

# **Welcome to Omaha Toastmasters Club 281!**



**WHERE LEADERS ARE MADE**

**(Guest Attendee Packet)**

## TOASTMASTERS EDUCATION PROGRAM



Dynamic Leadership



Leadership Development



Strategic Relationships



Effective Coaching



Motivational Strategies



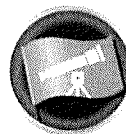
Team Collaboration



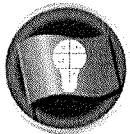
Engaging Humor



Persuasive Influence



Visionary Communication



Innovative Planning



Presentation Mastery

## BENEFITS OF TOASTMASTERS MEMBERSHIP



Improve your public speaking skills



Build leadership skills



Gain self-confidence and self-awareness



Work on networking in a small and supportive environment



Practice writing speeches and presenting in a group setting



Receive regular and constructive feedback from peers with similar interests as you



Gain a competitive advantage in the workplace



Access to the Pathways learning experience, which is an education program that allows you to leverage practical workplace skills, including:



Enjoy unlimited personal growth



Maximize your potential

- Interview preparation
- Online meeting management
- Leadership development
- Project management
- Conflict resolution

## TOASTMASTERS MEETING STRUCTURE

Club meetings are the heart of your Toastmasters experience. It is here that you will practice your skills and hone your craft with the support and encouragement of others. Every club meeting has three parts:



**Prepared speeches.** During this portion of the meeting, several members present speeches based on projects in the Toastmasters Pathways learning experience. Typically, two to three speakers are scheduled, but this varies depending on the agenda and meeting length.



**Evaluations.** Each prepared speech is verbally evaluated by a fellow member in a helpful, constructive manner using standard evaluation criteria. The evaluator also prepares a written evaluation, and all members are invited to submit written comments, too.



**Table Topics.** During Table Topics, all attendees have an opportunity to present one- to two- minute impromptu talks. This is often the most challenging and fun part of your meeting.



## MEETING ROLES

**Speaker:** Each speaker prepares and presents a speech based on a project assignment from their learning path in Pathways.

**Evaluator:** The evaluator observes a speaker's presentation and gives constructive comments in a brief evaluation speech. In addition to a verbal evaluation, the evaluator gives a written evaluation using a specific resource.

**Timer:** The timer helps to keep the meeting on schedule and times each speech. When you're the timer, you will use a stopwatch, timing lights or other device provided by your club to keep track of time. At the end of the meeting, you share timing records with club members.

**Table Topicsmaster:** The Table Topicsmaster facilitates Table Topics—the meeting segment in which members deliver brief, impromptu speeches. The Table Topicsmaster prepares and introduces the topics and determines the speaking order.

**General Evaluator:** The General Evaluator evaluates everything that takes place and gives feedback to improve future meetings. When you serve as General Evaluator, you are responsible for pointing out what worked well and what could be better next time.

**Toastmaster:** The Toastmaster hosts and conducts the meeting. When you're the Toastmaster, you introduce speakers and keep the meeting moving along. This role is generally reserved for experienced members who are familiar with the club and its procedures.

**Grammarian:** The grammarian introduces new words to members, listens to the way members speak and presents a verbal report at the end of the meeting. The grammarian provides feedback to help Toastmasters improve their language skills and stretch their vocabularies.

**Ah-Counter:** The Ah-Counter helps speakers keep track of the filler words and sounds they use and gives a report at the end of the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*.

# Omaha Toastmasters Club 281

## Schedule of Dues and Fees

### New Member Dues

Paid by Credit Card to Toastmasters International

	<i>New Member Fee</i>	<i>Club Dues</i>	<i>Dues until September 30</i>	<i>Total</i>
July	\$20.00	\$0.00	\$30.00	\$50.00
August*	\$20.00	\$0.00	\$20.00	\$40.00
September*	\$20.00	\$0.00	\$10.00	\$30.00
October	\$20.00	\$0.00	\$120.00	\$140.00
November	\$20.00	\$0.00	\$110.00	\$130.00
December	\$20.00	\$0.00	\$100.00	\$120.00
January	\$20.00	\$0.00	\$90.00	\$110.00
February	\$20.00	\$0.00	\$80.00	\$100.00
March	\$20.00	\$0.00	\$70.00	\$90.00
April	\$20.00	\$0.00	\$60.00	\$80.00
May	\$20.00	\$0.00	\$50.00	\$70.00
June	\$20.00	\$0.00	\$40.00	\$60.00

### Annual Member Dues Renewal

Paid to club with PayPal or by Check

	<i>Club Dues</i>	<i>International Dues</i>	<i>Total</i>
Oct to Sept	\$10.00	\$120.00	\$130.00

### \* August/September Membership Specials

Includes 14 or 13 months of dues

Paid to club with PayPal or by Check

	<i>New Member Fee</i>	<i>Club Dues</i>	<i>International Dues</i>	<i>Total</i>	<i>Savings</i>
August (14 months)	\$20.00	\$5.00	\$140.00	\$165.00	\$5.00
September (13 months)	\$20.00	\$5.00	\$130.00	\$155.00	\$5.00



# Membership Application

To become a club member, please

1. Completely fill out and sign the **Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to a club officer.
4. Please check here  if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact [membership@toastmasters.org](mailto:membership@toastmasters.org).

## Membership Application

### Club Information

This section is completed by a club officer.

281 Club number      Omaha Toastmasters Club 281 Club name      Omaha, Nebraska Club city

### Applicant Information

This section is completed by the applicant.  Male  Female  Non-binary  Decline to respond

\_\_\_\_\_  
 Last name/Surname      First name      Middle name

Any correspondence mailed to you will be sent to the following address:

\_\_\_\_\_  
Organization/In care of

\_\_\_\_\_  
Address line 1 (limit 35 characters)

\_\_\_\_\_  
Address line 2 (limit 35 characters)

\_\_\_\_\_  
City      State or province

\_\_\_\_\_  
Country      Postal code

\_\_\_\_\_  
Home phone number      Mobile phone number      Email address

### Membership Type

This section is completed by a club officer.

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

\_\_\_\_\_  
Date of transfer (MM/YYYY)

\_\_\_\_\_  
Previous club name

\_\_\_\_\_  
Previous club number

\_\_\_\_\_  
Member number

### Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are **not refundable or transferable from one member to another**.

**1. New member fee (US\$20)**      US\$ \_\_\_\_\_

Paid only by new members, this fee covers the cost of the first education path, online copy of The Navigator, and processing

**3. Sales Tax**      US\$ \_\_\_\_\_

Go to [www.toastmasters.org/Sales-Tax](http://www.toastmasters.org/Sales-Tax) to determine your state's tax

**2. Membership dues**      US\$ \_\_\_\_\_

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

**4. Total payment to Toastmasters International**      US\$ \_\_\_\_\_

Total of 1, 2, and 3.

Date my membership began: \_\_\_\_\_  
Month/Year

- |                                   |    |                                    |                    |
|-----------------------------------|----|------------------------------------|--------------------|
| <input type="checkbox"/> October  | or | <input type="checkbox"/> April     | US\$60.00 \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May       | 50.00 _____        |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June      | 40.00 _____        |
| <input type="checkbox"/> January  | or | <input type="checkbox"/> July      | 30.00 _____        |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August    | 20.00 _____        |
| <input type="checkbox"/> March    | or | <input type="checkbox"/> September | 10.00 _____        |

### Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process payments for club dues.

International Fees and Dues \$ \_\_\_\_\_  
 (from line 4 above)  
 Club new member fee \_\_\_\_\_  
 Club dues \_\_\_\_\_  
 Total payment to club \_\_\_\_\_

## Sponsor of New, Reinstated, or Dual Member

Transfer and renewing members are not eligible to be sponsored. This section is completed by a club officer. **Sponsor's last name/surname and member number are required fields.**

Sponsor's last name/surname

Sponsor's first name

Sponsor's member number

## Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise, the Toastmasters International Governing Documents, and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, Districts, clubs, and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- The collection, use, and processing of the personal information I provide to Toastmasters in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use, and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- That my information may be accessed and used by Toastmasters, its employees and agents, District leaders, and club officers.
- Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: [www.toastmasters.org/Login](http://www.toastmasters.org/Login). I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods: Mail  Email  Phone

If you would rather not receive non-essential communications from us, please check here

For our full privacy policy, you may visit [www.toastmasters.org/Footer/Privacy-Policy](http://www.toastmasters.org/Footer/Privacy-Policy).

## A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service, and excellence during the conduct of all Toastmasters activities

## Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above, and certify that I am 18 years of age or older (in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International).

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

Applicant's signature

Date (MM/DD/YYYY)

## Verification of Club Officer

I confirm that a complete Membership Application, including the signatures of the new member and a club officer, is on file with the club and will be retained by the club.

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

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

Club officer's signature

Date (MM/DD/YYYY)

In order for this application to be valid, both signatures are required.

The **club officer** must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to [www.toastmasters.org/ClubCentral](http://www.toastmasters.org/ClubCentral). You can also mail the documents to Club and Member Support, Toastmasters International, 9127 S. Jamaica St., Suite 400, Englewood, CO 80112, U.S.A., or fax to +1 303-799-7753. Please use only one of these methods to avoid duplication. If the member is transferring, the application must be submitted to World Headquarters by email, mail, or fax.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
  - a. Retain the applicant's **Membership Application** with other club documentation. While held, the application should be kept secure, such as in a lock box, or destroyed once it is digitally retained. It is up to your club and your country's privacy guidelines on how long the application should be retained.
  - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

## Payment Information

### Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 4 on page 1). World Headquarters does not collect club dues.

MasterCard

Visa

AMEX

Discover

US\$ \_\_\_\_\_  
Amount

Card number \_\_\_\_\_

Expiration date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

Check or money order

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ \_\_\_\_\_  
Amount

Check or money order number \_\_\_\_\_

Other

Annual dues are paid through September 30th.

Other \_\_\_\_\_

Check box if Billing Address is the same as Shipping Address

Address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

City \_\_\_\_\_ State or province \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_