

THE TOASTMASTER

FEBRUARY

1970



YORK, PENNSYLVANIA

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TOASTMASTERS INTERNATIONAL is a non-profit, non-partisan, non-sectarian, educational organization of Toastmasters clubs throughout the free world. These clubs have a membership of 73,133.

The Toastmasters programs provide opportunities to develop skill in listening, thinking, and speaking, and in leadership by participating in a series of oral communications projects with constructive evaluation, leadership experiences, and community programs. These and many other opportunities to develop executive potential are presented in the fellowship of an organized group of men — the Toastmasters club.

Each club is a member of Toastmasters International. The club and its members receive services, supplies, and continuing guidance from the World Headquarters, Santa Ana, California 92711.

THE TOASTMASTER

BETTER LISTENING, THINKING, SPEAKING FOR MEN ON THE MOVE

VOL. 36 NO. 2



FEBRUARY, 1970

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In This Issue...

YLP ON THE MOVE—Youth Leadership Program registrations are ahead of last year's record-setting pace, and several clubs have presented as many as seven Youth Leadership classes since July 1, 1969. Has your club conducted a YLP? See page 6.

BRIDGING THE GAP—Toastmaster Paul J. Cathey, a frequent contributor to *The Toastmaster*, points out that a "generation gap" is out of place in a Toastmasters club. He explains why and offers his ideas about how to prevent a "gap" from developing. See page 10.



FOR YOU AND YOUR CLUB—*The Toastmaster* presents a 16-page sampling of club and member educational materials that are available from World Headquarters. Remove this special center-section for reference during the months ahead. See page 13.

THOUGHTS ABOUT THE CHAIRMAN—Toastmaster Harold C. Bickel outlines three points that everyone should know and understand before presiding over a meeting. Your knowledge of these points will benefit both you and your club. See page 32.



TI's ADVANCED MANUAL—Toastmasters International's new *Advanced Communication and Leadership Program* manual becomes available this month. How can you order your copy? How do you convert to the new advanced manual from *The Advanced Speaker* and *Leadership Through Speech* manuals? See page 40.



Outlook '70



Your Goals Are TI's Goals

At our 38th International convention in Cleveland, Ohio, five goals were announced for our 45th anniversary year.

You, as a Toastmaster, are involved in the TI program for the improvement of *you*. TI exists only for this purpose.

Let us review the goals:

1. Each member complete a minimum of six communication projects.
2. Every member sponsor a new member.
3. Each club present a minimum of one Youth Leadership Program and one Speechcraft course.
4. Each area organize a new club.
5. Every district, council, and club conduct a Toastmasters Month program during October,

Your objective, as a Toastmaster, is to develop your communication and leadership ability. Many members, clubs, areas, and districts already have met and surpassed one or more of the goals, but re-examine the five goals to see how they apply to you as an individual Toastmaster.

You're right. Each is designed to give you more practice in developing your communication and leadership abilities.

And, your efforts along these lines will not go unrewarded. Members, clubs, areas, and districts which achieve these goals will be named to the TI Hall of Fame during the 1970 International convention in Portland, Ore., August 10-13.

The true reward will be the intangible receipts *you* will have made in further developing yourself as an individual who can communicate his thoughts and ideas, and who displays the leadership to make those and other ideas into functional tools.

International President Ralph E. Howland

TOASTMASTERS MEMBERS SERVE AND GROW

For Your Men on the Move

TOASTMASTERS INTERNATIONAL

ANNOUNCES

A new program for members

Communication and Leadership

An educational program for effective speaking and leadership development

Listening to Learn

Improve your communication through improved listening

Audiovisual Techniques

Talk is not enough

Humor Is Handy

Effective humor — a valuable skill

TOASTMASTERS INTERNATIONAL — P.O. BOX 10400 — SANTA ANA, CALIF. 92711

Please send information about the new Toastmasters member program to:

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____

1 2 3



This announcement appears in the February issues of *Association Management* magazine and *Training and Development Journal* and in the January-February issue of *The Personnel Administrator* magazine.

New Membership Opportunities Sales For You

More than 20,000 business, industry, and association leaders soon will see the TI announcement that is reproduced above. This can mean more members for your Toastmasters club!

TI's announcement that a new communication and leadership program is available to Toastmasters club members appeared in the January-February issue of *The Personnel Administrator*, a publication circulated in the United States, Canada, and Puerto Rico to about 7,000 members of the American Society for Personnel Administration.

This month, the announcement appears in *Association Management*, the official publication of the American Society of Association Executives. The magazine is circulated to ap-

proximately 5,000 ASAE members in the U.S., Canada, and several other countries.

The announcement also appears this month in *Training and Development Journal*, circulated in the U.S., Canada, Puerto Rico, Europe, and South America to 8,000 members of the American Society for Training and Development.

TI's announcement will be published again in the March-April and May-June issues of *The Personnel Administrator* and will be repeated in the March and April issues of *Training and Development Journal*.

Are you or another member of your Toastmasters club a member of one of these organizations, or do you know someone who is?

A Club Project

As an individual or club project, ask your local chamber of commerce if these organizations have chapters in your area. Canvass the companies in your community to learn the names of employees who are members of these societies. Your own firm might have men in one or more of these organizations! Seek out all local training directors, personnel managers, and association executives. Even if they are not members of one of these organizations, they undoubtedly will appreciate seeing the TI announcement, reproduced here, and being told more about the Toastmasters communication and leadership program.

Arrange to visit the ASTD, ASPA, or ASAE member. Show him this issue of *The Toastmaster* and present him with copies of TI's promotional pamphlets: "Communication and Leadership" (Code 99), "Introducing the Toastmasters Club" (Code 100), and "Checking Account for Success" (Code 112).

Study Sales Program

Prior to your visit, review TI's *Membership Sales Program* (Code 1159), which was sent from World Headquarters to your club in August, 1969.

Prospects are bright for your club to be designated a "President's 40" club by following up on the membership sales opportunities provided by the TI announcement in internationally-circulated magazines. Your individual effort also will help you achieve TI President Ralph E. Howland's goal that every member sponsor a member.

This is a new membership sales opportunity for you and your club. Make plans now to follow up on it in your city!



NOW ABOUT GOLF—Christopher Lipski, speaking about his favorite sport, was one of 26 Milwaukee (Wisc.) area eighth-graders graduated from a YLP class directed by Toastmasters of **Schlitz Club 1989-35** in Milwaukee.

A TOAST TO YOUTH

Few Toastmasters clubs are conducting one Youth Leadership Program. They usually come back for more!

TI's first YLP class was conducted in January, 1966, as a joint project by the clubs of District 12. Since that time it has become a highly successful individual club project.

There were 276 classes presented during the program's first 18 months.

But, in the following two years, the program has gained an infectious quality that has led Toastmasters to their local schools and youth groups to give youngsters the important introduction into the realm of public speaking.

The number of YLP registrations continues to increase. There were 324 registrations during the 12 months between July 1, 1967 and June 30, 1968. In the following year there were 437 YLP registrations and, in the last six months of 1969, there were 209 registrations.

There have been a total of 1,246 Youth Leadership registrations as of December 31, 1969. With an average of 20 to 25 youngsters in a class, close to 30,000 young people around the world have been coached by Toastmasters in the fundamentals of communication and leadership.

Success of the Youth Leadership Program might be due to the dynamics of the program design, but, more likely, a large part of its success can be attributed to the enjoyment and satisfaction Toastmasters receive in working with the younger generation, guiding, watching, and recording their progress through the program.

Area Governor Bill Hayes, past president of **Schlitz Club 1989-35** in Milwaukee, Wisc., writes to World Headquarters that "we completed two YLP projects during 1969 . . . we also have received registration for our third YLP, class #1231. We hope to run three or four classes during 1970."

Toastmaster Hayes' enthusiasm is representative of many clubs which have decided not to conduct one Youth Leadership Program, but as many as they can schedule.

IN RHODE ISLAND—**LeFoyer Club 2127-31** in Pawtucket, R.I., guided its fourth YLP class toward better communication and leadership, graduating 20 young students from St. Jean's Academy and St. Raphael Academy in Pawtucket.





EXECUTIVE PARTICIPATION — The Honorable James Farmer, assistant secretary of the U.S. Department of Health, Education, and Welfare, participated in graduation ceremonies of this YLP class, presented jointly by clubs in **Area Sixteen, District 36**, in Washington, D. C.



FOR HIGH SCHOOL STUDENTS — **Papago Club 2694-3** in Phoenix, Ariz., manages its fifth YLP class and third for students at Arcadia High School. The class was completed by 21 students.

Other clubs, **Anthony Wayne Club 1380-28** in Toledo, Ohio; **Faousa Diamond Club 3404-36** in Washington, D. C.; **Daybreakers Club 2919-47** in Cocoa, Fla.; **Sunrise Club 2508-47** in Ft. Lauderdale, Fla.; and **Hollywood (Fla.) Club 3770-47**, have discovered

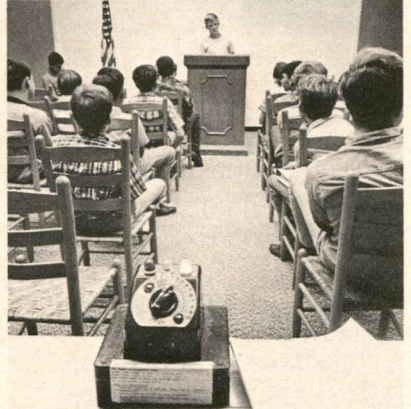
the satisfaction of sparking the communication and leadership abilities in today's youth. These clubs headed the list with the greatest number of YLP registrations during the last six months of 1969. Anthony Wayne Club topped the list with eight registrations.



IN IOWA—**Hawkeye Club 617-19** in Cedar Rapids, Iowa, graduated 17 YLP students at LaSalle High School. Participating in the ceremonies are Area Governor Richard Rehman, District 19 Secretary-Treasurer Roy Seiler, and TM Frank Barvinek.

THREE-EYED MONSTER — Clearwater, (Fla.) Club 3087-47 conducted this YLP class for Boy Scouts in Largo, Fla. More than half the boys had 100 percent attendance during the eight-week class, and the remainder missed only one session.

ONE OF THREE—**Pompano Beach (Fla.) Club 3003-47** piloted this YLP class and two others at the same time, graduating 63 students at Nova High School in Ft. Lauderdale, Fla.



IN OKLAHOMA—**Osage Club 1585-16** in Bartlesville, Okla., coordinated this YLP class, graduating 18 members of the **Washington County 4-H Clubs**. The program received the assistance of staff members of the Oklahoma State University.



Bridging The Gap



By PAUL J. CATHEY

Is there a generation gap in Toastmasters? Evidence suggests there is. The recent membership profile of Toastmasters International (summarized in the August '69 issue, page 18, of *The Toastmaster*) indicates the younger Toastmaster is in the minority.

Only one in 25 Toastmasters is younger than 25. These men make up only about four percent of the total membership of Toastmasters International.

We must make a continuing effort to attract younger men to Toastmasters. They are the key to its future. But until his numbers increase, the younger Toastmaster will lack club companionship at his age level.

A detrimental effect on his morale can be the result — and

he might lose interest and eventually drop out.

A Toastmaster in his early thirties, speaking of some younger fellow club members, said, "They don't want to compete in speech, Table Topics, or evaluation contests because they feel the judges — usually older Toastmasters — are prejudiced against them. They're convinced these men resent their youth and enthusiasm and disagree with their views."

Such resentment, perhaps, doesn't exist. But whether it is true or not is not important. What is important is this: If the younger Toastmaster *thinks* it is, the responsibility for changing his opinion is ours.

If you don't believe there's a generation gap in Toastmasters, build a Table Topics session around current national issues that are prominent in today's news and you probably will hear a wide range of opinion between the different age groups.

What can be done to improve the situation? Effort must be made by the older Toastmaster to approach the younger Toastmaster's ideas with an open mind. If not receptive to such ideas, he at least can avoid being antagonistic to them.

Youth's Idea

Victor Hugo pointed out that "no army can withstand the strength of an idea whose time has come." All change isn't progress, it's true, but neither is there security in the *status quo*.

Encourage young Toastmasters to become club officers as soon as they have gained sufficient experience. Their enthusiasm and energy will add much to the club leadership.

Why not make more young Toastmasters contest judges—even if they are not club officers? After all, there's no great mystique about judging, provided the man is discerning, fair, and knows what goes into making a good speech.

This is what we can do for the young Toastmasters we have with us. Now, what can be done about attracting *more* young Toastmasters?

Act Your Age

When talking and dealing with a prospective new member who is under 25, we must remember he represents the post-1940 world. He's not interested in learning that the ability to convince others with words helped some men succeed during the Great Depression. To the young Toastmaster, "depression" is a word in the dictionary.

He's not convinced that old ways necessarily are sound ways — he has the present as evidence that they are not.

To get — and keep — the younger Toastmaster, we must find out first what he wants and how he proposes to get it. Then we must make sure he knows what Toastmasters really involves and what it can do to help him achieve his objectives.

What is our image with some of the young? I have met

young Toastmasters who confessed that before they came to a meeting, they thought we were a bunch of *mature*, smooth, after-dinner storytellers who just sat around polishing our skills.

It is unlikely the young Toastmaster aspires to be a professional speaker. Some post-World War II young men associate us with spellbinders of the past, such as Patrick Henry, Daniel Webster, and William Jennings Bryan.

What's His Bag?

Even if the young Toastmaster is interested in politics, the televised interview probably is more meaningful to him than a political "stump" speech.

If he's in industry or the professions, the technical talk, the sales presentation, or the address to the community are his prime interests. He probably dislikes frivolous Table Topics sessions.

"Why don't they pick Table Topics that relate to the business world and give me situations that could come up while I'm on the job?" asked one young Toastmaster.

Fortunately, TI's new programs are designed for the young. Glance through the *Communication and Leadership Program* manual and you will find its speech projects are keyed to today and tomorrow. There's also the new audiovisual handbook, which is as modern as videotape.

The Listening to Learn program strikes right at the heart of one of today's most critical problems — the breakdown in communication — and suggests how to reduce the problem.

Tell Him

Surely in these programs, and others from TI, we have a communication arsenal any young man can use to advantage. But he's got to know what we have to offer and what the program can do for him in *today's* world.

If we can do all these things, it is certain that that four percent will rise, and tomorrow there will be a lot of *young* Toastmasters in acTIon.

When TI reaches its 50th anniversary, we should be getting younger!

ABOUT THE AUTHOR

Paul J. Cathey is a frequent contributor to The Toastmaster. He is a long-time member of Jenkintown (Pa.) Club 2684-38. TM Cathey is a senior editor of Iron Age magazine.

EDUCATIONAL HAPPENINGS

For You and Your Club

Communication and Leadership materials
to expand your educational experience
and help you and your club achieve and
maintain the Toastmasters standard of excellence
for member and club educational programming.

SPECIAL SECTION

Remove this special section from the magazine and keep it handy for future reference and ordering your personal Toastmasters materials.

Mr. Toastmaster : The member and club program materials which appear on the following pages are designed to help you and your club achieve and maintain the Toastmasters standard of excellence. These communication and leadership items are available to members only from World Headquarters.

You will want to obtain many of the educational materials for your personal development program. Others you will want your club to have so it can be more effective in programing for maximum educational opportunity for you and other members.

The availability of these materials is made possible at minimal or no cost as part of the service provided by your per capita fees. Make your membership meaningful and maintain the standard of excellence in your club operations and programs by putting these materials and ideas to effective use.

You will want to check the TI Supply Catalog frequently for other educational or club program aids which will be of benefit to you. Your club secretary has the latest issue of the supply catalog and can help you with ordering procedures. For specific ordering instructions, see page 28.

(Part I)

MEMBER EDUCATIONAL MATERIALS

COMMUNICATION

These educational materials can broaden the scope of your abilities in communication and leadership. They can help you polish some rough edges you have been planning to work on.

SAYING GRACE — This handy collection (Code 929), available for \$1.00, provides 55 forms of giving thanks before meals. Compiled and adapted by Dr. Ralph C. Smedley.

TABLE TOPICS — This pamphlet (Code 1315), available for 20 cents, explains the method, purpose, and value of Table Topics programs in impromptu discussion and conversation.

Communication (Cont.)

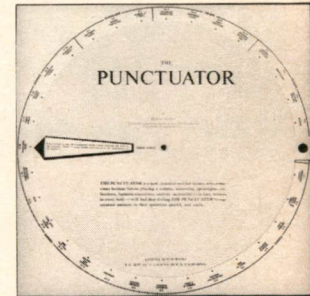
THEY'RE ALL AROUND US — At no charge, this publication (Code 1616) provides many ideas on how to find speech subjects.

THE PUNCTUATOR—A handy, practical guide (Code 172), available for \$2.00, that mechanically explains away perplexing punctuation problems. Spin the dial and the answer appears with an example.

POINTERS ON SPEECH MAKING — For 10 cents, a six-page pamphlet (Code 107) outlining speech formulas, preparation, delivery, qualities, and cautions.

HOW TO PUT VOCAL VARIETY INTO YOUR SPEECH — A six-page pamphlet (Code 109) explaining methods of controlling and developing the voice. Available for 10 cents.

HOW TO USE GESTURES—A six-page pamphlet (Code 110), available for 10 cents, explaining uses of gestures.



(CODE 172)

EVALUATION

Evaluation is one of the most critical elements of communication and leadership. Your evaluation always should strive for improvement, be it outward, in general, or self/directed.

EFFECTIVE SPEECH EVALUATION — This manual (Code 202), available for 60 cents, is for individual and general evaluators and includes suggestions for putting variety into your club's evaluation program.

Evaluation (Cont.)

COMMUNICATION AND LEADERSHIP PROGRAM EVALUATION GUIDES — A complete 15-page set (Code 228) for evaluating each project in the Toastmasters *Communication and Leadership Program* manual. Available only in sets for 30 cents each.

ADVANCED COMMUNICATION AND LEADERSHIP PROGRAM EVALUATION GUIDES—A complete 15-page set (Code 229) for evaluating each project in the Toastmasters *Advanced Communication and Leadership Program*. Available only in sets at 30 cents each.

MEMBER PROGRAM HANDBOOKS

To keep variety, interest, and entertainment in your club meetings, meeting-after-meeting, is one of the most difficult tasks for any Toastmaster. Effective use of the following publications can help you build membership and member-interest in your club.

Humor Handbook



(CODE 1192)
Described on Page 17

DEBATE HANDBOOK — This convenient handbook (Code 104), available for 50 cents, contains the basic information for participating in, staging, and judging a debate.

MR. CHAIRMAN—A guide (Code 200) for the many aspects of chairmanship, based on the rules of parliamentary procedure. Available for 70 cents.

Member Program Handbooks (Cont.)

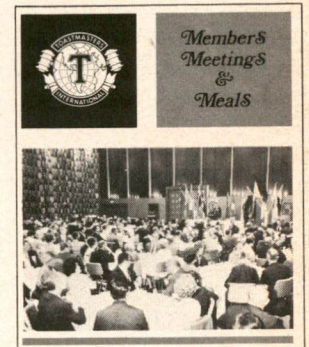
CONFERENCE LEADERS GUIDE — A handbook (Code 212), available for 50 cents, on all phases of conference leadership.

MEMBERS, MEETINGS, AND MEALS — An excellent planning aid (Code 220) for club, area, district, community and company meetings, banquets, conferences, and conventions. Available for 80 cents. Ideal reference when you are in charge of a meeting or a phase of it.

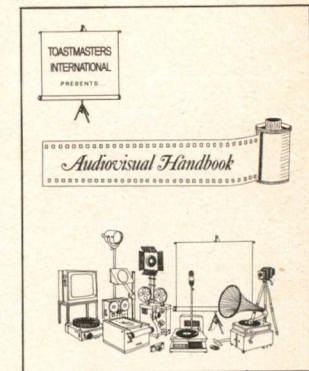
HUMOR HANDBOOK — Available for 80 cents, this handy publication (Code 1192) tells when and how to use humor. It is *not* a joke book.

TOASTMASTERS INTERNATIONAL AUDIOVISUAL HANDBOOK — Illustrated guide (Code 1193), available for \$1.00, for selecting the audiovisual technique best suited for your speeches. Contains audiovisual aids you can make, suggestions and references about audiovisual equipment, and a bibliography of audiovisual research material.

LISTENING TO LEARN—Available for \$1.25 (11 or more, \$1.00 each), this 20-page manual (Code 1200) contains tips about how to improve your listening ability and how speakers can make listening easier for their audiences. It is part of TI's Listening To Learn tape-recorded listening development exercises (Code 1201).



(CODE 220)



(CODE 1193)

PARLIAMENTARY PROCEDURE

Speakers dealing with audiences and groups find it necessary to establish a common ground for communication. TI's parliamentary procedure guides offer you and your club the universally accepted methods for this practice.

PARLIAMENTARY PROCEDURE AT A GLANCE—This book (Code B-25), by O. Garland Jones, contains a simplified index for quick parliamentary reference. Available for \$2.00.



(CODE 171)

PARLIAMENTARY PROCEDURE IN ACTION — Available for 10 cents, this pocket-size card (Code 169) outlines the program and fundamentals of correct club procedure.

HENDERSON'S PARLIAMENTARY GUIDE — Available for 10 cents, this is a pocket-size outline (Code 170) for studying parliamentary procedure.

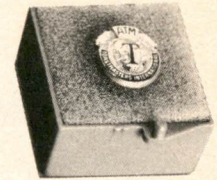
PARLIAMENTARY SLIDE RULE (THE LEGISLATOR) — Available for \$1.25 (Code 171), this is a pocket-size guide covering 40 points of parliamentary law.

MEMBERSHIP

Toastmasters membership and association can be one of your most important points for success in business and social activities. The TI emblem is your sign of achievement.

Membership (Cont.)

MINIATURE MEMBERSHIP PIN — This gold electro plate, hand finished membership pin can be worn proudly wherever you go. Available individually (Code 5751) for \$1.25. Available in lots of 12 or more (Code 5752) for \$1.00 each. Supplied to Canadian members duty-free from Canadian factory.



(CODE 5939)

ABLE TOASTMASTER PIN — Available for \$5.00, this yellow gold filled pin (Code 5939) is your sign of achievement. Include ATM certificate number with order.

SELF-ADHESIVE EMBLEM (3½") — This Toastmasters emblem (Code 360), available for 10 cents, is in color and suitable for use on automobile and meeting place windows.

BLAZER EMBLEM (PLAIN)—This TI emblem (Code 9013), available for \$1.50, is 3¼" x 3½" embroidered, felt-backed in white, gold, and navy. It is detachable with sturdy pin-through clips. Minimum order of six.



(CODE 9014)

BLAZER EMBLEM (LETTERED) — Available for \$1.75, this emblem (Code 9014) has the district number or club and district numbers embroidered on the plain blazer emblem described above. Minimum order of six.

Membership (Cont.)

BRIEFCASE (ZIPPER)—This blue plastic briefcase (Code 230), available for \$1.50, is embossed with a gold TI emblem. It is a convenient carrier for club materials.

(Part II)

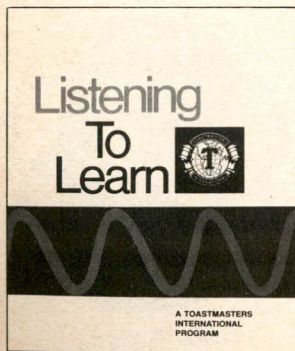
CLUB MANAGEMENT MATERIALS

COMMUNICATION

Your decision to develop greater communication and leadership abilities requires you to make your desires known to your club's educational committee. Encourage your club's committee to investigate other aspects in the realm of communication and leadership.

LISTENING TO LEARN—This 20-page manual (Code 1200) is available for \$1.25 (11 or more at \$1.00 each) to clubs and club members. It is part of TI's Listening To Learn tape-recorded listening development exercises (Code 1201 below). The manual contains tips about how to improve your listening ability and how speakers can make listening easier for their audience.

LISTENING TO LEARN TAPES—A set of 12 tape-recorded listening development exercises (Code 1201) to be used with the *Listening To Learn* manual described above. Can be ordered only in sets. Individual tapes not available. Available to clubs and club members for \$15 a set.



(CODE 1200)

EVALUATION

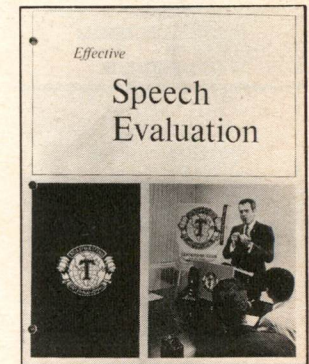
Evaluation is one of the most critical tasks even for the seasoned Toastmaster. Your ability in this area can distinguish you in every phase of your personal and your public life.

EVALUATION KIT—Available for \$1.50, this kit has many ideas for putting variety into the evaluation portion of your club meetings (Code 167). It contains 25 each of: Picture and Score Yourself (Code 164); Speech Evaluation-Panel Discussion (Code 160); Speakers Profile (Code 161); Individual Speech Evaluation Form (Code 165); and Critique of the Critic (Code 1323).

INDIVIDUAL SPEECH EVALUATION FORM—Available only in quantities of 100 for \$1.00, this one-page form (Code 165) for the evaluator, outlines the points of evaluation of a speech.

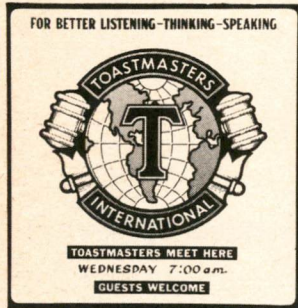
BALLOTS AND BRIEF EVALUATIONS—Available only in quantities of 500 for \$2.50, this is a perforated form with ballots for best Table Topics speaker, best speaker, and best evaluator, and a form for each member to make brief comments (Code 163).

SPEECH EVALUATION (SPEAKERS PROFILE)—Available only in quantities of 100 for \$1.50, this form (Code 161) allows broad evaluation of the speaker. Also useful as a contest judging worksheet.



(CODE 202)

Evaluation (Cont.)



(CODE 384)
Described on Page 27

SPEECH EVALUATION (PANEL DISCUSSION) — Available only in quantities of 100 for \$1.50, this form (Code 160) provides for the opinions of several evaluators to be given to each speaker.

PICTURE AND SCORE YOURSELF — Available only in quantities of 100 for \$1.00, this self-evaluation form (Code 164) contains 14 pointed questions on speaking.

CRITIQUE OF THE CRITIC — Available only in quantities of 100 for \$1.00, this form (Code 1323) is used as written comment for the evaluation of the evaluator.

EVALUATION CONTEST RULES — A set of rules (Code 1197) for use by club, area, or district to improve the evaluation provided the member. Includes one copy of the evaluation worksheet (Code 1198).

EVALUATION CONTEST WORKSHEET AND BALLOT — Available only in quantities of 100 for \$1.50 (Code 1198).

PARLIAMENTARY PROCEDURE

A common ground is needed for productive and polite communication among groups. A specific and universally accepted practice is available to you and your club with the following materials.

HANDBOOK OF PARLIAMENTARY PROCEDURE — Available for \$5.00 (Code B-60), this book by Henry A. Davidson, covers the rules and practices of parliamentary procedure for the small organization.

Parliamentary Procedure (Cont.)

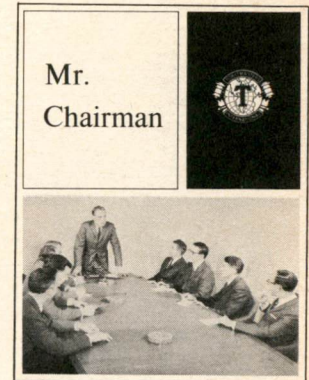
PARLIAMENTARY KIT — This kit (Code 166) is available to you and your club for \$10.00. It contains the necessary items for a healthy foundation on the concepts of parliamentary procedure, including a large plastic parliamentary chart 36"x50" (Code 168); 40 pocket-size parliamentary charts (Code 169); and one copy of the handbook, "Parliamentary Procedure at a Glance" (Code B-25).

PARLIAMENTARY SCRIPTS — This set of nine scripts is designed to cover in dramatic form the processes of parliamentary procedure from the presentation of motions through decorum in debate. One set (Code 1360.9) available for 50 cents. Twelve sets (Code 1360.12) available for \$4.50.

SCRIPTS NOS. 1-4 — A set of 12 (Code 1360.4) each of the first four parliamentary scripts described above. May be used as a starter. Available for \$2.00 a set.

STREAMLINED PARLIAMENTARY PRACTICE SCRIPTS — A set of six scripts (Code 1361), available for 50 cents, designed to provide instruction in six separate areas of parliamentary procedure and club operation. The scripts provide for participation by 18 members.

PARLIAMENTARY QUIZ "A" — A four-page question and answer brochure (Code 1363.1), available for 50 cents, designed to determine knowledge of basic parliamentary procedure. Available only in quantities of 25.



(CODE 200)
Described on Page 16

Parliamentary Procedure (Cont.)

PARLIAMENTARY QUIZ "B" — A four-page question and answer brochure (Code 1363.2), available for 50 cents, dealing with the handling of motions, amendments, and amendments to amendments. Available only in quantities of 25.

Debate Handbook

PARLIAMENTARY PRACTICE — Available for \$3.50 (Code B-14), this is an effective guide to the understanding of correct parliamentary procedure. By General Henry M. Robert.

PARLIAMENTARY LAW — This 580-page book (Code B-51), available for \$6.50, is a complete work on parliamentary law meant for the serious student. By General Henry M. Robert.

ROBERT'S RULES OF ORDER (REVISED) — This pocket-size book by General Henry M. Robert (Code B-30), available for \$4.50, covers all points of parliamentary procedure.

CLUB SUPPLIES

Your club's *esprit de corps* may depend upon the smallest item, but this important concept can mean the difference between a highly successful program of communication and leadership and a program where member needs are not fulfilled. Check the below listed items which can build interest in your club, and encourage the club to obtain those items it doesn't already have.

Club Supplies (Cont.)

VISITOR'S CARD — This 6" x 8" card (Code 904), available in quantities of 30 for 50 cents, is useful as a means of obtaining a visitor's name, address, and occupation.

OFFICIAL CLUB BANNER — Available for \$20.00, this blue TI emblem and lettering on gold satin 3' x 4' (Code 234) lends identity to your meeting place and is excellent background for newspaper photographs. Specify club name, city, and state.

PROCLAMATION SAMPLE — At no cost, this sample (Code 1143) provides the guideline for having your mayor or governor officially proclaim Toastmasters Day, Week, or Month.

NEWS RELEASES, SAMPLE — These releases (Code 1147), available for 50 cents, cover a wide range of club activities that should be reported to local press.

COMMUNICATION AND LEADERSHIP PROGRAM — A two-color pamphlet (Code 99) describing the benefits of the Toastmasters program to your prospective members. A packet of 25 free to each club upon request. Additional pamphlets, one cent each.

INTRODUCING THE TOASTMASTERS CLUB — A promotional pamphlet (Code 100) describing Toastmasters programs and explaining the personal benefits membership offers. A packet of 50 free to each club upon request. Additional pamphlets, one cent each.



(CODE 234)

(CODE 104)
Described on Page 16

Club Supplies (Cont.)

WE'RE IN IT TOGETHER — A pamphlet (Code 101) explaining the value of Toastmasters to business, industry, and government. A packet of 50 free to each club upon request. Additional pamphlets, one cent each.

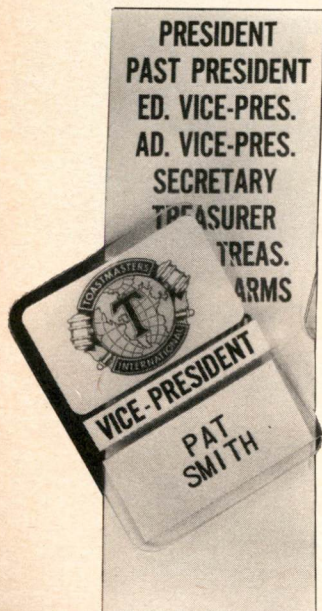
ALL ABOUT TOASTMASTERS—A 12-page booklet (Code 124), available for five cents each, which explains the purpose and operation of Toastmasters International and its clubs.

BRIEF HISTORY OF TOASTMASTERS INTERNATIONAL — Available at no cost (Code 201-D), this also contains the Toastmasters International organizational chart.

THE TOASTMASTERS CLUB — Available at no cost, this reprint from *The Toastmaster* magazine relates the meaning and values of a Toastmasters club. By Dr. Ralph C. Smedley (Code 1164).

GUEST BADGE — VISITOR'S CARD — Available for two cents each, this handy card (Code 231) is designed to fit into the breast pocket. The detachable card is your club's record of visitor's name, address, occupation, and comments about his interest in Toastmasters.

BADGE, CLUB OFFICER — A sturdy plastic badge (Code 393), available for 75 cents, which has the TI emblem and a spring clip. Complete with your name tag and preprinted office title inserts for all offices.



(CODE 393)

Club Supplies (Cont.)

BADGE, MEMBER — A sturdy plastic badge (Code 395), available for 50 cents, which has the TI emblem and spring clip. Includes insert slot for your name.

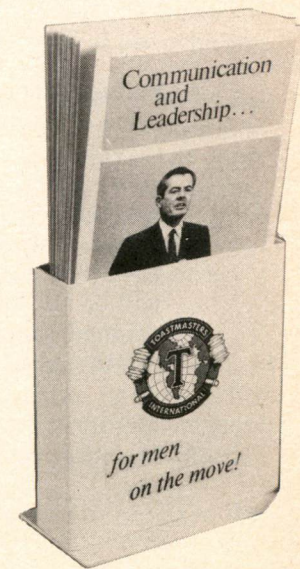
PROMOTIONAL MATERIALS

Promotional materials help your club to become known in the community. These materials also are beneficial to your membership building program. Give serious consideration to the following items and others in the TI Supply Catalog as aids to your community relations committee.

SILENT SALESMAN — A special kit (Code 366), available for \$3.00, to help get information about Toastmasters to your prospective members. Contains 25 of "Communication and Leadership" (Code 99); 50 "Introducing the Toastmasters Club" (Code 100); and three high-impact plastic containers to display the pamphlets.

PLAQUE, CLUB MEETING — A white plastic plaque, 10½" x 10", (Code 384) with the TI motto and emblem for inside display at club meeting place. Includes statements: "Toastmasters Meet Here," "Guests Welcome."

BROADCAST SPOT ANNOUNCEMENTS AND SLIDE — This set (Code 1144), available for \$2.00, includes a series of 10, 20, and 30-second announcements (Code 1146) adaptable for local use. Also included is a black-and-white slide (Code 1145) for television, and a sample letter to station directors.



(CODE 366)

ORDERING INSTRUCTIONS

SEND YOUR ORDER TO:

TOASTMASTERS INTERNATIONAL, INC.
P.O. BOX 10400
SANTA ANA, CALIFORNIA, U.S.A. 92711

also . . .

1. Type or print plainly all information requested.
2. Include your club's name, and club and district numbers.
3. State full name and address of person to whom material is to be shipped.
4. Include code number, description, and quantity and price of each item.
5. Add 15% packing and shipping charges to all items, unless otherwise indicated. Where these charges exceed 15%, the customer will be billed for the excess. Orders will be shipped fourth class mail. If you wish your order shipped air mail or special delivery, you will be billed for the additional postage.
6. Members and clubs in California add 5% for state sales tax.
7. Enclose your check or money order, payable to Toastmasters International.

Leadership in Action...

Administration Is His Specialty

This is the second in a series of educational articles to give you new insight into the functions of your Toastmasters club officers.

Membership building is a year-round job. Your club **administrative vice-president** was especially busy directing your club's participation in TI's October-through-January membership sales project. Although the special project has concluded, his responsibility for directing your club's membership building program continues.

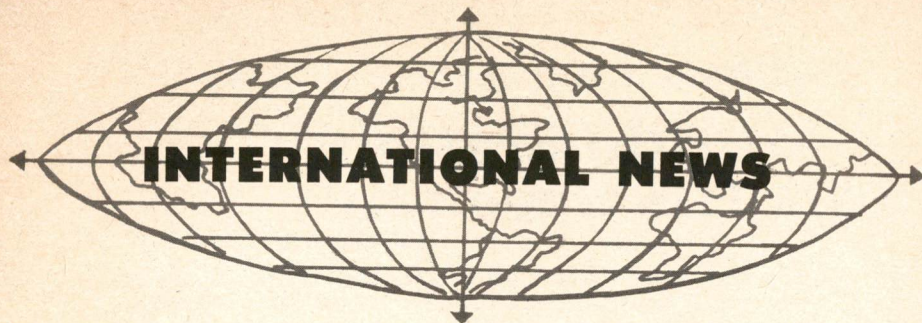
Much of your club's membership building activity focuses on the administrative vice-president's leadership. It's a good time to see him in action.

In directing the development and implementation of your club's membership building program, the administrative vice-president's prime duty is motivating the members to share the knowledge and benefits of the TI program with those who are not familiar with it.

Maintaining the Toastmasters standard of excellence for membership building, member-attendance at club meetings, and community relations is his specialty. As a member of your club's management team, he is chairman of your membership and attendance committee and chairman of the community relations committee. He also serves on the club executive committee. When your president cannot attend, he is called upon to preside at club meetings.

These are your administrative vice-president's opportunities to demonstrate his leadership skill, but behind the scenes he organizes and coordinates membership sales, arranges for you to be contacted prior to each meeting and reminded of your program assignment, and supervises an effective community relations program.

He strives to motivate club members to action to share the TI program with an ever-greater number of men. Look to your administrative vice-president for leadership, and give him your support!



While In Hong Kong

Hong Kong Club 1364-U and **Victoria Club 2787-U** have issued an invitation to all TMs who plan to visit EXPO 70 in Osaka, Japan. In nearby Hong Kong, you may visit one or both of the clubs. Victoria meets Tuesdays, 5:45 p.m., Foreign Correspondents Club, Sutherland House. Hong Kong Club meets Mondays, 6:00 p.m., Club Lusitano, Ice House Street.

North of the Border

Toastmasters of 14 clubs in **District 20**, in the United States, and **District 64**, in Canada, gathered for the third annual Hands-Across-The-Border event. The joint district meeting was founded and coordinated by **Peace Garden Club 3152-20** in Bottineau, N.D. This year's event was the largest gathering yet.

Good News

South Bay Club 280-50 in Manhattan Beach, Calif., receives pre-meeting publicity on a regular basis by providing news releases with a brief list of events planned for the meetings to a local newspaper, the "South Bay Breeze."

South of the Border

Solar Club 2183-5 in San Diego, Calif., hosted the **Toastmasters de Tijuana Club 3467-5** of Tijuana, Mexico, at a joint meeting that featured speeches and evaluations in Spanish and English.



"**OLD TIMERS**"—Three past **District 30** governors, all members of **Des Plaines (Ill.) Club 1645-30**, get together at a combined "Old Timers' Night," Speechcraft session, and party celebrating TI's 45th and the club's 15th anniversary. From left are Bev Chase (1967-68), Ken Magnuson (1961-62), and Bernie Wilson (1968-69).



CCT PROGRAM—Members of the **Des Plaines (Ill.) Club 1645-30** gained valuable experience presenting speeches before closed circuit television cameras provided by the **CNA Financial Corp.**

CLUB ANNIVERSARIES — MARCH

25 YEARS

Friendly Club 300-F
Whittier, Calif.

Alexander H. Stephens Club 298-14
Atlanta, Ga.

20 YEARS

Pueblo Club 795-26
Pueblo, Colo.

Burley Club 772-15
Burley, Ida.

Jackson Club 807-62
Jackson, Mich.

Springfield Club 527-22
Springfield, Mo.

Boeing Club 791-2
Seattle, Wash.

Cheyenne Club 798-55
Cheyenne, Wyo.

15 YEARS

Forum Club 1735-39
Sacramento, Calif.

Padres Club 1742-5
San Diego, Calif.

Fremont Club 1714-26
Canon City, Colo.

Thomas R. Marshall Club 1756-11
Columbia City, Ind.

Baltimore Club 1457-18
Baltimore, Md.

Sleepy Eye Club 1722-6
Sleepy Eye, Minn.

Union Carbide Club 1766-46
New York, N.Y.

Maumee Valley Club 1637-28
Toledo, Ohio

Kingsville Club 1743-56
Kingsville, Tex.

Alexandria Club 1748-36
Alexandria, Va.

Shag-A-Nappi Club 1765-42
Calgary, Alta., Can.

Crieff Club 1759-TCBI
Crieff, Scotland

Polish Your Parliamentary Prowess



By HAROLD C. BICKEL

“Gentlemen, the meeting will please come to order!” At this point there generally is a brief prayer — and many of the chairmen I have known need every blessing they can command.

It is a great paradox of chairmanship that the chairman must be able to speak well, but must not make speeches while presiding. If he

takes more than 15 seconds to guide the assembly, he squanders his blessings.

If he wants to “speech,” let him get down to our level, the floor. Yet, how many times have you heard him making a long speech of explanation or excuse to justify a ruling?

So we can state rule number one: *Don't make a speech!*

Rule number two separates

the men from the boys because it has to do with knowledge: *Learn the Parliamentary Rules and Their Applications.*

The chairman who is not knowledgeable attracts motions like a magnet. An unsure or incorrect ruling precipitates objections, appeals, divisions, questions, and postponements until the chairman dissolves in utter confusion. He disappears down the vortex of verbiage, convinced that all the members of the assembly have springs where their legs should be.

The remedy is knowledge of the rules, a quick mind, and experience. But the greatest of these is knowledge. The penalty for not having it is loss of control of the meeting.

Learn the rules of procedure and bask in the frustrations of your fellow Toastmasters as you confidently lead them through the parliamentary ballet.

The third rule, *be fair*, separates the bullies from the good guys. It has been said many times: “The chief purpose of parliamentary procedure is to protect the rights of

the minority. The majority can take care of itself.”

In this area the chairman must know the rules. He also must be able to apply those rules in the manner for which they were designed.

The chairman is not a dictator. He is a pilot and a referee. He must base his decisions on the rules, not on his petulance and preconceived notions.

There should be no intention to frustrate the will of the majority. The rules should be interpreted and applied to accomplish the majority objective after the minority has been heard.

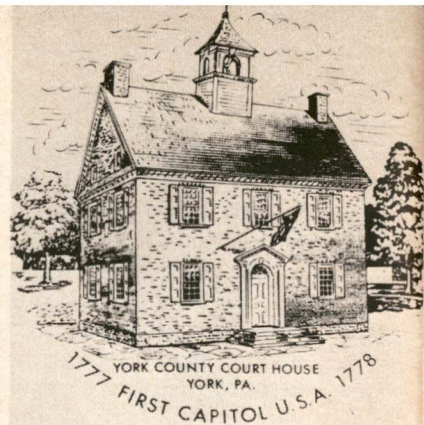
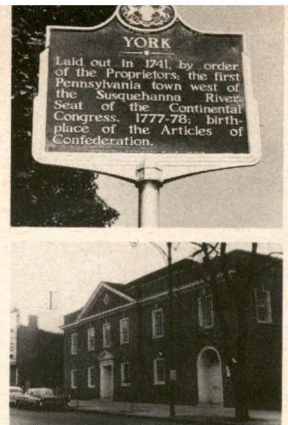
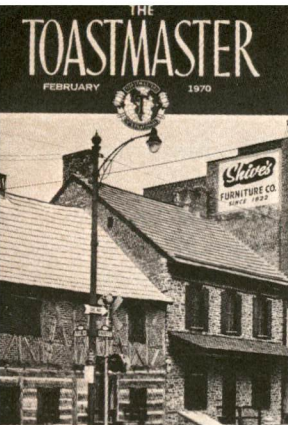
So our chairman should have self-control, tact, courtesy, and common sense as he deals with the minority rights so precious to our democratic heritage. Point three!

We make application to our future chairmen that they study the rules so they can deal equitably with each of us. Point two!

We implore the chairman, “Don't make a speech, just preside.” Point one!

ABOUT THE AUTHOR

Harold C. Bickel is a past governor of District 42 and a 10-year veteran of Foothills Club 3073-42 in Calgary, Alberta, Canada. An engineering graduate of Lehigh University, he is an underwriter for Imperial Life Assurance Company of Canada.



TOASTMASTERS TOWN OF THE MONTH — YORK, PENNSYLVANIA

YORK, PENNSYLVANIA, once was the capital of the United States. As a result of this heritage, this community, which now has an area population of more than 125,000, is as proud of its 200-year-old buildings as of its modern atomic energy information center.

One of York's first buildings, the Golden Plough Tavern, built in 1741, stands on its original lot on Market Street, two blocks west of Continental Square.

York became the capital of the United States during the Revolutionary War, when the Continental Congress fled Philadelphia to escape advancing British forces in September, 1777.

The first official governmental actions were recorded in York in May, 1778, when three treaties with France were ratified.

A short distance from the Pennsylvania cities of Harrisburg, Hershey, and Lancaster, York offers a variety of recreational and sporting opportunities throughout the year: golf, swimming, boating, camping, skiing, tobogganing, and ice skating.

York is the home of one Toastmasters club. York Club 2435-38 is approaching its 11th anniversary in this Colonial community.

As a result of York's selection as Toastmasters Town of the Month, York Toastmasters plan several local events in recognition of the occasion.

York Toastmasters will seek a mayorial proclamation of Toastmasters Week, recognition in local chamber of commerce publications and displays, press coverage by newspapers, radio, and television, and a window display in the Martin Memorial Library.

Honor Roll



Congratulations to the following Toastmasters who have completed the advanced Toastmasters speech programs:

ABLE TOASTMASTER (ATM)

Certificates of Achievement

These Toastmasters are entitled to include ATM after their printed name.

William D. Weisgerber, ATM
Miltipas Club 2038-4

Cy Campbell, ATM
Dynamic Club 457-5

Edward P. Miska, ATM
East Portland Club 710-7

Jack H. Hotchkiss, ATM
Marion Club 3250-19

Robert J. Lawless Jr., ATM
Highway Club 2149-23

F. G. "Bill" Wade, ATM
Royal Club 1774-27

Homer V. Naley, ATM
Dearborn's Dynamic Club 726-28

Bill Sherman, ATM
Wellesley Club 743-31

Paul C. Webb, ATM
Auburn Morning Club 329-32

Robert F. Catlyn, ATM
Auburn Elks Club 3887-32

Joe F. Boland, ATM
Hempstead Club 1105-46

William S. Johnston, ATM
Sunshine City Club 3524-47

George S. Kenner, ATM
Florence Club 2101-48

H. Ross Hefner, ATM
Mason-Dixon Club 2186-48

Wright L. Lassiter Jr., ATM
Tuskegee Club 3303-48

Dr. Egon E. Muehlner, ATM
Aerospace Club 401-50

Leon E. Blakely, ATM
Executive Club 412-50

Robert L. Ayers, ATM
Hungry Club 2715-52

Oswald F. Burd, ATM
Candlelight Club 2109-54

Robert A. Owen, ATM
Potomac Club 827-36

LEADERSHIP THROUGH SPEECH

Certificates of Progress

K. P. Fink 664-28
E. W. Reese 959-40

D. R. Markley 2798-40
G. Davison 109-52

A. Coggon 2648-62

THE ADVANCED SPEAKER

Certificates of Progress

R. M. Haage 12-F
W. M. Green 3020-3
F. L. Nicodemus 2012-5

A. O. Brickman 3293-11
D. C. Parks, 2752-12

(Continued on page 37)

TOASTMASTERS ON THE MOVE



Moving Ahead

Harold W. Gilley of Dearborn's Dynamic Club 726-28 in Dearborn, Mich., has been appointed regional engineer in Detroit, Mich., for the **American Institute of Steel Construction**. TM Gilley is a former area governor from District 26.

New Duties

Area Governor **John L. Castelli** of Parkway Club 1365-13 in Pittsburgh, Pa., has been named a technical writer in the public relations department of **Calgon Corp.**

Elected to Directorship

Sid Marcus, a past president of Tappan Zee Club 3234-46 in West Nyack, N.Y., has been elected to a national directorship of the **New York State Home Builders Association**.

Third Term

Area Governor **Edward R. Casper** of Van Nuys (Calif.) Club 172-52 has been re-elected for a third term as a director of the **San Fernando Valley (Calif.) Board of Realtors** which has more than 3,000 members.

NEW MEETING PLACE—District 49 Governor **John M. Coppinger** (standing) discovered an unusual setting when he visited Maui (Hawaii) Club 910-49. The club met in a converted railroad car once used to ship pineapple.



PROCLAMATION ISSUED—October, 1969, was proclaimed Toastmasters Month by San Leandro (Calif.) Mayor **Jack Maltester** (second from left) in recognition of TI's 45th anniversary. TM **Roy Shields** pins a membership pin on the mayor's lapel, while TM **Ted Diamant** accepts the proclamation for San Leandro Club 452-57.



OPTIMIST PRESIDENT—District 6 Governor **Clifford L. Thompson** (left) congratulates **F. C. (Fritz) Herring** of 4-3-5 Club 232-6 in St. Paul, Minn., upon his election as president of the **Minneapolis Optimist Club**. TM Herring is District 6 Speechcraft Chairman.

Honor Roll

— CONTINUED FROM PAGE 35

THE ADVANCED SPEAKER Certificates of Progress

A. Dilis 1022-16
J. B. Rush 1585-16
A. Acker 361-22
J. D. Rhodes 1064-25
P. G. Swater 2818-35
F. E. Swiacki 2494-38
R. L. Grant 64-39
H. G. Shuttleworth 3053-42
R. G. Trexler 1135-47
D. T. Trenhaile 123-49
A. Melanson 638-50
W. L. Staley 798-55
H. F. Mahon 1636-59
M. Rudner 2827-61
E. M. Robinson 2958-63
E. G. Tuttle 1514-66
J. A. Heckard 304-2
D. P. Soeth 1244-4
O. G. Johnson 2377-6

E. D. Martin 3293-11
R. H. Sterling 2999-15
R. Miller 1022-16
J. R. Hopper 1649-19
R. A. Hicks 718-25
H. T. Platt 1895-33
A. W. Lillevig 3213-36
B. R. Schwartz 2749-38
E. G. Merritt 2795-40
Z. E. Chichy 1898-46
A. W. McGaha Jr. 1416-48
H. S. Marsh 280-50
I. I. Corwin 147-52
P. Rosen 3609-57
K. L. Farquhar 2729-60
P. J. Cooper 1186-63
A. T. Granahan 3920-65
E. A. Vance 3125-66

President's Program Progress Report

In response to the president's membership building challenge, these 12 clubs showed outstanding member gains (the number in parentheses) during December:

Magnavox Speechmasters Club 2862-54, Urbana, Ill. (15)	Firstline Club 2530-2, Seattle, Wash. (8)
Venio Dictum Club 2170-64, Winni- peg, Man., Canada (14)	Des Plaines (Ill.) Club 1645-30 (8)
Carlsbad (N.M.) Club 1182-23 (10)	Telco Club 3665-46, East Orange, N.J. (8)
Pacific Beach Club 54-5, San Diego, Calif. (9)	Bankoh Club 2074-49, Honolulu, Hawaii (8)
Magic City Club 585-20, Minot, S.D., (9)	Waikiki Club 3680-49, Honolulu, Hawaii (8)
Kittyhawk Club 1108-40, Wright- Patterson AFB, Ohio (9)	Limestone City Club 3045-61, King- ston, Ont., Canada (8)

There were 106 Speechcraft courses registered during the last six months of 1969. The following seven clubs registered two or more courses (number in parentheses) during that period:

Skyline Club 3258-41, Rapid City, S.D. (3)	Red Bank Club 2091-58, Charleston, S.C. (2)
Metropolitan Club 1570-52, Los Angeles, Calif. (3)	West Toronto (Ont., Canada) Club 3057-60 (2)
Jay A. Whitfield Club 446-33, Ellensburg, Wash. (2)	Speak Easi Club 3288-TCA, New- castle, N.S.W. (2)
Tallahassee (Fla.) Club 1135-47 (2)	

There were 88 new clubs chartered into Toastmasters International during the last six months of 1969. The following districts chartered three or more new clubs (number in parentheses) during that period: **District 47** (4); **TCA** (4); **District 4** (3); **District 19** (3); and **TCBI** (3).

NEW CLUBS

As of December 31, 1969

District 3	LOST DUTCHMAN Club 3359-3. Meets Thurs., 7:30 p.m., Cobb's Country Restaurant, APACHE JUNCTION, Ariz. Contact: 982-3141. Area: Ten.
District 28	WESTGATE Club 3159-28. Meets Wed., 7:30 a.m., Howard Johnson's Restaurant, W. Central Ave. at Secor, TOLEDO, Ohio. Contact: 248-4601.
District 35	PLYMOUTH Club 1758-35. Meets 2nd-4th Mon., 5:30 p.m., Motor Inn, 134 Caroline, PLYMOUTH, Wisc. Contact: 893-6161. Sponsoring Club: FOND du LAC (WISC.) CLUB 498-35.
District 42	THE FORUM Club 2344-42. Meets Mon., noon, Lister Hall, University of Alberta, EDMONTON, Alberta, Canada. Contact: 484-4658.
District 47	LAKE CITY Club 2471-47. Meets Thurs., 7:00 p.m., Red Barn Restaurant, 411 S. Hwy. 41, LAKE CITY, Fla. Contact: 752-1297. Sponsoring Club: NAVY CIVILIAN CLUB 2366-47.
	SANFORD Club 3504-47. Meets Tues., 7:00 a.m., Holiday Inn, Sanford Marina, SANFORD, Fla. Contact: 322-1876. Sponsoring Club: WINTER PARK (FLA.) CLUB 3674-47. Area: Sixteen.
District 58	FORT MILL Club 1730-58. Meets Tues., noon, Fort Mill Clubhouse, FORT MILL, S. C. Contact: 547-2901. Sponsoring Club: ROCK HILL (S.C.) CLUB 2040-58.
District 64	RUSSELL Club 2874-64. Meets Fri., 6:30 p.m., Queens Hotel, RUSSELL, Manitoba, Canada. Contact: 204 Russell 19. Sponsoring Club: DAUPHIN (MAN.) CLUB 2991-64.
TCBI	BARWELL Club 235-TCBI. Meets Thurs., 7:30 p.m., Cedars, BARWELL, Leicestershire, England.
	WEST KENT Club 3013-TCBI. Meets 2nd-4th Wed., 7:30 p.m., Bridge House Hotel, Broadway, MAIDSTONE, Kent, England.
District U	SHILLELAGH Club 2620-U. Meets 1st-3rd Mon., 7:00 p.m., N.C.O. Open Mess, RAF Upper Heyford, OXFORDSHIRE, England. Contact: Upper Heyford 331, Ext. 79.

A New Package

Communication And Leadership Fits In

Toastmasters International this month introduces the second section of its communication and leadership program — *Advanced Communication and Leadership Program*. This completes the two section communication and leadership member program.

Conversion to the new manuals is a process left to the individual Toastmaster and your club educational vice-president. Each project in *Basic Training* is convertible to a project in section one of the *Communication and Leadership Program* on a one-for-one basis.

Similarly, conversion to the *Advanced Communication and Leadership Program* from *The Advanced Speaker* and *Leadership Through Speech* manuals can be made on a one-for-one basis. Your educational vice-president should initial the appropriate projects in the new manual to indicate completion in the former manuals.

Official recognition will be given for completion of *Basic Training* until the end of August, this year, for those who wish to continue in this manual. Recognition will be given for completion of *The Advanced Speaker* and *Leadership Through Speech* manuals through January, 1971.

Able Toastmaster (ATM) designation will remain the same in either case. You will be awarded a certificate of progress after completion of the first section of *Communication and Leadership* and will be recognized as an Able Toastmaster upon completion of both the first section and the *Advanced Communication and Leadership Program*.

When you convert to the new manuals, verification from your club educational vice-president on the number of projects you have completed in the original manuals will be needed before recognition can be given for completion of projects in the new manuals.

These new manuals were developed specifically for Toastmasters International and are unique to the TI program. The projects are designed to include the latest techniques in communication and can add new light to the development of your communication and leadership abilities.

SPECIAL ANNOUNCEMENT

Toastmasters International's member communication and leadership program Section two — **Advanced Communication and Leadership** — now is available.

If you soon will complete the 15-project **Communication and Leadership Program** Section one, you may order Section two by completing and mailing the special postcard order form that is included in your **Communication and Leadership Program** Section one. Your copy of Section two will be on its way to you.

If you are not participating in the Section one program, you may order your **Advanced Communication and Leadership Program** Section two for \$2.00, plus 15% for packing and shipping. Ask your club secretary to order it for you.

CONVERT TO THE NEW PROGRAM

Advanced Communication and Leadership replaces **The Advanced Speaker** and **Leadership Through Speech** manuals. TI recognition for completion of *The Advanced Speaker* and *Leadership Through Speech* program will continue to be given through January 31, 1971, for those who wish to complete their work in these manuals.

HOW TO CONVERT

Details about how to convert to the new advanced manual, from either **The Advanced Speaker** or **Leadership Through Speech** manuals, are presented on page 40 of this issue of *The Toastmaster*.

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