



## West Volusia Toastmasters Club #2138

Welcome to West Volusia Toastmasters,

Today, you start your self-improvement journey to become a better communicator and leader. All Toastmasters have taken that first step—attending a meeting. We understand your excitement, nervousness, and exhilaration of experiencing something new.

During the meeting, you will experience our self-paced learning program that focuses on building professional skills. Our club members will explain each portion of the meeting and allow you an opportunity to ask questions. You might even be able to participate—if you wish!

After the meeting, take a few minutes to visit Toastmasters International website ([toastmasters.org](http://toastmasters.org)) or our club website ([2138.Toastmastersclubs.org](http://2138.Toastmastersclubs.org)).

Additionally, feel free to contact me with any questions. My phone number (cell/text) is (386) 852-2848 and my email is [andrewkokitus@gmail.com](mailto:andrewkokitus@gmail.com).

Joining is easy. Complete the application and give it to any officer.

Thank you for visiting,

Andrew G. Kokitus, DTM  
President

**TOASTMASTERS**  
INTERNATIONAL®



# THE BENEFITS OF TOASTMASTERS MEMBERSHIP

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

## SHARE THE BENEFITS YOU GAIN BY

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

---

**TOASTMASTERS INTERNATIONAL**

[www.toastmasters.org](http://www.toastmasters.org)



© 2016 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.

# FEATURES, BENEFITS AND VALUE



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

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

## FIVE CORE COMPETENCIES

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

**1**

**PUBLIC  
SPEAKING**

**2**

**INTERPERSONAL  
COMMUNICATION**

**3**

**STRATEGIC  
LEADERSHIP**

**4**

**MANAGEMENT**

**5**

**CONFIDENCE**

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

## 10 PATHS

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



### Dynamic Leadership

*Build strategic leadership and conflict resolution skills*

1 2 3 5



### Effective Coaching

*Build interpersonal communication, leadership and coaching skills*

1 2 4 5



### Innovative Planning

*Build creative project management and communication skills*

1 4 2 5



### Leadership Development

*Build communication and leadership skills*

1 2 4 5



### Motivational Strategies

*Build motivational leadership and communication skills*

1 2 3 5



### Persuasive Influence

*Build skills to lead in complex situations*

1 3 2 5



### Presentation Mastery

*Build public speaking skills*

1 5



### Strategic Relationships

*Build networking, leadership and communication skills*

1 2 3 5



### Team Collaboration

*Build collaborative leadership skills*

1 4 2 5



### Visionary Communication

*Build innovative communication and leadership skills*

1 3 2 5



## **Meeting Roles and Responsibilities**

### Prepared Speeches

A major portion of each meeting is centered on one or two speakers. Their speeches are prepared based on manual project objectives and should last from five to seven minutes for projects in the Competent Communicator Handbook or new pathways online education program.

### Timer

One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. Prepared speeches, Table Topics and Evaluations are all timed by the Timer. At the end of the meeting the Timer will report the times of each participant. This will let the members know if they delivered their presentation within the allotted time frame.

### Ah Counter

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

### Table Topics Master

The Table Topics portion of the meeting is conducted by the Table Topics Master. The Table Topics Master announces a topic and calls on participants, one at a time, to give impromptu one- to two-minute talks on the topic. Or the Table Topics Master may assign subjects individually. Topics will be realistic and useful to participants; they may address current events or issues, for example. Your goals as a respondent are to present ideas worth listening to, without prior preparation, and to communicate true feelings on the subject with skill and conviction.

### Sergeant At Arms(SAA)

The sergeant at Arms serves as master host and makes the proper physical arrangements for all club meetings. This person needs to be early; set up room makes sure each member and guest is welcomed at club meetings; make sure the meeting starts on time (Start meeting by striking the gavel ONCE). Besides, write the speakers names, timing on the whiteboard (TMD could do this). Additional, collect ballots and tally votes, inform President of Best Speaker, Best Evaluator or Best Table Topics Speaker. Last but not least, time keeper for break.

### Toastmaster-of-the-Day(TMD)

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



### Speech Evaluator

After every prepared speech, the speaker receives an evaluation (written and oral) by other members. The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. The Evaluator will indicate what the speaker did well in their speech and also offer suggestions on what they could improve upon to become a competent communicator.

### General Evaluator

The General Evaluator evaluates the meeting in general. The General Evaluator comments on the quality of the evaluations given by the evaluators of the prepared speeches and table topics.

### Grammarian

The Grammarian selects a 'Word for the Day'. It should be a word that can be incorporated easily into everyday conversation, but is different from the way people usually express themselves.

During the meeting, announce the 'Word of the Day', state its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.

During the meeting the Grammarian listens to everyone's word usage and writes down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc) with a note of who erred. Write down who used the 'Word of the Day' (or derivative of it) and note those who used it correctly or incorrectly.

The Grammarians report tries to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. The Grammarian also reports on creative language usage and announces who used the 'Word of the Day'.

# MEMBERSHIP APPLICATION & PAYMENT INFORMATION



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 the 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.

Club number Club name Club city

### Applicant Information

This section is completed by the applicant. ☐ Male ☐ Female ☐ Other

Last name/Surname First name Middle name

The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of

Address line 1 (limit 35 characters)

Address line 2 (limit 35 characters)

City State or province

Country Postal code

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 three lines below.)

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

Total of 1 and 2.

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

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

- |                                   |    |                                    |                    |
|-----------------------------------|----|------------------------------------|--------------------|
| <input type="checkbox"/> October  | or | <input type="checkbox"/> April     | US\$45.00 \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May       | 37.50 _____        |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June      | 30.00 _____        |
| <input type="checkbox"/> January  | or | <input type="checkbox"/> July      | 22.50 _____        |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August    | 15.00 _____        |
| <input type="checkbox"/> March    | or | <input type="checkbox"/> September | 7.50 _____         |

I want my membership to begin: \_\_\_\_\_  
Month/Year

### Club Dues and Fees Worksheet

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

International Fees and Dues \$ \_\_\_\_\_  
(from line 3 above)

Club new member fee \_\_\_\_\_

Club dues \_\_\_\_\_

Total payment to club \_\_\_\_\_

\*No club dues for Stetson faculty, staff, students, or alumni.



## Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

| Sponsor's last name/surname | Sponsor's first name | Sponsor's member number | Sponsor's club number |
|-----------------------------|----------------------|-------------------------|-----------------------|
|-----------------------------|----------------------|-------------------------|-----------------------|

### Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise and the 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 agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. 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 officers 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

### 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

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



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

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to **www.toastmasters.org/clubcentral**.  
You can also mail the documents to Membership, Toastmasters International, 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.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
  - a. Retain the applicant's **Membership Application** with other club documentation; and
  - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

## PAYMENT INFORMATION

### Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 3 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

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

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

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

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

Signature \_\_\_\_\_

☐ **Check or money order**

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

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

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

☐ **Other**

Other \_\_\_\_\_



## West Volusia Toastmasters Club #2138

### New Member Fees and Dues

| Start Month | New Member Fee (One Time Fee) | Toastmasters International Dues | Club Dues | Total          |
|-------------|-------------------------------|---------------------------------|-----------|----------------|
| January     | \$20.00                       | \$22.50                         | \$6.00    | <b>\$48.50</b> |
| February    | \$20.00                       | \$15.00                         | \$4.00    | <b>\$39.00</b> |
| March       | \$20.00                       | \$7.50                          | \$2.00    | <b>\$29.50</b> |
| April       | \$20.00                       | \$45.00                         | \$12.00   | <b>\$77.00</b> |
| May         | \$20.00                       | \$37.50                         | \$10.00   | <b>\$67.50</b> |
| June        | \$20.00                       | \$30.00                         | \$8.00    | <b>\$58.00</b> |
| July        | \$20.00                       | \$22.50                         | \$6.00    | <b>\$48.50</b> |
| August      | \$20.00                       | \$15.00                         | \$4.00    | <b>\$39.00</b> |
| September   | \$20.00                       | \$7.50                          | \$2.00    | <b>\$28.00</b> |
| October     | \$20.00                       | \$45.00                         | \$12.00   | <b>\$77.00</b> |
| November    | \$20.00                       | \$37.50                         | \$10.00   | <b>\$67.50</b> |
| December    | \$20.00                       | \$30.00                         | \$8.00    | <b>\$58.00</b> |

(Membership dues are pro-rated from the member's start month. Stetson students and faculty do not pay club dues.)

### Renewal Membership Dues

| Due Date                                        | Toastmasters International Dues | Club Dues | Total          |
|-------------------------------------------------|---------------------------------|-----------|----------------|
| April 1 <sup>st</sup> & October 1 <sup>st</sup> | \$45.00                         | \$12.00   | <b>\$57.00</b> |

(Please pay renewal dues by March 1<sup>st</sup> and September 1<sup>st</sup> for Club to receive incentives.)

For more information, please contact our Club Treasurer at  
[treasurer-2138@toastmastersclubs.org](mailto:treasurer-2138@toastmastersclubs.org)

**TOASTMASTERS**  
INTERNATIONAL®