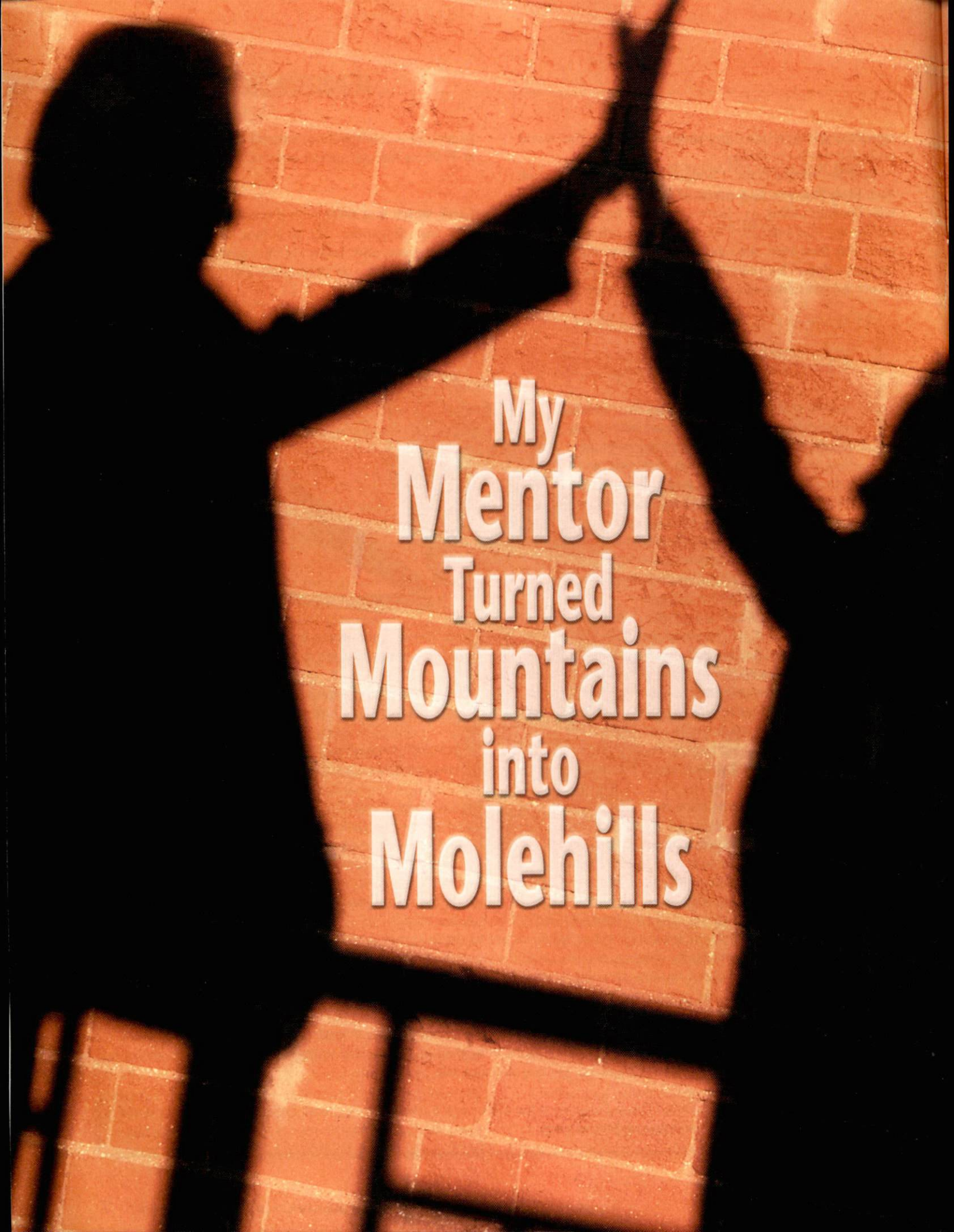
Words, like people, go up and down in the world. Some are born into low station and come up later in the life. With the passing of time, they may acquire *prestige* (which used to mean trickery) and *glamor* (which began life as a synonym for grammar). Others slide downhill in reputation, such as *homely* (which originally meant homelike; good around the home), *awful* (awe-inspiring), and *idiot* (one who did not hold public office).

Words like *remunerative*, *encomium* and *perspicacious* are so dignified they can intimidate us, while others, like *booze*, *burp* and *blubber*, are markedly inelegant in character. Some words, such as *ecdysiast*, H. L. Mencken's Greek-derived name for a stripteaser, love to put on fancy airs; others, like *vidiot* and *palimony*, are winkingly playful. Certain words strike us as beautiful, like *luminous* and *gossamer*, others as rather ugly – *guzzle* and *scrod*; some as quiet – *dawn* and *dusk*, others as noisy – *thunder* and *crash*.

That words and people so resemble each other should come as no surprise. Words and people were created at the same time: Before language found a home in the mouths of humans, it was not fully language; before we possessed language, we were not fully human. Not only do we have language. We are language. **T**

Richard Lederer, Ph.D., of San Diego, California, is the author of the best-selling *Anguished English* and many other books on language. Visit his Web site www.verbivore.com



A black silhouette of a person with their arms raised in a gesture of triumph or joy, set against a background of a red brick wall. The person's arms are spread wide, and their head is tilted back. The brick wall is composed of rectangular bricks with visible mortar lines.

**My
Mentor
Turned
Mountains
into
Molehills**



The author, Craig Harrison, DTM, with his mentor, Ginger Kane, DTM.

Mentors provide a different kind of accountability, a special partnership and a mutual investment.

We learn life's lessons in many ways. We read, observe and experience. As Toastmasters we attend training, and we learn through doing. Whether it's the different meeting role we play each week or the officer role we assume for six months or a year at a time, our learning is experiential. We learn by being

evaluated verbally and in writing. And yet my learning curve really accelerated when I adopted a mentor – or rather she adopted me. Yes, an experienced Toastmaster agreed to work with me in between club meetings, on the phone and in person, to further my development as a Toastmaster. She saw the road ahead and knew where it could take me. She saw the potential in me and knew how to drive me to develop it. And her tutelage has not only accelerated my learning but opened new doors during my Toastmasters tenure.

When I joined Toastmasters I was fiercely independent, proud of my achievements but clueless about the many avenues available to me: speaking, training, leading, working with youth, competing and promoting Toastmasters to non-members. My mentor knew about these and other roads awaiting me, and she was able to sketch the terrain ahead and encourage me to new destinations.

Mentors offer more than experienced eyes and ears. They provide a different kind of accountability, a special partnership and a mutual investment.

A Mentor Makes Meetings More Meaningful

As a new Toastmaster, I benefited by having a designated mentor to ask questions or receive instructions from. I remember hearing about contests and not knowing what to expect. My mentor told me they were not only fun, but that contests were educational learning experiences worth pursuing.

BY CRAIG HARRISON, DTM

I was already learning by attending meetings. Yet working with a mentor meant that I was focusing on improvement between meetings as well. We would talk by phone or meet periodically for coffee. What a font of information my mentor was. But the key was that I had to ask for it!

In Thee We Trust

My mentor, Past International Director Ginger Kane, DTM, and I developed a friendship. I felt safe confiding in her my fears, failures and insecurities. In turn she comforted me by letting me know I was not alone in this regard. She shared her own stories of overcoming fear, accepting new challenges and reaching new heights. Her success stories buoyed me. Without a trusting relationship, I would not have shown my vulnerabilities and opened myself up to growth and learning opportunities.

Once trust is established, your mentor can help you evaluate opportunities, assess your strengths and weaknesses and help identify new challenges for you. Over the years my mentor has helped me in a myriad ways:

- Plan contests and pick personnel.
- Resolve a personality conflict within my home club.
- Strategize how to achieve a Distinguished Area.
- Gauge whether to run for Lt. Governor of Education and Training.
- Pick a theme for my district governor term.
- Evaluate talent within the district as I built teams and committees.
- Creatively motivate diverse personality types.
- Understand that my unsolicited feedback of others often wasn't appreciated.

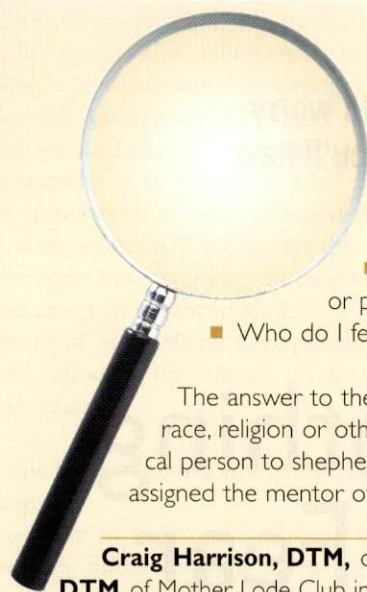
Making 'the Ask'

By Craig Harrison, DTM

◆ HOW YOU ASK FOR HELP OFTEN DETERMINES the results you receive. Understanding how to ask for help is an important skill that can help you build boards and committees, form teams and complete projects – even help you find a marriage partner. Here's how to ask for help from a mentor:

- **WIIFM?** Phrase your request in terms of the benefits to the listener. Speak to what's in it for them. Why will they benefit from saying yes to your request?
- **Be positive.** Will the experience be fun? High profile? Build new skills? Lead to a promotion? Make the world a better place? Will it give all involved a sense of accomplishment and satisfaction?
- **Show respect and appreciation for your prospect.** When you recognize a person's skills, track record, personality or other attributes, he or she feels special. It's flattering and affirming to be asked to participate, whether as a mentor, club officer, contest chair or other role.
- **Give accurate and clear expectations of what the position requires.** It's tempting to tell people what they want to hear, or only emphasize what is easy or fun. Give a fair explanation of your request.
- **Listen to the prospect's concerns.** What are they worried about? How will they base their decision? Strive to understand their needs, their fears, their constraints.
- **Give your prospect an appropriate amount of time to make an informed decision.** Don't pressure, manipulate or overwhelm your prospect. This often backfires.
- **Strive for win-wins.** Use flexibility and creativity to find mutually acceptable outcomes.
- **Accept their answer,** whether or not they agree to your request.
- **Consider a counter-offer** should your initial request be rejected. Having a fallback offer allows your prospect to join your team or work with you in whatever capacity they are able to.
- **Thank them either way for their time and willingness to consider your offer.** By treating them with respect and care, they are more likely to say yes in the future.





Finding the Right Mentor

Ask yourself these questions:

- What do I need to know and who can I learn from? Who, in my club, area, division or district, has the experience I seek?
- Is there a Toastmaster whose style I admire or wish to emulate?
- Who is in a position I aspire to someday reach or attain within my club, district or profession?
- Who do I feel a kinship with? Who do I feel safe around? Who is supportive? Who do I respect?

The answer to these questions is likely your mentor. Your mentor may or not be the same gender, age, race, religion or other variables as you, yet for the commonalities listed above, he or she will be the logical person to shepherd you to success. Share these findings with your club's Vice President Education to be assigned the mentor of your choosing.

Craig Harrison, DTM, of Lakeview Club in Berkeley, California, and Past International Director **Ginger Kane, DTM**, of Mother Lode Club in Grass Valley, California, believe the best mentors have mentors.

Mentor Not My Mirror Image

It's a misnomer to presume your mentor must be like you. Consider my situation. I am a male, my mentor is female. I have black hair, hers is white. I am shorter and stoop slightly, she's tall and statuesque. We're of different faiths, belong to different clubs and in many other ways wouldn't appear to have much in common. Yet she's walked a path I am on. I wanted to learn and she was willing to coach me. And so we bonded.

Mentors and Mentees Support Each Other

"To have a mentor is an earned privilege. Don't bleed time from other people's lives if you are not prepared to follow their advice. You are ruining it for the rest of us who follow." So says Terri Sjodin, co-author of *Mentoring: A Successful Guide to Mentors and Protégés*. "You've got to give to get. What's in it for them? Understand the reciprocal nature of our world."

Once I had a mentor, I found myself trying a little harder, caring a little more and wanting to make my mentor proud. In a certain way I felt my successes and failures reflected on my mentor as well as on myself. I felt a responsibility to always do my best where before I wasn't as focused or consistent in my preparation and delivery, my approach and my demeanor.

Paying It Forward

When I began working with my mentor, I couldn't understand why she would give so freely of her time. After all, she could already speak well. She had worked her way through both the communication and leadership tracks and reached the highest levels before I had even joined our organization. It took me a while to realize that mentors

enjoy giving back. They derive a special satisfaction from nurturing others. They vicariously enjoy seeing the progress of others as we matriculate in the Toastmasters program.

When I asked Ginger how I could repay her for her countless hours of help, there was a twinkle in her eye as she shared yet another lesson with me, as I was one of many people she was mentoring at the time. She explained that others had helped her when she was new to Toastmasters and it was up to me to pass along the favor by mentoring others yet to come. Applying the premise of the motion picture *Pay It Forward*, I have sought to mentor a variety of other Toastmasters in the years since I first received mentoring. Having been a protégée actually helped me become a better mentor. I was in touch with what it felt like to be on the receiving end of mentoring, and it made me a better mentor.

I strive to maintain a level of excellence for other club members, to be an example and a role model. Why do it? I get personal satisfaction from seeing the improvement and growth of those I mentor. To be part of another person's success is gratifying.

Success is always sweeter when it's shared with others. Seek and select a mentor, and together you will succeed beyond your wildest dreams. Find a mentor, be a mentor and success will be yours!

Success is always sweeter when it's shared with others. Seek and select a mentor, and together you will succeed beyond your wildest dreams. Find a mentor, be a mentor and success will be yours!

Craig Harrison, DTM, is a member of Lakeview Club in Berkeley, California, and a frequent contributor to this magazine. Visit Craig's Web site www.craigspeaks.com.

"Once I had a mentor, I found myself trying a little harder, caring a little more and wanting to make my mentor proud."

The fewer things you have to worry about, the less reason you'll have to be nervous.

Nothing to Fear

In December, I'll celebrate my 87th birthday. I have been a Toastmaster for eight years and find it my greatest pleasure in retirement.

My greatest pride and satisfaction during the past year was being asked by two delightful new members, Susan and Judy, to be their mentor. Both were having problems controlling fear and nervousness when giving speeches. They thought I'd be able to help them after hearing me deliver a speech on nervousness and how to eliminate or at least reduce it.

In my speech I told the story of a man who feared death so much that he said if he knew the place where he'd die, he would never go near it. Similarly, because so many people fear having to make a speech, they shy away from joining a Toastmasters club. If these people could overcome their fear, they would benefit from the advantages and pleasures of becoming a Toastmaster. How this can be done is the purpose of this article.

Susan, a highly intelligent, outgoing woman, is engaged in many civic activities, serves on numerous committees and runs a business with her husband. Bright and personable as she is, she possessed a terrifying dread of standing before an audience and delivering a speech. As a result, she felt handicapped in doing many things she wanted to do. So she joined Toastmasters.

When it came time to deliver her Ice Breaker speech, Susan sought my help. Normally articulate and witty in private conversation, the thought of standing up at a Toastmasters meeting overwhelmed her. She was frightened to know her every word and gesture, her eye contact, appearance and even the sound of her voice would be scrutinized and evaluated.

I advised Susan that she could learn to control her nerves by preparing, practicing and timing her speech several times before delivering it. This way, she would gain confidence by eliminating her concerns about running overtime and forgetting to present key points.

Susan thought the best way to practice was to memorize her speech – a bad mistake. When she gave her speech at a practice ses-

sion, I could easily tell it was memorized by the way she rolled her eyes to the ceiling trying to recall parts of it, by her choice of words used in writing but not in speaking, and her stiff, unnatural performance. I tore up the script in front of her and she almost fainted.

Memorizing a speech robs it of flexibility and spontaneity; no speech is ever delivered the same way twice. There is an adage in Toastmasters that each speech is really three speeches: the one you prepare, the one you give and the one you meant to give.

Instead of memorizing her speech, I acquainted Susan with the following techniques, all designed to control fear and nervousness:

Start out with a strong opening that will outline your message.

- The body of the speech should be outlined in your opening, adding details to each point. If you forget to mention some points, few listeners will know the difference. The mind can only absorb and digest a fraction of what it is told. As a general rule, audiences do not listen as closely as we might think, so why worry?
- To prove the point, and only partially as a gag, I once delivered a Table Topics speech using the word of the day, inserting several nonsense words throughout. What I said was meaningless: "If you who flun-did-id-it, you can elicit (word of the day) five, six or even more with a little luck, five o'clock, six o'clock, even if it's with olives or bits of cloth; it doesn't matter." I didn't win the blue ribbon, but you would be surprised how many heads nodded in agreement, clearly oblivious to my bizarre word choices.
- What you say in Toastmasters is of less importance than how you say it. Be natural, be yourself. Don't be an actor. Address your audience with friendly eye contact and natural gestures – just as you do when you meet and talk to someone on the street.

The timer's green, yellow and red lights can be a major cause of nervousness. You can forget about them if you practice and time your speech several times before delivering it. Use the timing lights to your advantage. Plan your speech to end when the green light flashes, as this will give you time to wind up your talk without appearing rushed. (Speaking too quickly can adversely affect your enunciation and articulation.)

Charts and props can provide help in reducing nervousness – or cause problems. If you use them, know how to set them up and remove them quickly.

- If there are several points you wish to make in your speech, and you fear you might forget some of them, charts can be helpful. However, you must time how

long it takes you to cover the points listed on the chart and make sure it fits your time allotment.

- Avoid numbering the points you want to cover, as this will commit you to state them all. Better to have a few points on several charts or cards. Place them on top of each other arranged in order of importance. That way you can use or discard points if you are worried about time.
- Beware of complicated, tricky props. If you are going to demo something, practice and time how long it will take. Avoid covering too much in your talk; just cover a few main points to leave your listeners with a focused idea of your message. Tell the audience more than they care to know and you risk turning them off.

Avoid telling jokes – but don't avoid being humorous.

Nothing is worse for a speaker than telling a joke that falls flat. In these days of e-mail and computers, it is practically impossible to tell a joke that audience member haven't already heard. Instead, inject humor by adding a few self-deprecating remarks. Your audience will laugh at almost anything slightly funny because they want to be amused. There is nothing like getting a laugh to boost your confidence. I once heard a speaker get a big laugh when a listener laughed loudly and the speaker said "Gezundheit!" Again, the audience wants to laugh.

For a first-time speaker delivering an Ice Breaker speech, the experience can be unnerving – but so are most challenges in life. We must learn to cope, to diminish, lessen or control our fears if worthy objectives are to be attained. Susan, despite a bit of nervousness, delivered her Ice Breaker beautifully. It won the blue ribbon for the best speech of the day against two seasoned speakers. I was very proud of her,

Judy, the other woman I mentored, was already an accomplished speaker, a professional with a Ph.D. who taught and lectured often. Her problem was needless overkill and worry. If she forgot certain points in her talks, she became upset.

The lesson I taught Judy was that many listeners will neither listen to nor grasp her entire message for reasons ranging from lack of interest to the inability to absorb the information. When telling an audience too much about your topic, you risk boring them with insignificant details. By recognizing this fact, Judy no longer tries to cover too much ground and is more relaxed.

The fewer things you have to worry about, the less reason for nervousness. By planning, practicing and timing your speech, you will be able to eliminate or control your fears. Your speech will be a pleasure for you to deliver and for the audience to hear. T

Nathaniel "Buddy" Rosengarten, ATM-B, is a member of Mayo on Toast Club in Scottsdale, Arizona.

Leaders

from A to Z

ATTITUDE – “People can alter their lives by altering their attitudes,” declared American novelist William James. Let his wisdom soak into your consciousness, because the attitude you bring to life will be more important than the facts you face. Your attitude will determine whether something is positive or negative, a burden or a blessing. In fact, it will decide your success or failure.

BELIEVE – The night before Douglas MacArthur was to take his entrance exam for West Point military academy, he was a nervous wreck. His mother encouraged him by saying, “You must believe in yourself, my son, or no one else will believe in you. Be self-confident, self-reliant, and even if you don’t make it, you will know you have done your best.” When the test scores were announced, the future U.S. Army General Douglas MacArthur was number one on the list.

CHARACTER – Be a person of integrity. Say what you mean and mean what you say. Let your deeds match your creeds and line up your behavior with your belief. Think carefully about Ralph Waldo Emerson’s statement: “What lies behind us and what lies before us are tiny matters compared to what lies within us.”

DETERMINATION – The difference between success and failure, between the impossible and the possible, lies in a person’s determination. Difficulties erode in the presence of fierce determination.

ENTHUSIASM – Cultivate enthusiasm. When times are tough, the chances slim and the odds long, it is enthusiasm that will energize you and propel you forward. The spirit of enthusiasm will lift you (and those around you) during low times.

**If you want to change the world,
start with yourself.**

FAILURE – Expect some of this. It comes to every person sooner or later. Don’t let it demoralize you. Rather, let the failure strengthen you, toughen you, mobilize you. Think about author Washington Irving’s observation: “Little minds are tamed and subdued by misfortunes but great minds rise above them.”

GRATITUDE – Never fail to show your appreciation. Gratitude strengthens relationships, energizes colleagues and fortifies friendships. A leader who expresses gratitude and shows appreciation will always be surrounded by loyal companions.

HOPE – Always let your hopes, not your hurts and handicaps, shape your future. Clare Boothe Luce wisely observed: “There are no hopeless situations in life; there are only people who have grown hopeless about them.”

INFLUENCE – “A man leaves all kinds of footprints when he walks through life,” says writer Margaret Lee Runbeck. “Some you can see, like his children and his house. Others are invisible, like the prints he leaves across other people’s lives, the help he gives them and what he has said – his jokes, gossip that has hurt others, encouragement. A man doesn’t think about it, but everywhere he passes, he leaves some kind of mark.” Remember her words and do your best to leave behind a positive legacy.

JOY – Balanced leaders live with joy. They know that life is a glorious gift, and they allow themselves to be dizzy

*“What lies behind us
and what lies before
us are tiny matters
compared to what
lies within us.”*

– RALPH WALDO EMERSON

Ship



with joy and grateful for the many blessings flowing their way moment by moment and day by day. Also, they rejoice in the success of others.

KINDNESS – This is something practiced by the greatest of leaders. Toward others they are charitable, courteous, decent, gracious, hospitable and thoughtful. Kindness reaches minds, touches hearts and changes lives.

LEARN – “There is only one corner of the universe where you can be certain of improving, and that’s your own self,” wrote Aldous Huxley. Great leaders are lifetime learners.

MOTIVATION – After Mickey Spillane, author of detective stories, gained his first big publishing success, he decided to work less and play more. He took up residence at a popular seaside resort and partied a great deal. In the little time left over, he tried to write but found that ideas wouldn’t come. Being financially secure, he wasn’t too worried. Then, as some unexpected expenses came up, Spillane’s financial situation went from comfortable to marginal to desperate. Almost immediately, good publishable

ideas began to percolate in his mind. Out of necessity he began to write some of his best stories and continued to enjoy a long, outstanding career. The lesson: Don’t rest on your past successes. Keep yourself motivated.

NIP – Great leaders know the wisdom of nipping things in the bud, of catching things in the early stages, thereby preventing major issues from emerging. They appreciate the wisdom of Lao Tzu, who wrote the *Tao Te Ching* over 25 centuries ago as a handbook for leaders in ancient China. Stressing the importance of prevention, Lao Tzu said: “Deal with the difficult while it is still easy. Solve large problems when they are still small.”

OPPORTUNITY – Every adversity contains opportunity. Before the Civil War, Edmund McIlhenny operated a sugar plantation and a salt works on Avery Island, Louisiana. Union troops invaded the area in 1863 and McIlhenny was forced to flee. When he returned in 1865, his sugar fields and salt works were in ruins. One of the few things left were some hot Mexican peppers that had reseeded themselves in the kitchen garden. McIlhenny, who was living

Leadership Test

- Leaders start projects by asking, "What has to be done?" instead of "What do I need?"
- Leaders next ask, "What do I have to do to make a real contribution?" The answer best suits the leader's strengths and the needs of the project.
- Leaders continually ask, "What are my organization's purposes and objectives?" and "What qualifies as acceptable performance and adds to the bottom line?"
- Leaders don't want clones of themselves as employees. They never ask, "Do I like or dislike this employee?" But they won't tolerate poor performance.
- Leaders aren't threatened by others who have strengths they lack.

Source: Peter Drucker, cited in *Forbes ASAP*, Forbes, Inc., New York, New York.

hand to mouth, started experimenting with the ground peppers to make a sauce that would liven up his bland diet. His creation is known today as Tabasco sauce. A century later, his product is still sold the world over.

PERSEVERANCE – "With ordinary talent and extraordinary perseverance, all things are attainable," wrote the 18th century British philanthropist Thomas Foxwell Buxton. Leaders understand this.

QUESTION – Peter Drucker, known worldwide for his study and insights into leadership and management, says one of the qualities of highly effective leaders is their ability to ask questions. They constantly ask: "What are the organization's mission and goals? What constitutes performance and results in this organization?"

RESPECT – Effective leadership always involves respect for others. They listen respectfully even when the speaker offers a different viewpoint. Author and management consultant Judith M. Bardwick says: "The best leaders don't waste other people's brains. Leaders need a core sense of confidence that allows them to be comfortable receiving input, including disagreement, from others. Although the best leaders are often strikingly knowledgeable...they're neither wimps nor Genghis Khans, neither humble nor arrogant. As a result, they don't think that needing other people's input is demeaning."

STRUGGLE – Life is not always smooth sailing. Nor do things move in predictable patterns. There will be stormy times and occasions when the unexpected, even the disas-

trous occurs. Strong leaders are prepared to struggle through hard times and see things to a more logical conclusion. The darkest days in the life of author Thomas Carlyle took place when his friend, philosopher John Stuart Mill, sadly informed him one morning that the manuscript Carlyle had given him to read was used by the maid to start the fire that morning. It was the only copy and had taken Carlyle months of time in research and writing. Carlyle alternated between rage and grief. One day he looked out his window and saw bricklayers at work. "It came to me," he wrote later, "that as they lay brick on brick, so could I still lay word on word, sentence on sentence." Picking up his pen he began to rewrite *The French Revolution*. His work endures to this day as a classic, and he is an example of one who was willing to struggle with an unexpected difficulty.

TRUSTWORTHY – While Jim Copeland was CEO of the multi-billion dollar Deloitte Touche accounting firm, those who worked closest with him admired him for his trustworthiness. He demanded that Deloitte audit every expense report he turned in. Copeland ended each year by writing a \$500 personal check to the company to cover his personal use of the copy machine.

UNITE – Great leaders have great teams. They are able to rally people and gain support for their visions and goals. Leaders team up for success.

VALUES – Those who lead effectively have values beyond mere materialism. They value their family, friends, colleagues, even competitors. "No one who is a lover of money, a lover of pleasure, or a lover of glory is a lover of man," wrote the Greek philosopher Epictetus.

WORDS – Choose them carefully. What you say can inspire or injure, hurt or heal, wound or win over.

X – The letter "x" is the mathematical symbol for the unknown. Those who lead are not intimidated by the unknown. In spite of uncertainty, they move forward into uncharted waters. The unknown did not keep Alexander Graham Bell from pursuing development of the telephone nor did the unknown prevent Thomas Edison from experimenting with the electric light bulb.

YEARN – Strongly desire to continue thinking, learning, growing, developing, expanding. Keep challenging yourself. Yearning should never end.

ZOOM – Learn to zoom in on what's important and what's not. Separate the trivial from the urgent, the necessary from the superfluous. Be a leader who sees the bigger picture. **T**

Victor Parachin is an ordained minister, freelance writer and frequent contributor to this magazine living in Tulsa, Oklahoma.

**If you want leadership,
you shouldn't have it.**

When Leadership Finds You

◆ FORTY YEARS AGO, DR. MARTIN LUTHER KING JR. STIRRED the passion and imagination of Americans with his dream of equality for all people. Reflecting on the life of Dr. King, I am reminded that history has demonstrated that leaders often emerge during periods of great change. For every major turning point in American history, great leaders assumed the mantle of leadership: Abraham Lincoln, Franklin Roosevelt and Harry Truman come to mind.

What is interesting is that great men and women usually don't go looking for leadership. Instead, leadership finds them. When Dr. King received the 1964 Nobel Peace Prize, he said, "History has thrust me into this position. I neither started the protest, nor suggested it. I simply responded to the call of the people." King's words remind me of Plato's, "Only those who do not seek power are qualified to hold it."

So if you want it, you shouldn't have it. Instead, if you commit to other things, leadership will come. What do people who become great leaders commit themselves to that lead them to greatness? Here are four key commitments:

1 They commit themselves to growth.

King was a life-long learner. He said, "I question and soul-search constantly to be as certain as I can that I am fulfilling the true meaning of my work, maintaining my sense of purpose, holding fast to my ideals, and that I am guiding my people in the right direction."

His widow, Coretta Scott King, confirms this by saying that King "worked so hard and studied constantly – long after he became a world figure."

2 They commit themselves to a larger-than-life vision.

King saw the civil rights movement as the continuation "of that noble journey toward the goals reflected in the Declaration of Independence, the Preamble to the Constitution, the Constitution itself, the Bill of Rights, and the 13th, 14th, 15th and 19th Amendments to the Constitution." Dr. King portrayed the movement as not simply a conflict between white people and black people, but a struggle between "justice and injustice."

3 They commit themselves to action. Dr. King always advocated specific and practical initiatives. Great leaders point to the problem and then clearly give several solu-

tions. King would ask how it is that we can have all the great technology in America and yet cannot make the Constitution work at a luncheonette in a Southern town.

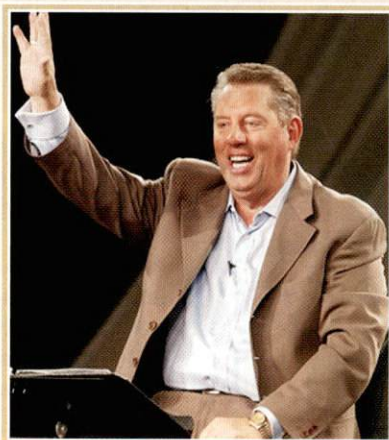
"What is needed," he said, "is a strategy for change, a tactical program that will bring the Negro into the mainstream of American life as quickly as possible. When evil men plot, good men must plan. When evil men burn and bomb, good men must build and bind."

4 They commit themselves to leaving a legacy.

King said he wouldn't "have any money to leave behind," but he wanted "to leave a committed life behind." This is best demonstrated in that he said he didn't want "a long funeral," not even "a eulogy of more than one or two minutes." He wanted no mention of his Nobel Peace Prize or other awards he had received. Instead, "I'd like somebody to mention that Martin Luther King Jr. tried to give his life serving others. Say that I was a drum major for justice, a drum major for peace, a drum major for righteousness."

Dr. King was right for the moment. He showed the nation a better way. Millions of us live with the hope of an even greater future as we remember his dream of when "little black boys and black girls will be able to join hands with little white boys and white girls and walk together as sisters and brothers."

Dr. Martin Luther King Jr. didn't look to become a leader. Leadership found him, and because of his commitment, he was able to answer leadership's calling. That is a great lesson for all of us to learn. When leadership finds us, will we be the kind of people who can step up and lead? What we commit to now will be the determining factor. **T**



Dr. John C. Maxwell

Reprinted with permission from Dr. Maxwell's monthly newsletter, *Leadership Wired*, August 2003.

John C. Maxwell, Ph.D., is an author of more than 30 books about leadership, including such best sellers as *Falling Forward* and *The 21 Irrefutable Laws of Leadership*. Through his company, INJOY, in Atlanta, Georgia, he shares his leadership principles with others through teaching, speaking and mentoring. For more information, visit www.maximumimpact.com.



If you are like most Toastmasters, you love receiving applause.

The Recognition Factor

In Toastmasters, not all leadership lessons come from being an officer. One of the most valuable leadership lessons – the importance of recognition – comes directly from participating in a typical Toastmasters meeting.

Awards

If you are a long-time Toastmaster, you probably have a drawer full of ribbons. You might have ribbons for speaking, evaluating or Table Topics. Can you remember the first time you won an award? It feels great to know that your peers think you gave the best presentation on any given day. When you don't win, typically, you know that you need to work a little harder next time.

You've probably had the opportunity to present awards in your club, but have you ever offered awards to your co-workers? University employee and Toastmaster Sandra Clark gives toy tools to co-workers who help her fix workplace problems. Awards can be a great way to tell people you appreciate their efforts. You don't necessarily have to be a manager to show a little leadership.

Awards are a great way to show recognition, but they are only one of the ways Toastmasters teaches us to recognize people.

Applause

In a typical meeting, we learn to applaud enthusiastically for our fellow members. Where else could you expect to

receive applause for providing a short answer to an impromptu question? In Toastmasters we even applaud people for giving feedback.

Imagine how a little more applause *outside* of Toastmasters might change your outlook. What if your mother applauded you on your choice of friends, your children clapped when you did their laundry, or your co-workers gave you a standing ovation when you solved a difficult customer's problem? Wouldn't you find yourself trying just a little harder?

If you are like most Toastmasters, you love receiving applause. Receiving applause acknowledges your contribution. It demonstrates that you have provided something of value or achieved something significant.

But Toastmasters are not the only ones who love applause. Go ahead and applaud your co-workers when their achievements are announced. When you do, do it with enthusiasm. Half-hearted applause is embarrassing. And speaking of embarrassing, watch for their reaction. Not everyone is comfortable with public recognition. Only use applause with those who clearly relish it.

Feedback

When you give a spoken evaluation in a Toastmasters meeting, you provide valuable feedback and then the audience applauds. Everyone learns from and is grateful for your suggestions. Can you imagine such a positive experi-

ence at your place of employment? Think about your last performance review. Did you enjoy it? If you are like most people, you probably didn't.

Both employees and their managers meet most performance reviews with dread; most people simply aren't comfortable evaluating or being evaluated. The Toastmasters meeting offers an opportunity to become comfortable in both roles.

Giving an evaluation is a lesson in recognition. It is important to remember that there is more to recognition than praise. Sometimes it means thinking enough of people to offer suggestions on how they can improve. Nowhere is this done as elegantly as in Toastmasters.

Think about both the spoken and written evaluations you give and get in Toastmasters. Initially, you focus on what worked well. You do this because, after a presentation, speakers have a tendency to think about what they did wrong. A little praise puts them in a positive frame of mind. Next, you provide a couple of ways that the speaker can improve. This provides a little "meat" in the feedback sandwich. Finally, to ensure that the speaker knows the good parts in his or her presentation, you end with a little more praise.

Praise outweighs suggestions for improvement. This formula works just as well in the workplace. Whether you are a manager, teacher or mechanic, praise people regularly. Then, when you need to offer a suggestion for improvement, it will be easier to accept.

Offer twice as much praise as criticism. Try this at home. Spouses, children, parents and roommates all respond positively to this formula. Be lavish with praise and offer only a few suggestions for improvement. Your relationships will improve, and the people you live with will be more likely to listen to your opinion.

Opportunity

There is one more recognition lesson taught at a Toastmasters meeting: Attend most meetings, and you will soon have an opportunity to participate. Toastmasters are a very inclusive bunch. From the beginning, they will ask you to answer Table Topics questions. Soon, the Vice President Education will assign you a variety of meeting roles. Before you know it, someone will ask you to compete in a contest or serve as an officer. All these opportunities to participate offer meaningful recognition and tell you that you are a valuable part of the organization.

Whether at home or work, leaders help the people around them grow. Providing new opportunities for people to learn and participate is very rewarding. When my son was small, my husband and I decided not to give him chores. Instead, we provided opportunities for him to learn the skills needed by a self-sufficient adult. Over time,

he learned how to do tasks ranging from taking out the garbage to doing the weekly grocery shopping.

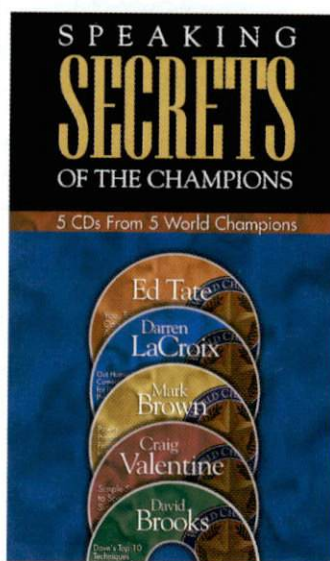
To an outsider it probably looked like he was doing chores, but as a family we knew better. Our son made it clear that he understood the difference when he told me, "Mom, I think I know how to vacuum now. Give me something else to learn." He appreciated that we recognized him as an "adult-in-training." We appreciated not having to nag him.

What Recognition Really Is

Look up the words *recognize* and *recognition* in any dictionary and you will find definitions that use words like *see*, *identify* and *acknowledge*. People want their accomplishments identified and acknowledged. It requires practice to learn to do this well, and I can't think of any place that provides a better opportunity to learn this than a Toastmasters meeting! **T**

Cindy Ventrice, a consultant and speaker on the topic of employee morale, is a member of the Surf City Advanced Club in Santa Cruz, California. She is the author of *Make Their Day! Employee Recognition That Works*. To learn more, visit www.maketheirday.com

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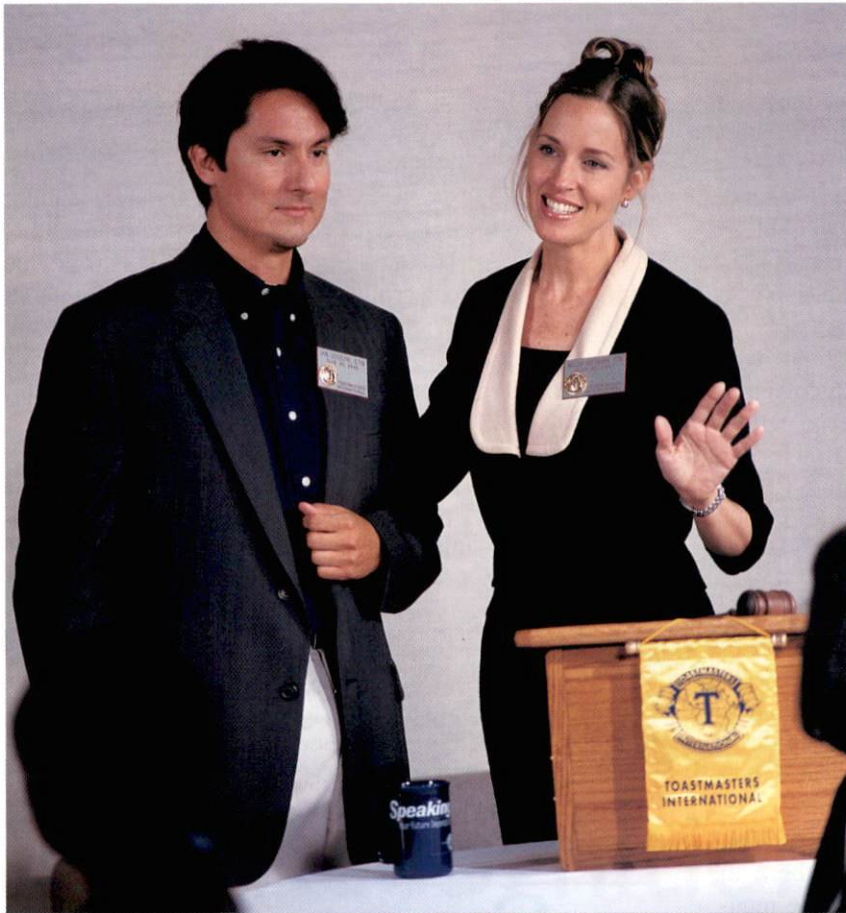
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By Jean Childers, CTM

Lead by Example

And the best supporting role goes to...

Toastmasters have an ever-present benefit – every week, every meeting, we get the opportunity to put leadership qualities into practice. Whether we are club officers, new or veteran members, we can lead by example in our support of clubs and the Toastmasters mission.

I admire club members who make an effort to be supportive and enthusiastic, no matter what. You probably know members like this too. We can hone our leadership skills by emulating the positive qualities of these members. In this way, we all win: Our wholehearted support makes our clubs better and makes us better Toastmasters.

Accessorize

On the days of your Toastmasters meetings, remember to tack your membership pin to your lapel. Prominently wearing your pin says to those around you, “I’m a Toastmaster, and I’m proud of it!” This is good publicity for your club and you too: You are showing others that you are working to improve yourself and your skills via one of the most widely respected organizations in the world.

Don’t Be a Stranger

Work schedules, meetings and last-minute crises may, at times, prevent us from attending scheduled meetings. Granted, the club doesn’t require our attendance at every meeting, but it can’t thrive when we don’t show up.

Meetings derive their spirit from the energy emanating from all the members in the room. Speaking to groups, hearing applause, receiving feedback – these are integral parts of our learning process and they won’t happen without a meeting well-stocked with members. Once in a while, a meeting with just a few people can be a good, in-depth experience, but it is not meant to be the norm. Show support by attending your club meetings.

Make Some Noise

When it’s time for applause, join in enthusiastically. If you are in the middle of writing out a vote or jotting a note to someone, drop your pen for a moment and involve yourself in what the group is doing. The person at the lectern has worked hard to earn her applause, whether she gave a speech, led part of the meeting or evaluated a speaker. By giving your applause, you encourage the speaker, show respect and demonstrate that you appreciate the speaker’s effort.

Passing Notes is Allowed

Remember when you were a new member and felt encouraged by receiving notes from other members complimenting your speech or your performance on a new meeting assignment? Take a few moments to jot a note of encouragement to at least one other person in your club,

at every meeting. Don't evaluate, simply encourage. Compliment the recipients in some way. Remind them how valuable they are to your club. Tell them what you admire about them. And don't forget to sign your name!

Come Out, Wherever You Are

Twice a year, it's speech contest time. Stretch yourself by volunteering to compete in your club's contest. The more contestants, the better the contest, and the better the contest, the more you learn! Or volunteer to be a Toastmaster or a judge at the area contest. It's a fantastic opportunity to meet others in the organization, and to really give back to your club and your club's area.

You can show your support for your club's contestants by attending the club, area, division and district contests. Two of my club members came to the area, division and district contests when I competed. It made me feel stronger, knowing they were there and supporting me all the way.

Creativity is Encouraged

Do you have an idea for a meeting? Implement it! Having an out-of-the-ordinary club meeting can make us sharper thinkers and give us creative ideas in other areas of our lives. Our club's Vice President Education last year hosted two surprise meetings for our group. At the first meeting, after all the members arrived, she asked each of us to write out a Table Topics question. Those questions were then put in a hat, and the meeting was 100 percent Table Topics. Each of us tackled a topic that someone else had just written. We also shared a potluck lunch. A wonderful meeting!

At our other surprise meeting, around the Christmas holidays, she brought in wrapped gifts. We each drew one. We opened our gifts and found that each one was a different food item from around the world. Of course, we got to either keep or trade our gift, but being good Toastmasters, we first had to talk about it, in true Table-Topics fashion. It was fun!

Do a Little Research

If you will introduce a speaker, take the time to find out something about him or her. First and always, make sure you know exactly how to pronounce the speaker's name. Confirm it with the speaker. Next, never assume that you already know what to say – ask the speakers what they would like you to say about them. If the speaker needs ideas, remind her that the introduction can be anything she'd like. Her introduction can be tied to her speech, Toastmasters goals, personal or work life. Put a little effort into preparing an introduction for your speakers. This, too, is part of our Toastmasters training.

Be Our Guest, Be Our Guest

Invite a colleague or a friend to a meeting. Tell them about Toastmasters. Let your club president or Vice President

Membership know ahead of time who you are bringing, so your guest will be greeted at the meeting. Let the guest introduce himself at the start of each meeting, and to comment or ask questions at the end. And be sure to applaud the contributions of your guests. We were all guests once.

Mind Your Manners

Be an attentive listener and an interested audience member. Show those at the lectern that you want to be there by giving them your attention. Don't bring work from the office to do during the club meeting! Pay attention to the speakers. Listen to them. Laugh at their jokes. Smile back. Nod. Learn.

Bring It Home

In light of these tips, think about the support you show for your club. Lead by example in your support of Toastmasters. Challenge yourself to enhance how you contribute to your club. Increase what you give – your support – and you'll increase what you get: the best Toastmasters experience possible. **T**

Jean Childers, CTM, is a member of the Antlers Club in Minneapolis, Minnesota.

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10 Commandments of Ethical Leadership

Become a leader worth following.

Throughout your life, you've undoubtedly come across all sorts of leaders – in your profession, in church, in community groups and in Toastmasters. I'm sure you remember leaders who were good and bad, and some who were excellent. The question is, what made those excellent leaders excellent, and what did they know and do that the others didn't? Most important, how can we as Toastmasters benefit from their success?

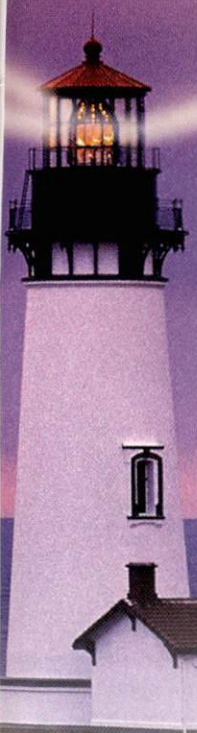
We probably remember these leaders for different reasons. While they all had different talents, I bet they had one character trait in common: integrity. Because of their personal values and their work ethic, we trusted them, respected them and followed them.

Not everyone comes out of the womb an articulate and charismatic leader. It takes time to learn the intricacies of how to get great results through people. The wonderful thing about Toastmasters is that we all have the chance to learn and grow so that we can be all we were meant to be.

If you are destined for a life of leadership, then it's up to you to become a leader worth following. Any leader worth following practices ethical leadership principles. Let's see how these translate into action in a Toastmasters club. Let these "10 Commandments of Ethical Leadership" be your guide.

I. Develop a vision. *"The most pathetic person in the world is someone who has sight but no vision."* – Helen Keller

Toastmasters International has a vision. It is clearly stated in every magazine and in every manual. A vision gives people a place to focus their thoughts and their energies. Everyone likes to know, and be a part of, the master plan. In your Toastmasters club, do you, or your executive committee, have a vision for what you'd like to accomplish this year? If not, how will you know if you've



“Leading others begins with leading yourself. And you cannot possibly lead someone you don’t know.”

been successful in leaving your mark? As an individual member, do you have a vision for what you’d like to get out of your Toastmasters career? Do you know why you joined? A vision can be a beacon that guides us along any path we choose.

II. Characterize integrity. *“The time is always right to do what is right.”* – Martin Luther King Jr.

When you lead with honesty, guided by good values and strong moral principles, you are secure in your decisions. With security comes peace. The values and principles are the characteristics of integrity. Since each of us values different things and holds different principles, as an ethical leader you must clearly define these characteristics for yourself.

As a member of the executive committee, are your decisions and plans made with the utmost integrity to the members, to the club and to Toastmasters International? Do you know the rules and regulations mandated by World Headquarters? Or is yours one of those clubs that has decided that certain things don’t fit the atmosphere in

your particular club? An ethical leader will consistently do what is right, because it is right.

III. Lead the way. *“Well done is better than well said.”* – Ben Franklin

Every leader leads by example. The question is whether it’s a good example. People respect you for who you are. They trust you for what you do.

As a leader in your club, are you presenting manual speeches? Are you doing your very best every time you stand up to give a Table Topic? Are your presentations prepared ahead of time and well-rehearsed? You don’t need to be on the executive committee to be a leader at a Toastmasters club. We’re all leaders, and we all set examples.

IV. Esteem insight. *“What lies behind us and what lies before us are small matters compared to what lies within us.”* – Ralph Waldo Emerson

Great leaders know and capitalize on their strengths. They also are equally aware of, and compensate for, their weaknesses. But to become great, we must first know what lies inside each of us as individuals. And we must prize that knowledge about ourselves and about our people.

Do you know your optimum learning style – and can you translate that into high-quality speeches written in half the usual time? Do you know how to optimize your decision-making power so that it is less stressful and gets you better results – while simultaneously grooming next year’s executive team of up-and-comers? Do you know how you like to make decisions, and can you translate this ability into inclusion and empowerment for everyone in your club? Leading others begins with leading yourself. You cannot possibly lead someone you don’t know.

V. Invest wisely. *“The dictionary is the only place success comes before work.”* – Vince Lombardi

When it’s time to recruit club officers, we hear about how great an opportunity it is to play a leadership role in the club. We understand that giving back to the club and the people who supported us is valiant and noble. We also realize that being part of a dynamic executive team is rewarding.

What may not be fully understood is the amount of time, energy and effort it takes to be a really good leader. Regardless of your position, being an excellent Toastmasters leader means doing the things that other members might not want to do. It means being an example all the time. It means walking the walk and talking the talk, and that isn’t always easy. But as challenging as it sometimes is, the rewards are immeasurable. Your influence on the people whose lives you touch is sometimes so far-reaching you don’t ever realize the impact you’ve made. This makes every bit of effort worth it. How you invest your time and energy will determine the rate of return you enjoy.

VI. Guard your heart. *"Success is going from failure to failure without losing your enthusiasm."* – Abraham Lincoln

If you're a leader and running a popularity race, disappointment is guaranteed. Doing what is right will sometimes make people mad, and you will be the target. Are you ready?

As a leader in your Toastmasters club, there will always be someone who doesn't agree with what you're doing, or the way you're doing it. But that's OK. There will be equally as many, or more, who support your efforts and are behind you every step of the way. Make sure you're doing the right thing for the right reason, and if people get mad at that, it's not because of you as a person. So don't make the mistake of responding and reacting as though it is. And whatever you do, guard your heart and only own what's truly yours.

VII. Love learning. *"Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young."* – Henry Ford

The world is changing so rapidly that yesterday's knowledge is soon obsolete. As a leader, you must love to learn and commit to personal growth every day.

VIII. Exercise humility. *"A great man is always willing to be little."* – Ralph Waldo Emerson

Leadership opportunities bring out the best in people – and the worst. I'm certain that many of us can remember leaders from our past who just seemed to think they were the cat's meow. Once they became the "head honcho," they talked down to everyone. All of a sudden they were too good to do certain jobs, and many things soon became beneath them.

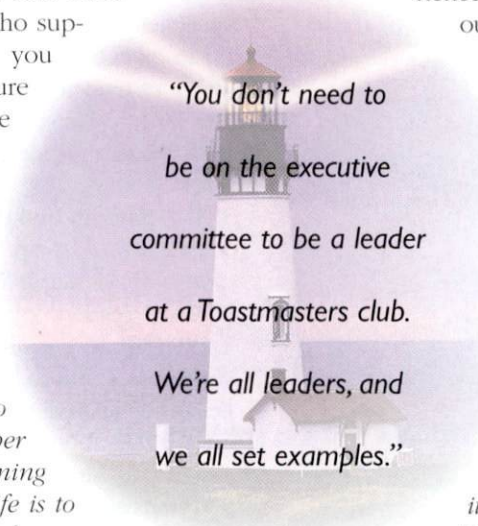
A true leader will never ask someone to do something he or she doesn't want to do. They get their own coffee. They make their own photocopies. They file their own papers. They clean their own desks. They deliver their own mail. Make sure that when you're a leader in a Toastmasters club, you continue to do all the things that caused others to want to elect you in the first place.

IX. Leverage loyalty. *"A leader is not an administrator who loves to run others, but someone who carries water for his people so they can get on with their jobs."* – Robert Townsend

The most interesting thing about the structure of Toastmasters International is that our organization chart is upside down. The individual member is on the top, and everyone and everything else exists to serve and support

that person. When you're in a leadership position in a Toastmasters club, remember, the members don't work for you, you work for the members. When you do, their loyalty is your reward, and loyalty is a powerful force.

To be successful in serving others, you must know a little more about them than just their names. Find out from your members why they joined Toastmasters and what their educational goals are. Find out from your executive team what they'd like to gain from their leadership experience. Once you know a little about them, find out how you can help them. That's as easy as asking. How would they like you to help them stay motivated? What is their preferred communication style? What roles do they feel would really help them grow and develop on a personal and professional level? Once you know a little about people, and help them on their turf, you'll be surprised how responsive, and appreciative, they'll be to your efforts.



*"You don't need to
be on the executive
committee to be a leader
at a Toastmasters club.*

*We're all leaders, and
we all set examples."*

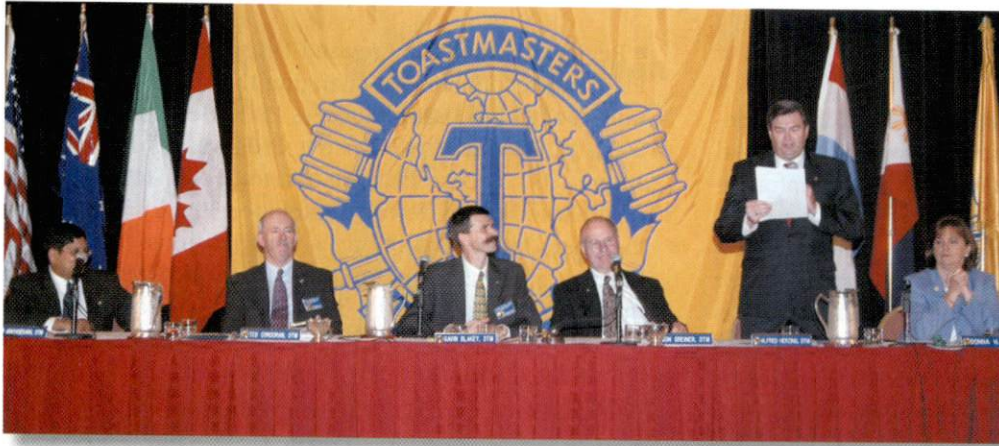
X. Believe. *"It is a funny thing about life; if you refuse to accept anything but the best, you very often get it."* – Somerset Maugham

Whatever you believe will happen, you will make happen. Faith is the foundation of ethical leadership. Without it, everything else crumbles under the slightest pressure. With it, you can soar to new heights.

- **Believe in yourself.** When you believe you can, you can. It's a natural and spiritual law. You survived your Ice Breaker, right?
- **Believe in others.** Everyone has potential, regardless of what the wrapping looks like today. Everyone joins Toastmasters to alter their wrapping in some way.
- **Believe in the program.** Toastmasters International offers a proven program that has worked for millions of people all over the world, for nearly a century. Don't try to reinvent the wheel – just run on the one that's there. It works, and it's an amazing program. Believe in it, and it will not let you down.

As you consider these "10 commandments," maybe you'll find that you're already anchored in many of them. If by chance there is one you could do a little bit better in, choose to work on that one. By doing one thing better today, you can significantly impact tomorrow. Consider it to be like a pebble in a pond. One small stone can create a huge wave. **T**

Dawn Frail, CTM, a member of the World Class Speakers Club in Mississauga, Ontario, Canada, is a speaker and trainer who specializes in the principles of ethical leadership. Visit her Web site www.DawnFrail.com.



Toastmasters' Board of Directors during the August meeting in Atlanta, Georgia.

Bringing Out the Best in People

At the August Board of Directors meeting in Atlanta, Georgia, 2002-2003 International President Gavin Blakey, DTM, reported on the organization's progress during his year in office. "Our growth pattern has been outstanding," he said. "Membership has grown 6 percent over last year. We now have 198,000 members in 9,600 clubs in 80 countries. The number of new clubs is up 2.2 percent and the number of suspended clubs down 22 percent. We've had a record-breaking year with 834 new clubs." He also said that 7 percent more members earned their CTMs in 2002-2003 than in the previous year.

Moreover, the performance of Toastmasters' 77 districts was the best in more than a decade. "Our district leaders are doing an outstanding job of training, supporting and encouraging our club leaders, and chartering new clubs," Blakey said. "And club leaders are doing an outstanding job of satisfying their members' needs by using the Distinguished Club Program."

During his term in office, Blakey and his wife, Bea, visited Toastmasters in 12 countries: The United Arab Emirates, Oman, Qatar, Bahrain, Saudi Arabia, Jordan, Kuwait, USA, Canada, Taiwan, New Zealand and Australia. During these visits, he participated in district conferences and met with corporate and government leaders. He also promoted the organization in 60 interviews with radio and television stations and with newspapers in many countries.

Blakey thanked the organization's past and present leaders and concluded with a reference to his chosen theme: "You really are bringing out the best in people."

BOARD ACTION

The Board of Directors made the following decisions to ensure the continued progress and growth of the organization:

- Reviewed and approved a request to form a Caribbean Territorial Council, consisting currently of a group of 33 Toastmasters clubs located in the islands of Barbados, Bermuda, Cayman Islands, Haiti, Jamaica, Netherlands Antilles, St. Lucia, Trinidad and Tobago, and the U.S. Virgin Islands. The Territorial Council would also encompass any clubs that might be formed in Puerto Rico. This is effective retroactively on July 1, 2003.

- Reviewed policies relating to district visits by the International President and changed them to include all districts in the cycle of presidential visits.

- Decided that unopposed officer candidates shall be allowed to attend mid-year regional training meetings if the international directors or the international president invite the officer to participate in the training.

- Reviewed the status of provisional districts and granted Districts 59 and 67 full district status. Decided to review the status of District 76P again in one year and commended all these districts for their achievements to date.

■ Approved a proposal to conduct market research regarding the awareness and perception of Toastmasters International and its programs – in particular its leadership programs. This research will guide the formulation of TI's future programs and practices.

■ In response to concerns by members regarding the improper use of Toastmasters contact information, the board reaffirmed the organization's position that member information is to be used only for Toastmasters-related business. Clubs and districts should include a statement about appropriate use of such information on their Web sites and in their directories. A disclaimer such as, "The information in this directory is for the sole use of Toastmasters members for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters materials or information," should be included in all directories and Web sites.

■ Recommended that speakers who are not members of the club be screened by the club's Vice President Education for appropriate speech content.

■ Changed policy to allow for suspension of services to members who have not paid their dues by November 30 for the October through March period and May 31 for the April through September period. Members who are suspended can be reactivated anytime during the period by paying their dues.

■ Increased the fee for reinstating a club from \$90 to \$108 effective October 1, 2003.

IN ADDITION, THE BOARD:

■ Approved the addition of Norway to the boundaries of District 59 (Europe).

■ Reviewed the use of inactive membership status to discontinue membership of an individual member. Under Article II, Section 4, of the Club Constitution, a club executive committee may classify members as inactive upon request or based on continued absence. An inactive member may be restored to active status upon request by the club executive committee.

■ Affirmed the purpose of the inactive roster is to aid clubs in achieving a quorum so they are able to conduct business. A club's decision to classify members as inactive must be based solely on such members' attendance record and not on disciplinary or other factors. Clubs have the option of adopting standing rules defining the attendance guidelines under which members are classified inactive or returned to active status. Inactive status is not to be used

as a means of terminating or disciplining a member. The proper procedure for terminating or disciplining a member is outlined in the president's manual.

■ Reviewed a draft of a revised District High Performance Plan and recommended changing the name of this planning tool to the District Success Plan. Beginning with the 2004-05 Distinguished District Program, a district must submit its Success Plan Matrix to World Headquarters postmarked on or before September 30 and received by October 10. In addition, a district must submit its District Success Plan Matrix and worksheets to both international directors by September 30. Although this is not a Distinguished District Program requirement, it will allow the directors to support districts in implementing their plans.

■ Increased the amount districts can budget for travel to 30 percent of expenses. Made policy changes to allow districts to reimburse public relations officers and treasurers for travel, registration and lodging related to attending training at regional conferences.

■ Discussed assigning district numbers to reformed districts and decided that reforming districts must include proposed boundaries and a recommendation for division of existing funds in a reformation proposal. In addition, the reformed district that retains the original district number shall be determined by lot at the Board of Directors meeting prior to the reformation date.

■ Decided that international officer and director candidates and current members of the board of directors may not serve on the District Nominating Committee.

■ Reviewed club officer training programs, discussed the challenges faced by districts while planning and conducting training, and recommended that World Headquarters create a comprehensive guide for planning and conducting club officer training. The Board also recommended that the district officer training program *Charting a Course for Club Success* be restructured to focus on 1) helping club officers to identify members' goals and enabling members to achieve them, and 2) to accept and use the Distinguished Club Program as the measure of member and club success.

■ Discussed mentoring at the club level for new members, advancing members, and club officers, recognized it as a prominent leadership concept as Toastmasters International incorporates leadership development as a strategic objective, and recommended World Headquarters promote mentoring in its publications and training programs. **T**

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INTERNATIONAL

New Eligibility Requirements!

Speech Contest Rules

Before entering the International Speech Contest, study the rules, especially those pertaining to eligibility, speech length, originality, timing and protests.

In addition, attend the pre-contest briefing for all contestants, held by the contest chairman, who will tell you the rules and procedures. During the briefing, contestants also draw for speaking positions and become familiar with the speaking area. This is your opportunity to ask any questions about the contest.

Familiarity with contest rules and procedures often makes the difference between winning and losing. Be a winner – know the rules and procedures. This year's rules have changed, so read them carefully and make sure you meet all the eligibility requirements.

1. PURPOSE

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

2. APPLICABILITY

These rules, unless otherwise noted, apply to all Toastmasters speech contests which select contestants for the annual International Speech Contest, which is conducted in English only. These rules may not be supplanted or modified, and no exceptions may be made.

3. SELECTION SEQUENCE

- A. Club, Area, District. Each Club in good standing may select a contestant to compete in the Area contest. A Club may choose its contestant by whatever means the Club desires. If a contest is held, it must comply with all these rules and the contest result is final. The Area speech contest winner then proceeds to the Division contest (if applicable). The Division winner then proceeds to the District contest. Should an Area or Division contest winner be unable to participate in the next level contest, the highest placed available contestant will advance to that level. NOTE: The District contest chairman informs World Headquarters of the name and address of the winner and alternate in the District contest. Information concerning the Regional contest is then mailed to the winner and alternate.
- B. In those Areas with four assigned Clubs or less eight weeks prior to the Area contest, Districts have the option to allow the two highest placed available contestants from each Club to compete in the Area contest. Should additional Clubs charter prior to the Area contest, the two highest placed

available contestants from each Club may compete. In those Divisions with four assigned Areas or less, Districts have the option to allow the two highest placed available contestants from each Area to compete. In Districts with four assigned Divisions or less, Districts have the option to allow the two highest placed available contestants from each Division to participate in the District contest.

The decision whether or not to allow two contestants to advance from Club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle – i.e. prior to any Club contests being held. Once the decision is made, it must be implemented consistently throughout the District in all Areas and Divisions affected. If a District decides to allow two contestants to advance from Club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.

- C. Each Region shall select a winner and an alternate. The contest chairman, usually the first-year Director, informs World Headquarters of the name and address of the winner and alternate in the Regional contest. Information concerning the International Speech Contest is then mailed to the winner and alternate. One speaker from each Region competes in the International contest. An additional speaker or speakers, selected in special speech contest(s) among Districts outside of the United States and Canada, also will compete in the International contest.

4. ELIGIBILITY

- A. To be eligible to compete at any level of the International Speech Contest, an individual must:
 1. Be a member in good standing of the Club in which he or she is competing.

The Club also must be in good standing. A new, dual, or reinstated member must have dues and membership application current with World Headquarters.

2. Have completed at least six manual speeches in the Communication and Leadership Program manual prior to the Club contest. However, a charter member of a Club chartered since the previous July 1 may compete without having completed six manual speeches in the Communication and Leadership Program manual. The Club must be officially chartered before the Area contest.
3. Maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.
- B. The following are ineligible to compete in this contest: incumbent International Officers and Directors; District Officers (Governor, any Lieutenant Governor, Secretary, Treasurer, Public Relations Officer, Division Governor, or Area Governor) whose terms expire June 30; International Officer and Director candidates; Immediate Past District Governors; District Officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the Area, Division, and District event at which the contest will be held; presenters of educational sessions at Regional Conferences and/or the International Convention. An individual may not be a judge at any level for a contest in which they are still competing.
- C. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.
- D. Toastmasters who are members in more than one Club and who meet all other eli-

gibility requirements may compete in each Club contest in which membership in good standing is held. However, should they win more than one Club International Speech Contest, the contestant may represent only one of the Clubs at the Area level. No contestant can compete in more than one Area International Speech Contest, even if the two Areas are in different Divisions or different Districts.

- E. A contestant must be a member in good standing of the Club, Area, Division, District, or Region being represented when competing in a speech contest at the next level.
- F. Each contestant must complete the Speaker's Certification of Eligibility and Originality (form 1183) and submit it to the chief judge prior to the contest.
- G. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

5. SPEECH SUBJECT AND PREPARATION

- A. Subject for the prepared speech shall be selected by the contestant.
- B. Contestants must prepare their own five-to seven-minute speeches, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on form 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. All contestants will speak from the same platform or area designated by the contest chairman with prior knowledge of all the judges and all the contestants. The contestants may speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone should be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- D. Every participant must present an entirely new and different speech for the Regional and for the International contests than given in any contest that same year. Up to and including the District contest, contestants may use the same speech, but are not required to do so.
- E. Winners of each District contest shall present a detailed outline of their winning speech in the District contest to the chief

judge of the Regional contest. Winners of the Regional contest will prepare and mail to World Headquarters outlines of their District and Regional winning speeches, which will be given to the chief judge at the International contest.

6. GENERAL PROCEDURE

- A. At the Club or Area level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed. These appointments will be as far as practical at the Club level, but required for the Area level.

At the Division or District level contests, there should be at least seven judges or equal representation from the Areas composing the Division or District in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the Regional or International contest, there should be at least nine judges or equal representation from the Districts or Regions respectively; no judge shall be a member of the Club represented by a contestant. In addition to these judges, five qualifying judges, a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers are appointed.

All judges will judge all contestants.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, may be included in place of the primary contestant. When the contest Toastmaster is introduced, if not present, the primary contestant is disqualified and the alternate officially becomes the contestant. Where the primary contestant arrives and makes this known to the contest chairman and has all required paperwork in good order prior to the introduction, and missed the briefing, disqualification shall not occur and the primary contestant may speak in the drawn order, but waives the opportunity of a briefing.
- D. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- E. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- F. Contestants may remain in the same room throughout the duration of the contest.
- G. In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

7. TIMING OF THE SPEECHES

- A. Speeches will be five to seven minutes. A contestant will be disqualified from the contest if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
- B. Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
- C. Timers shall provide warning signals to the contestants, which shall be clearly visible to the speakers but not obvious to the audience.
 - 1. A green signal will be displayed at five minutes and remain displayed for one minute.
 - 2. An amber signal will be displayed at six minutes and remain displayed for one minute.
 - 3. A red signal will be displayed at seven minutes and remain on until the conclusion of the speech.
 - 4. No signal shall be given for the overtime period.
 - 5. Any sightless contestant may request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 - 6. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- D. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved.

8. PROTESTS AND DISQUALIFICATIONS

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify. The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final. **T**



HALL OF FAME

The following listings are arranged in numerical order by district and club number.

DTM

◆ Congratulations to these Toastmasters who have received the Distinguished Toastmaster certificate, Toastmasters International's highest recognition.

Michael Chelian 165-F, Los Alamitos, California
Diane P. Beall 5410-F, Costa Mesa, California
Nipa Dunn 1013-1, Los Angeles, California
John H. Dunn 4138-1, Los Angeles, California
Joseph Barth 4489-1, Culver City, California
Edith J. Williams 5942-1, Los Angeles, California
Jean Ann Tracy 1137-2, Lynnwood, Washington
David Livingstone 3997-2, Seattle, Washington
Christopher Stile 3010-4, San Jose, California
Robert C. Aston 5127-4, Santa Cruz, California
James R. Taylor 1394-5, San Diego, California
Russell D. Golder 9033-6, St Paul, Minnesota
Robert C. Gergen 3227-8, St Louis, Missouri
Mary L. Kerwin 3227-8, St Louis, Missouri
Ralph K. Crawford 1183-11, Indianapolis, Indiana
Maryanne S. Craft 7213-12, Claremont, California
Thomas J. Affinito 3815-13, Pittsburgh, Pennsylvania
Celesta M. Busch 6285-14, Warner Robins, Georgia
Warren D. St. James II 7424-14, Atlanta, Georgia
Alfreida Victoria Flowers 7651-14, Atlanta, Georgia
Alberta R. Nielson 719-15, Salt Lake City, Utah
Virginius (Jinks) Dabney 2290-15, Saint George, Utah
Winston S. Sherman 6512-18, Baltimore, Maryland
Les H. Pangborne-Lahue 3620-21, Nanaimo, BC, Canada
Rod Hogan 9132-21, Burnaby, BC, Canada
Jacqueline M. Garcia 5731-23, Albuquerque, New Mexico
Carolyn E. Rigozzi 6220-23, Albuquerque, New Mexico
Russell Elleven 420-25, Denton, Texas
Earl Hill 629-25, Fort Worth, Texas
RaeDeen R. Heupel 8102-26, Boulder, Colorado
Donna Gordon 6585-27, Manassas, Virginia
Ethel L. Crisp 4501-30, Chicago, Illinois
Edward M. Skurka Jr. 854-31, Warwick, Rhode Island
Linda M. Ryan 84-32, Olympia, Washington
James E. Riley 1224-33, Ventura, California
William B. Jacky 2611-33, Las Vegas, Nevada
Phyllis Ann Tribby 2628-33, Las Vegas, Nevada
Marilynne Brothers 7302-33, Merced, California
Mark Alciati 9203-33, Santa Barbara, California
James W. Scruggs 1811-37, Charlotte, North Carolina
Kathy F. Corrigan 9097-37, Durham, North Carolina
Michael T. Thomas 3643-38, Vineland, New Jersey
Jack D. Levitt 3954-38, Princeton, New Jersey
Evelyn E. Easton 6120-38, Philadelphia, Pennsylvania
Douglas P. Kalin 667-42, Calgary, AB, Canada
Darlene Davies 3987-42, Calgary, AB, Canada
Thomas Ray Graddy 8936-43, Benton, Arkansas
William D. Bell 1071-44, Abilene, Texas
Wendy P. Harding 2672-45, Fredericton, NB, Canada
Bibi A. Haddad 334-46, New York, New York

Sudha P. Dave 6112-46, Long Island City, New York
Margaret Wan 968-47, Tampa, Florida
Lori R. Vinikoor 1978-47, Boca Raton, Florida
Pedro R. Carrion 3695-47, Kennedy Space Center, Florida
Lawrence Baughn 5128-47, Jacksonville, Florida
Barbara B. Bergstrom 7250-47, Orlando, Florida
Larry A. Lands 123-49, Honolulu, Hawaii
Clifton Way Corenblith 2690-50, Richardson, Texas
Kathie A. Clark 6590-50, Richardson, Texas
A. Arulnathan 6697-51, Kuala Lumpur, Malaysia
Talis Wong 7408-51, Hong Kong
Wardiman I. Djojonegoro 8039-51, Jakarta, Indonesia
Susan Wong 9270-51, Singapore
Corazon Soriano 8252-52, Los Angeles, California
Ute Brinkmann 3161-53, Wallingford, Connecticut
Richard E. Couture Jr. 6613-53, Hartford, Connecticut
Joe Blanks 2207-55, San Antonio, Texas
Bruce A. Atkins, DTM 2659-56, Houston, Texas
Roy E. Skinner 7332-59, Zug, Switzerland
Jane Eves 1609-60, Aurora-Newmarket, ON, Canada
Faith Brown 3682-60, Toronto, ON, Canada
Ruth C. Demeter 7248-60, Orangeville, ON, Canada
John C. Rich 8517-60, Thornhill, ON, Canada
E. Earle DePass 2959-61, Cornwall, ON, Canada
Laura A. Francis 620-66, Salem, Virginia
Kevin Chang 8057-67, Taipei, Taiwan
John Dan Corley 6571-68, Angola, Louisiana
Joan I. Giuliani 346-69, Brisbane, QLD, Australia
Patricia Springsteen 3721-69, Sandgate, QLD, Australia
Michele F. Keighley 7141-69, Brisbane, QLD, Australia
Shane Dallas 9147-69, Brisbane, QLD, Australia
Shirene Bryan 5335-70, Epping, NSW, Australia
Denise Paton 8420-70, Canberra, ACT, Australia
Denise Brown Swain 4838-77, Huntsville, Alabama
Linda S. Hill 7864-77, Hoover, Alabama
Lee M. Sherrill 9309-77, Birmingham, Alabama
Michael J. Bayne 9990-77, Ocean Springs, Mississippi
Lawrence M. Peyton 1656-78, Jamestown, North Dakota
Vijay Bloor 2916-79, Manama, Bahrain
Ali-Hamood Al-Mahrooqi 9028-79, Muscat, Oman

Somass 1303-21, Port Alberni, BC, Canada
Prince Albert 1318-42, Prince Albert, SK, Canada

45 years

Early Risers 2117-4, Palo Alto, California
Calliope 2821-47, Orlando, Florida
Randolph AFB 2845-55, Randolph AFB, Texas
Downtown 2853-55, San Antonio, Texas
Forest City 2729-60, London, ON, Canada

40 years

Ocean State 854-31, Warwick, Rhode Island
Revenooers 3653-36, Washington, D.C.
Geographically Speaking 3660-36, Bethesda, Maryland
Martinsville 3115-66, Martinsville, Virginia

35 years

Lonestar 1286-25, Killeen, Texas
New Holland 3155-38, New Holland, Pennsylvania
Downtown Speakers 3217-45, Halifax, NS, Canada

30 years

Speak-Easies 1770-45, Montpelier, Vermont
Alexandra 838-72, Alexandra, New Zealand

25 years

Golden Bell 2211-2, Bellevue, Washington
Northwest Wind 692-6, Brooklyn Center, Minnesota
Hogge Creek 1210-40, Lima, Ohio
Camp Smith 2950-49, Camp Smith, Hawaii
City of Angels 251-52, Los Angeles, California
Pennant 3585-70, Hornsby District, NSW, Australia
Rangitoto 848-72, Auckland, New Zealand
JRA Chrtrd Accountants 2859-74, Johannesburg, South Africa
G M C 1539-75, Lapulapu City, Philippines
South Catabato 3329-75, South Catabato, Philippines

20 years

Voyagers 5315-5, San Diego, California
Eagan Communications 5298-6, Eagan, Minnesota
All American 5307-14, Columbus, Ohio
Reddy 5295-19, Sioux City, Iowa
Golden Triangle 5297-25, Dallas/Ft. Worth Airport, Texas
Noonshiners 5314-26, Fort Collins, Colorado
American Family Exec. 2517-35, Brookfield, Wisconsin
F R B 5309-35, Washington, D.C.
Great Plains 1710-53, Plainville, Connecticut
Frankly Speaking 2892-56, Houston, Texas
Lindsay & District 5299-60, Lindsay, ON, Canada
Ville Marie 5310-61, Montreal, QC, Canada
Ginninderra 4289-70, Charmwood, ACT, Australia
Port Mac Quarie 5308-70, Port Mac Quarie, NSW, Australia
Goldfields 3775-74, Welkom, South Africa

NOVEMBER 2003

65 years

Uncle Joe Cannon 127-54, Danville, Illinois

Anniversaries

OCTOBER 2003

70 years

Orange County Braille 15-F, Anaheim, California

60 years

Winnipeg 250-64, Winnipeg, MB, Canada

55 years

Moscow 575-9, Moscow, Idaho
Broad Ripple 517-11, Indianapolis, Indiana
Stillwater 276-16, Stillwater, Oklahoma

50 years

New Horizons 1360-7, Tualatin, Oregon
Valparaiso 255-11, Valparaiso, Indiana

55 years

Ottumwa 663-19, Agency, Iowa
Northern 664-28, Warren, Michigan
Niles Township 665-30, Skokie, Illinois
St. Lawrence 606-61, Pointe Claire, QC, Canada

50 years

Narrators 1398-1, Los Angeles, California
Durham 1203-37, Durham, North Carolina

45 years

Tecumseh 485-11, Delphi, Indiana
Bootstraps 2863-22, Kansas City, Missouri
Round Table 421-52, Pacific Palisades, California

40 years

Lynnwood Lunchmasters 1137-2, Everett, Washington
Jose Gaspar 3668-74, Tampa, Florida
Winter Park 3674-47, Winter Park, Florida
Downtowners 3663-50, Dallas, Texas

35 years

Voice of Many 2083-3, Scottsdale, Arizona
State Farm 2872-11, W. Lafayette, Indiana
Hydro-Sonics 3910-18, Annapolis, Maryland
South Plains 261-44, Lubbock, Texas

30 years

Lake Union 2545-2, Seattle, Washington
Trend-Setters 1338-528, Temperance, Michigan
Washow Zephyrs 2842-39, Sparks, Nevada
Adelaide 442-73, Fullarton, SA, Australia

25 years

Past District Governors 407-F, Huntington Beach, California
Magic Sunrisers 2407-4, San Francisco, California
Heritage 3676-6, Saint Paul, Minnesota
Good Evening 2471-11, Bloomington, Indiana
Toastmasters, Too 3027-14, Columbus, Georgia
Bachelors/Bachelorette 3374-33, Las Vegas, Nevada
E-Z Speakers 2629-39, Sacramento, California
Energy 3176-53, Hartford, Connecticut
Vienna 551-59, Vienna, Austria
Speakeasy 2325-65, East Aurora, New York
Sabine River 2181-68, Orange, Texas

Invercargill 3071-72, Invercargill, New Zealand
Ballarat 3717-73, Ballarat, VIC, Australia
Kanto 2320-73, Tokyo, Japan

20 years

Colombo 5324-U, Colombo, Sri Lanka
Concordia 5332-11, Fort Wayne, Indiana
Beatrice 5329-24, Beatrice, Nebraska
Peterson 5316-26, Colorado Springs, Colorado
Energizers 5330-42, Edmonton, AB, Canada
Chatswood Communicators 5323-70, Chatsworth, NSW, Australia
Enthusiastic Epping 5335-70, Sydney, NSW, Australia

Ralph C. Smedley Memorial Fund

Benefactor

Matthew B. Winthrop
District 33 Toastmasters

Associate

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Capitol Toastmasters Club 4258-48, in memory of Tom Weston, ATM
Everett P. Raney
Manitoba Morning Toastmasters Club 4574-64, in memory of Club President Larry D. Barker, ATM-S
Past International President Robert W. Blakeley, DTM, in memory of Patrick Panfile, DTM, International President 1980-81
Raymond Smith, in honor of Bert Markwardt, DTM
Raymond Smith, in honor of Anh Tran
Metro New York Toastmasters Club 451-46, in memory of the victims of September 11, 2001, attacks
Netscape Toastmasters No. 2840-4
Past International Director Richard E. Schneider, DTM, in memory of Pat Panfile, DTM, International President 1980-81
Past International President Terry R. Daily, DTM, and Judy Daily, DTM, in memory of Pat Panfile, DTM, International President 1980-81

Manama Toastmasters Club 2916-79
Oman Toastmasters Club 9062-79
District 6 Governors Club, in memory of Don A. Plaskett, DTM, District Governor 1973-74; Ewald Koepsell, DTM, District Governor 1974-75; Jack Pelinka, ATM, District Governor 1960-61; and Jane Szymczak, spouse of Bernie Szymczak, District Governor 1966-67
District 59, in memory of Bill Hamilton, Past Chairman CCET
Siegfried P. Raphaela, DTM, in memory of my parents and sister, Pedrito Meil Raphaela, Ignecia Maria Albertoe, and Marilyn Francisco Raphaela
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Past International President A. Edward Bick, DTM, and Jennifer Bick, in memory of Pat Panfile, DTM, International President 1980-81

Contributor

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Past International Director Clifford L. Thompson, in memory of Mary Dickinson
Susie Powell, Georg Hood, Anita Lewandowski, and Deb Scott, in memory of Dan Monroy, DTM
Terrance M. Roughton
Craig A. Harrison, DTM, in memory of John Cantu
Past International President Dobby Dobson, DTM, and Helen Dobson, in memory of Pat Panfile, DTM, International President 1980-81
Past District 61 Governor John Gupta, DTM, in memory of Curtis Miller and Joseph Carter
Denis E. LaCroix, in memory of Walter Miguez
ACS Possibility Speakers Toastmasters Club 585644-47

Contributing Club

Diamond Toastmasters Club 4056-30, in memory of Donna Thompson
Hog Heaven Toastmasters Club 7285-9
Raconteurs Club 3075-39
Trademasters Toastmasters Club 3012-30
Lincoln Toastmasters Club 370-20, in memory of Dick Corcoran, District 20 Governor 1968-69, and Seymour Olson
American Express Toastmasters Club 334-46
Simi Solo's Toastmasters Club 4057-33

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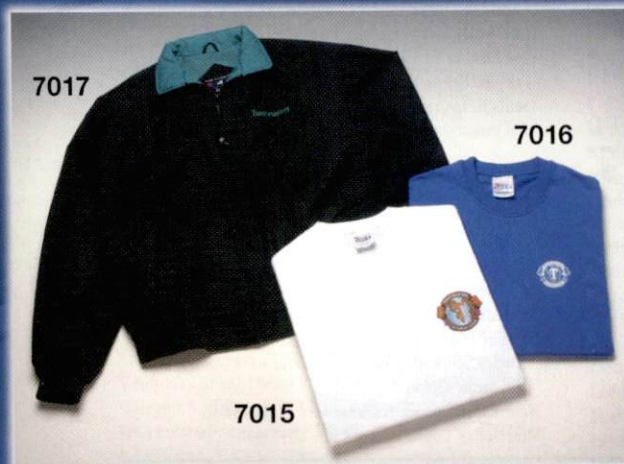
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| 7001 "TOASTMASTERS" CAP
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