

NEW MEMBER HANDBOOK



CREAM CITY COMMUNICATORS AREA 1, DIVISION D DISTRICT 35

Original Handbook by Kata Kollath, 2000
Revised and Updated annually by Kathy Shine, DTM
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Access Club Resources from our Club Website

creamcity.toastmastersclubs.org

Access Pathways Resources and "How To" Videos at

<https://creamcity.toastmastersclubs.org/Pathways.html>



WELCOME TO CREAM CITY COMMUNICATORS!

Hello New Toastmaster, and welcome to Cream City Communicators! We're here to help you improve your speaking and leadership skills, thinking power, and listening ability. You'll also learn how to conduct a meeting and learn the art of constructive evaluation.

Your involvement in our Club starts with Pathways, which is the name of Toastmasters educational curriculum. There are several paths to select from, each featuring five levels of learning. Our club offers contests or showcase events, activities outside the club environment with our "sister clubs", and an annual conference within our state to advance your leadership abilities and networking opportunities.

We strongly encourage you to read your project/speech materials . . . a little at a time, and prepare for each assignment. We offer oodles of resources on our club website to help you get started: meet our members and learn how our club functions, how to navigate Base Camp (which is where your educational curriculum is located), and how to earn credit for each task. Please visit the website often! Our club calendar is populated a year in advance to help you plan your schedule, and the Zoom link is always posted on the home page. *Follow us on Facebook, too!*

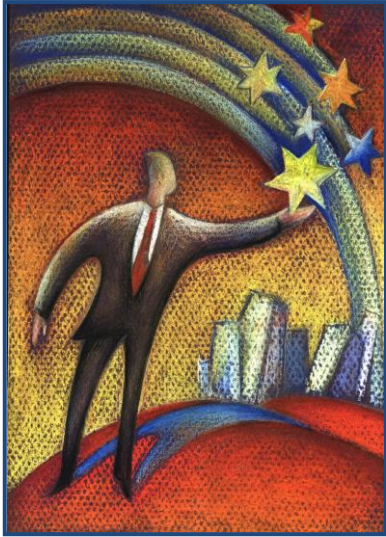
We hope you will find this handbook resource helpful, and encourage you to refer to it on an "as needed" basis. If you have any questions, just ask. We're all happy to help you.

Enjoy your Toastmaster experience! Make it fruitful through active participation!

Kathy Shine

Kathy Shine, DTM
 Charter Member of Cream City Communicators

CLUB STANDARDS



A successful, dynamic, quality Toastmasters Club meets the following 10 standards:

1. Meetings are showcase events. Meetings start and end on time, are fast-paced, and flow smoothly, with no awkward transitions between segments. Participants are prepared.
2. Club officers are effective. They are trained in their roles and they fulfill their responsibilities.
3. Membership recruitment is ongoing. Every Club needs a constant influx of new members to combat natural membership turnover, to bring fresh ideas to the Club and to provide a stronger leadership base.
4. New members are oriented and inducted. Members who are formally inducted into the Club and are oriented to Club operations and the educational program are more likely to be active, supportive, and enthusiastic members.
5. Every member is assigned a mentor . . . if an individual member is not assigned, officers serve as the mentor. Mentors help new members become familiar with the Club and work on their first few speeches. They help experienced members to develop special skills.
6. All members are working toward their Pathways level achievements to develop both core and specific competencies. Scheduled speakers give presentations that align with their learning curriculum.
7. All members are trained in effective evaluation. Every evaluator gives positive comments and offers specific suggestions for improvement.
8. Members are recognized for their accomplishments. Swift recognition for achievements encourages members to set and achieve even higher goals.
9. Everyone is working to help the Club become a Distinguished Club. All members are familiar with the Distinguished Club Program (DCP), its value to the Club, and the Club's plan for becoming a Distinguished Club. (See page 5 for DCP.)
10. Administrative work is handled promptly and efficiently. The Club keeps its financial and membership records current and accurate. Club leaders submit documents such as Club officer lists, semiannual membership reports, and award and membership applications promptly to World Headquarters.

TOASTMASTER VALUES & THE CLUB MISSION

Respect ♦ Integrity ♦ Service to the Member ♦ Dedication to Excellence

Cream City Communicators provides a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

THE DISTINGUISHED CLUB PROGRAM (DCP)

The Distinguished Club Program (DCP) is designed to assist every Toastmaster Club to be successful. The program is divided into 10 attainable goals. They are designed to ensure that club members attain their communication and leadership educational goals, that officers fulfill their duties, and that charter strength is maintained.



Cream City Communicators has earned “Distinguished” status 15 times in our 17 year history. We’ve done that TOGETHER with our members. Each year, our Club creates a “Club Success Plan” to become a Distinguished Club. The plan identifies members working toward specific educational goals and much more. Every member is invited to help the Club reach its goals by working toward their own personal goals. The plan is available on our club website.

DCP goals are divided into four categories.

There are 6 Educational goals in the DCP

1. Four members attain their Level 1 certificate in Pathways
2. Two members attain their Level 2 certificate in Pathways
3. Two more members attain their Level 2 certificate in Pathways
4. Two members attain their Level 3 certificate in Pathways
5. One members attains either their Level 4 or Path Completion, or Distinguished Toastmaster award
6. One more member attains either their Level 4 or Path Completion, or Distinguished Toastmaster award

There are 2 Administrative & Training goals in the DCP (completed by club officers)

1. A minimum of four Club Officers must be trained during each of two training periods (summer and winter)
2. Membership dues and club officer lists must be submitted on time

There are 2 Membership goals in the DCP (these are the responsibility of every member)

1. Four new, dual or reinstated members
2. Four more new, dual, or reinstated members

CLUB GROWTH

To help the Club achieve its membership goals, Toastmasters International rewards Clubs when five or more members are sponsored during any of three membership campaigns. They include:

Smedley Campaign: August 1 – September 30
Talk Up Toastmasters: February 1 – March 30
Beat the Clock: May 1 – June 30





CLUB OFFICER ROLES AND RESPONSIBILITIES

Leadership is a journey that includes a desire to serve others and a commitment to lead. At Cream City Communicators, we provide the opportunity to develop and practice leadership in an officer role and encourage the strive to be trustworthy, self-aware, humble, caring, visionary, and empowering. A club officer serves a term of one year, from July 1st to June 30th. The one-year term covers an average of 22 to 24 meetings.

Elections are held annually in the month of May. There are seven officers and each is a member of the Executive Team. They provide support to members and are stewards of the club's resources. Meet our current team at <https://creamcity.toastmastersclubs.org/ClubOfficers.html>.

Two Club Standards and Two DCP Goals directly relate to Club Officers. Members earn credit toward the Distinguished Toastmaster award when they serve as a Club Officer.

*Examples of Pathways projects for officer credit: **Level 3:** Successful Collaboration; **Level 4:** Building a Social Media Presence, Public Relations Strategies; **Level 5:** High Performance Leadership, Lead in Any Situation, Leading in Your Volunteer Organization, Lessons Learned*

EXPECTATIONS: Officers are to be trained in their roles to help learn and fulfill their responsibilities. Training is provided two times a year (summer and winter) through Toastmasters Leadership Institute, plus online resources are available. Officers may attend training anywhere in the world when virtual sessions are offered. Also, administrative work is to be handled promptly and efficiently.

It may be helpful to understand the roles and responsibilities of Club officers so that you will know whom to contact when you have an issue that needs to be addressed. A brief description of each officer role follows. We invite conversations with any of the club officers.

PRESIDENT: first-ranking Club Officer

- Serves as the Club's chief executive officer, responsible for general supervision and operation of the Club.
- Presides at Club meetings and directs the Club in a way which meets the educational growth and leadership needs of members.
- Establishes long-term and short-term plans for Club growth, in cooperation with the Executive Team.

IMMEDIATE PAST PRESIDENT

- Provides guidance and serves as a resource to the Club officers and members.
- Chairs the Nomination Committee, which nominates members for Club offices.
- Assists in the preparation of the Club Success Plan and promotes the Club's efforts to become a Distinguished Club.

VICE PRESIDENT OF EDUCATION: second-ranking Club Officer

- Plans successful Club meetings so that each member has the opportunity to achieve his or her educational goals.

- Directs planning, orientation, and implementation of the educational programs.
- Schedules roles and speeches, verifies project completions, updates Member Progress Charts, reports educational program completions promptly to World Headquarters, and coordinates recognition of member achievements.

VICE PRESIDENT OF MEMBERSHIP: third-ranking Club Officer

- Plans, organizes and implements a continuous marketing effort which ensures the Club maintains or exceeds a charter membership level of 20 (with assistance of all officers).
- Provides recognition of Toastmasters who contribute to the increase of membership in Toastmasters.
- Maintains an accurate membership roster and attendance records in conjunction with the Club Secretary.

VICE PRESIDENT OF PUBLIC RELATIONS: fourth-ranking Club Officer

- Develops, implements and administers a program that maintains a positive image for all members, guests, and the general public.
- Is responsible for internal and external public relations for the Club, including but not limited to: publicizing Club events, representing the Club to the community, and implementing a robust social media campaign and contributing to the club's website.

SECRETARY: fifth-ranking Club Officer

- Is responsible for Club records and correspondence (including the Club's roster).
- Is custodian of the Club Constitution and Bylaws and other official Club documents.
- Records minutes of Club and Executive committee meetings.
- Submits the names of newly elected officers to World Headquarters within 10 days following elections.

TREASURER: sixth-ranking Club Officer

- Is responsible for the development and execution of financial policies, procedures, audits and controls. Receives and disburses funds in payment of all obligations.
- Develops and recommends a budget to the Club Executive Committee.
- Notifies members of dues payable and collects the dues.
- Ensures semi-annual dues are submitted on time to World Headquarters.

MASTER HOST / SERGEANT AT ARMS: seventh-ranking Club Officer

- Serves as master host and makes the proper arrangements for Club meetings (either virtual or hybrid).
- Coordinates with the Vice President of Public Relations and Vice President of Membership to ensure that each member and guest is welcomed.
- Is responsible for the orderly conduct of the Club meeting.
- Develops a team to assist with in-person meetings (e.g., arranging room, setting up materials and equipment, and controlling Club property when practical).

THE TOASTMASTERS ORGANIZATION



Toastmasters International has nearly 270,000 active Toastmasters in 14,200 Clubs in 148 countries. We're a non-profit organization helping people become more competent and comfortable in front of an audience – of one or one thousand!

In most parts of the world, Clubs are grouped into administrative units known as “Districts” to provide greater leadership opportunities and stronger lines of communication. Districts are in turn subdivided into “Divisions” which comprise 15 – 25 clubs, and “Areas,” which usually comprise 3 to 6 local Clubs.

A District Director is elected each year to serve their District. S/he is supported by six (6) additional District Officers. They include the: Program Quality Director, Club Growth Director, Finance Manager, Administration Manager, Logistics Manager, and the Immediate Past District Director. *District 35 is comprised of the state of Wisconsin and the UP Michigan.*

There are multiple Division Directors under the leadership of the District 35 Director. *Cream City Communicators is led by the Division D Director.* Within our Division, there are three (3) Areas. Each Area has an appointed Area Director (AD) who assists the Club Officers. *Cream City Communicators Toastmaster Club is led by the D1 Area Director.* It is the duty of the AD to visit each club in their Area at least twice a year. In past years, Cream City members have served as Area, Division, and District leaders. See the list of our club's members who have served at the District level: <https://creamcity.toastmastersclubs.org/District35Links.html>.

Our club usually meets on the second and fourth Wednesday of each month, except for in November and December, due to conflict with national holidays. Occasionally the club will host special events held outside the club; all members are welcome and invited to participate.

Our regular meetings are held from 6:45-8:30 p.m., with a call to order at 6:45 p.m. Officers are asked to arrive earlier to assist with room set-up and to greet guests. Members are encouraged to assist with set-up when possible, to shadow club officers, and to greet and welcome guests.

Meetings are occasionally held off site. If there is any question about a meeting location, refer to the club website, agenda notes, or speak with the Vice President of Education or Club President.

As a new member, you have joined an international organization “*Where Leaders are Made.*”

For information about District 35
including officer training dates, Area, Division, and District events, visit:
<https://district35.org/>

TOASTMASTER RECOGNITION

Awards are earned often, both at level completion as well as path completion. A notification of recognition may also be sent to your employer from Toastmasters International when you provide their contact information to the club officer who verifies and submits your award application for Levels 3, 4, and 5.

EARN CERTIFICATES OF COMPLETION AND PROFICIENCY

LEVEL 1 CERTIFICATE OF COMPLETION

- Complete all projects in Level 1 of your chosen path
- NOTE: Depending on the date of when you began your path, there may either be 3 or 4 projects in Level 1. (*A new release of Level 1 became available in online materials October 27, 2021.*)

LEVEL 2 CERTIFICATE OF COMPLETION

- Complete three projects in Level 2 of your chosen path

LEVEL 3 CERTIFICATE OF COMPLETION

- Complete one required project in Level 3 of your chosen path
- Complete two electives in Level 3 of your chosen path
- Fulfill functionary leadership roles as required for your chosen path



LEVEL 4 CERTIFICATE OF COMPLETION

- Complete one required project in Level 4 of your chosen path
- Complete one elective project in Level 4 of your chosen path

LEVEL 5 CERTIFICATE OF COMPLETION

- Complete one required project in Level 5 of your chosen path
- Complete one elective project in Level 5 of your chosen path

View the Awards Earned by Cream City Members

<https://creamcity.toastmastersclubs.org/Awards-Recognition-DCP.html>

EARN A CERTIFICATE OF PROFICIENCY

CERTIFICATE OF PROFICIENCY

- Complete Levels 1-5
- Complete the required “Reflect on Your Path” project



HIGHEST AWARD

DISTINGUISHED TOASTMASTER (DTM)


The Distinguished Toastmaster award represents the highest educational achievement in Toastmasters. There are multiple requirements for this prestigious award, including the completion of two paths. Please speak with a club officer to learn more.

We are proud of all Cream City Communicators who earned their DTM with our club:
James Karon, Kris Pool, Gladys Rivera and Kathy Shine

Former members of Cream City Communicators have also earned their DTM:
Tina Boyle Whyte, Jesse Franklin, Jennifer Kibicho and Andrew Little




EXAMPLE OF PRE-MEETING PREPARATION

TIME	PERSON	PROGRAM ELEMENT
6:15 – 6:30	Greeting & Tech Team for In-Person Sessions Members to Assist	Room Set-up <i>Technology for Hybrid Meeting</i> <i>Club Supplies and Guest Materials</i> <i>Timing Device, Timer's Record Book</i> <i>Ah Counter Record Book, Guest Book</i> <i>General Evaluator Record Book, Secretary Minutes</i> Distribute Meeting Materials: <i>Ballots, Individual Evaluation Forms, Name Tags</i>
6:15 – 6:45	Zoom Master	Launch Zoom Meeting / Admit Members and Guests Assist Members who Need to Test Screen Share Facilitate Introduction of Guests (who join virtually) <i>Members can earn credit for Level 4 Elective "Manage Online Meetings" by serving as the Zoom Master</i>
6:15 – 6:35	VP Education	Distribute Agendas / Identify unfilled Roles and Fill Schedule Members for Future Roles Populate Chatbox as Needed Sign off on Level and Path Completions for Members
6:15 – 6:45	Welcome Team	Greet Guests, Distribute Guest Materials Populate Chatbox to Welcome Virtual Visitors
6:25 – 6:35	President	Check in with officers: Do they have a report to share?
6:30 – 6:40	Speakers REMEMBER!!! 	Ensure Evaluator has Objectives & Evaluation Form Confirm Title of Speech & Intro with Toastmaster Give Title, name of path and project to Secretary Give target speech time to Timer
6:30 – 6:40	Evaluators	Confirm Objectives & Evaluation Form with Speaker
6:30 – 6:40	Toastmaster	Confirm names of Speakers, Evaluators, and Leadership Team (as you will call upon everyone by name) Receive appropriate speaker introductions (if not received in advance)
6:30 – 6:40	All Members	Introduce Yourself to Visitors and Meet One Member

6:30 – 6:40	General Evaluator	Confirm names of Speakers, Evaluators, and Leadership Team (as you will mention or call upon participants by name)
6:30 – 6:40	Timer	Confirm length of speeches with Speakers
6:43 – 6:45	Members & Guests	Take Seat for Meeting

EXAMPLE MEETING FORMAT (FORMAT SUBJECT TO CHANGE)

6:45	President	Call Meeting to Order; Share Club Mission Introduce Guests / Dignitaries from District
6:48	President	Conduct Business Meeting, including Officer Reports Member Recognition Club, Area, and District Announcements New Member Vote & Induction (as necessary) Introduce Toastmaster of the Evening
6:52	Toastmaster	Warm up Audience (<i>Check if there is a theme</i>) Introduce members with an assigned role and ask for an explanation and how it helps our members <i>Timer, Ah Counter, General Evaluator, Ballot Counter, etc.</i> Introduce Speakers & Call Upon Evaluators to Read Speech Objectives <i>After each speech, ask audience to fill in comments on individual evaluation forms or into chatbox</i> After last speech , Introduce General Evaluator
7:45	General Evaluator	Review Evaluation Format and its value to members Introduce each Evaluator After last evaluation , Introduce Table Topics Master
8:00	Table Topics Master	Explain Purpose of Table Topics & Your Theme; Remind Participants of the Timing (1-2 minutes) Conduct Session: Develop members' listening and impromptu speaking <i>Offer brief summary of replies</i> <i>Invite guests to participate AFTER other members have provided example.</i>

		<p>After last Table Topics response, Return control of lectern to General Evaluator</p> <p><i>Note: Members can use the role of Table Topics Master to fulfill one path project (if reviewed in advance and receive a written evaluation for their role). See your path for “Active Listening,” which may be a Level 2 required project a Level 3 elective project.</i></p>
8:15	<p>General Evaluator</p> <p>Remember the Guests!!! </p>	<p>Call for Timer & Ah Counter/Grammarians Reports</p> <p>Comment on Evaluations and Overall Meeting Quality</p> <p>Ask for Guest Feedback (<i>if time is tight, limit the response to 30 seconds</i>)</p> <p>Return control of lectern to Presiding Officer</p>
8:25	President	<p>Closing Remarks</p> <p>Remind Club about Future Events</p> <p>Invite everyone to participate in group photo – which will be posted on social media (invite folks to “unmute”)</p> <p>Adjourn Meeting by 8:30 p.m.</p>
8:30 – 8:33	Vice President of Public Relations	<p>Take Group Photo of Participants; post on social media</p> <p>Request permission from visitors</p> <p>(Unmute Zoom attendees)</p>
8:30 – 8:40	Speakers and Members with Leadership Roles	<p>Collect your evaluations from your evaluators</p> <p>Return Club Supplies</p>
8:30 – 8:40	All Members	<p>Sign up for future meeting roles with VP of Education</p> <p>Thank visitors for coming to the meeting.</p> <p>Invite them to join and attend New Member Orientation!</p>

IT IS IMPORTANT FOR EVERY MEMBER OF THE CLUB TO HELP RUN THE MEETING ON TIME.





WHEN YOU ARE THE ZOOM MASTER (OPTIONAL ROLE, LEVEL 4 ELECTIVE)

Since the Covid pandemic began, Toastmaster clubs around the world have learned to adapt to online meetings. At Cream City Communicators, we hold a professional Zoom account which is maintained by our long-time member, Kris Pool. As a Zoom Master, you can take the lead for one virtual-only meeting, one of the club's hybrid meetings, or a special event.

This meeting role can fulfill a Pathways project in Level 4, "Manage Online Meetings." Launch the project in Base Camp to learn more about the expectations to earn credit for the project.

PRIOR TO THE MEETING:

- Have a phone conversation with Kris Pool to discuss the hosting and co-hosting options, admission/ejection parameters, and come to an agreement to confirm the date of your role.
- Connect with the presiding officer to determine if a breakout room is required for any pre-meeting or meeting segments (particularly for contests or Open House events).
- Prepare your virtual background to include the theme of the session, one of the Toastmaster backgrounds, or other appropriate image.
- Add a photo of yourself to your Zoom profile to "humanize" the experience.
- Determine if a waiting room or breakout room will be used for early arrivals on the day of the meeting.
- Connect with speakers to determine if anyone needs their speech recorded. Coordinate remarks about recordings with the Toastmaster of the Day to allow ample transition time.
- Develop remarks to engage attendees during the "pre-meeting" time.

UPON ARRIVAL AT THE MEETING:

- Log into Zoom and assume hosting responsibilities. Set your virtual background.
- Assign 1 or 2 co-hosts.
- Manage the meeting as discussed with Kris Pool and according to the Pathways project objectives.

DURING THE MEETING:

- Welcome and engage members, guests and dignitaries.
- Admit participants to the Zoom meeting and execute the plan if an ejection is necessary.
- If time permits, allow functionaries the opportunity to test their virtual backgrounds (especially the Timer).
- Mute participants when necessary (primarily due to background noise).
- Pin the Timer and prepared Speakers (not necessary for Table Topics Segment).
- Record speakers who have requested this feature (during the planning phase of the meeting).
- Close the meeting at the appropriate time.

WHEN YOU ARE THE TIMER

One of the lessons that participants practice during a meeting is time management. The timer keeps track of time and reports on opportunities to streamline the meeting. Each segment of the meeting is timed. *Earn credit toward your path completion by recording the date of your role in Base Camp.* **IDEA:** Add fun when you serve as Timer by using variations of timing signals!

PRIOR TO THE MEETING:

- Write out your explanation in the clearest possible language and rehearse it. Emphasize timing rules and how timing signals will be given. (This is a great exercise in giving clear, effective instructions.)
- Confirm scheduled program participants with the Vice President of Education and the Toastmaster.
- Confirm the time requested for each prepared speaker. (Consider sending an email to the speakers a few days ahead of the meeting.)
- If you have a cell phone that tracks time, have it available to make your timing role easier. You can also download a free Microsoft Toastmasters Timing App. See this link:

<https://www.microsoft.com/en-us/p/toastmasters-timer/9nblggh0jk19?activetab=pivot:overviewtab>

UPON ARRIVAL AT THE MEETING:

- Obtain timing equipment from the club supplies (i.e., colored cards and timer's form).
- Sit where the colored timing cards can easily be seen by all (back, center of the meeting room is usually a good location).
- If attending online, do you plan to use colored backgrounds or props to show color timing signals? If so, test with the Zoom Master of the meeting before the session begins.

DURING THE MEETING:

- When introduced, explain the timing rules and demonstrate the signal device (timing lights, colored cards, or virtual background).
- Time each Speaker and signal as s/he approaches the time limit. Typically, the green signal is given when the speaker has two minutes before their maximum limit. The yellow signal is given when the speaker has one minute before the maximum limit. The red signal is given when the speaker reached the maximum limit. *The speaker has 30 seconds to complete the speech after reaching the maximum limit.* If desired, show the STOP card if over time.
- Time each Evaluator (2 – 3 minutes each) and Table Topics Speaker (1 – 2 minutes each).
- Record each participant's name and time used for Speakers, Table Topics, and Evaluators.
- When called upon by the General Evaluator, announce the speaker's name and the time taken.

AFTER THE MEETING:

- When in-person, return the supplies to the club.
- Record your role in Base Camp.



WHEN YOU ARE THE AH COUNTER OR GRAMMARIAN



The purpose of the Ah Counter is to note words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. Listen for **INAPPROPRIATE INTERJECTIONS** such as “so,” “but,” “and,” “well,” “you know/ya know,” etc. Common sounds that speakers use as **FILLERS** are “ah,” “um,” “err.” “**LAZY LANGUAGE**” such as “ta” instead of “to” or “gonna” instead of “going” should be reported. *Earn credit toward your path completion by recording the date of your role in Base Camp.*

The role of the Grammarian is to comment on the use of English during the course of the meeting and to record who uses the Word of the Day. As Grammarian, you should note when a speaker uses

GOOD GRAMMAR (i.e. alliteration, triads) as well as **POOR GRAMMAR** (i.e. misuse of singular vs. plural, or repeats a word or phrase such as “I, I,” or “This means, this means”). Listen also for **MISPRONUNCIATION** and **POOR ENUNCIATION, DROPPED CONSONANTS**, and **OTHER MEANINGLESS PHRASES** (blah, blah, blah, whatever, etc.). *Earn credit toward your path completion by recording the date of your role in Base Camp.*

NOTE: You cannot enter the same date for Ah Counter and Grammarian.

PRIOR TO THE MEETING:

- Prepare a brief statement of the duties of the Ah Counter/Grammarian for the benefit of the guests. You will present the Word of the Day; you may want to practice its pronunciation.

UPON ARRIVAL AT THE MEETING:

- Get the Ah Counter/Grammarian’s notebook from the Master Host or download the form from our club website’s Public Downloads page.

DURING THE MEETING:

- When introduced, explain the role of the Ah Counter / Grammarian. Please include the Word of the Day. (If attending in person, you may want to stand as you explain the role.)
- Throughout the meeting, listen for “crutch” sounds and long pauses as fillers and not as a necessary part of sentence structure. Write down how many crutch sounds or words each person used during all portions of the meeting. Listen to everyone’s word usage. Write 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.
- When called upon, give your report. Try to correct usage where there was a misuse instead of only stating what was wrong. Identify positive examples of grammar and who used the Word of the Day.

AFTER THE MEETING:

- When in-person, return the report form to the club.
- Record your role in Base Camp.

WHEN YOU ARE THE BALLOT COUNTER (CONTEST SEASON)

Healthy competition can motivate speakers. During contests* our Club votes on the Best Table Topics Speaker, Best Evaluator, or Best Speaker of the evening.

This meeting role does not earn credit in Pathways. It can, however, provide practice for serving as an official ballot counter at an Area, Division or District competition.



UPON ARRIVAL AT THE MEETING:

- Retrieve the counter's tally sheet from the Contest Chairman, or download the form if instructed to do so.
- Award certificates may be presented when an in-person contest is held. Take the folder to your seat. Awards should be written for Best Table Topics, Best Evaluator, and Best Speaker.

DURING THE MEETING:

- When introduced, explain the role of ballot counter. Explain that the participants will vote for best Table Topics Speaker, Evaluator, and/or Speaker as the contests dictate.
- After the General Evaluator has called for the vote, collect the ballots and feedback sheets from the participants. Count the ballots quietly from your seat if working alone, or in another space with another member. For contests, there may be more than one ballot counter assigned. One method is to have one ballot counter read the names on each ballot and the other counter to create a tally on the list. After determining the winners, fill in their names on the awards and give them to the Contest Master of the Day.

AFTER THE MEETING:

- When in-person, return the awards folder to the club.

WHEN YOU ARE THE SPEAKER

A major portion of each meeting focuses on members giving prepared presentations. Speeches are prepared based on objectives from the Pathways curriculum. Preparation is essential when you are the speaker.

Earn credit toward level completions in Pathways.



PRIOR TO THE MEETING:

- Launch your Pathways project from Base Camp and review the content. Save a copy of the evaluation form (so you can forward it your evaluator at a future date). To derive the most benefit from the Toastmaster program and develop specific competencies associated with the project, schedule time to read the content and review checklists. The average time to review projects in Levels 1, 2 and 3 is 15 to 20 minutes. Projects in Levels 4 and 5 will likely take longer.
- Take some time to think about the speech purpose. Then select your topic, develop an outline, and prepare the speech content.
- As an extension of your speech, prepare a written introduction to be used by the Toastmaster. (Suggestion: write the introduction in third person.) Remember to include the speech title and relevant information to help the audience receive your message. Our club provides a “fill-in form” that can be used which includes sample introductions. Send the completed form to the Toastmaster of the Day and the Club Secretary (because we track member’s progress this way.) A written introduction is preferred several days in advance to allow the Toastmaster time to rehearse. See the Public Downloads section on our club website for “Introduction-SpeakerTemplate”

<https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=Introduction-SpeakerTemplate.doc>.

- Rehearsal is a valuable part of preparation. Consider rehearsing with another club member or you may find value in recording your practice speech and watching the playback to identify areas to improve. (Try a recording using your cell phone or your own “free” Zoom account.)
- Meeting dates are populated on Cream City’s website to help you plan the date of your presentation at the club. To schedule your speech, you may either speak with the Vice President of Education before or after a meeting, or you can send an email to creamcity739100@yahoo.com to request a date. Ordinarily, club meeting dates are planned one year in advance, so you can schedule more than one speech at a time.
- Check the agenda to identify the name of your evaluator. Email or speak to your evaluator to share the name of your project. Discuss your speech goals and personal concerns. Send the evaluation form to your evaluator. (You may want to rename the file and add the title.)
- If your presentation will include a PowerPoint or other technology, coordinate with the Zoom Master and the Toastmaster of the Day 1-2 weeks prior to your presentation. Rehearse if needed with the Zoom Master.
- **READ ME!** Some presentations may be delivered outside of the club! Check your Pathways project for any restrictions and have a discussion with the VP Education to determine if a

form needs to be signed so you earn speech credit. You may want to record your presentation that is given in the community, church, school or workplace (when permission is granted) so you can receive a written evaluation (post-presentation).

WHEN YOU ENTER THE ROOM (OR ZOOM):

- Arrive early. If relevant, check the microphone, video, lighting, background, etc. before guests arrive. Protect yourself from problems that can distract you.
- If attending in-person, sit near the speaking area or in front of the webcam. Practice moving from your seat to the designated speaking area.
- If you did not already do so, communicate the title of your speech, project name and level to the Secretary. (This information helps when we need to verify your presentations.)
- Ensure the Evaluator has your evaluation form before the meeting is called to order.

DURING THE MEETING:

- Give your full attention to the speakers at the lectern. Try to avoid studying your speech notes while someone else is talking.
- When in-person, smoothly leave your chair and approach the designated speaking area. Acknowledge the Toastmaster to exchange control of the lectern. Wait a few seconds to begin your speech, especially if you have asked to be recorded. (This pause also gives you time to breathe and relax!)
- Deliver your speech, knowing that we all want you to succeed. After the applause, return control of the meeting to the Toastmaster.
- During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members from the written evaluations regarding strengths and areas for improvement.

AFTER THE MEETING:

- Receive the evaluation form from your evaluator. Discuss any questions you may have concerning the oral evaluation you received to clarify any misinterpretation.
- Ask the VP of Education to verify any “outside of club” requirements for the project.
- Relaunch Base Camp. Complete the post-assessment to mark the project complete.

RESOURCES FROM OUR CLUB WEBSITE:

- Your Speaking Voice & Gestures: Your Body Speaks
https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=TM_YourSpeakingVoice.pdf
- https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=TM_GesturesYourBodySpeaks.pdf

WHEN YOU ARE THE TABLE TOPICS MASTER



Toastmasters have a tradition that “every member speaks at a meeting”. The Table Topics session is the portion of the meeting which ensures that tradition is kept. The purpose of this session is two-fold.

First, to ensure that every member has at least one opportunity to speak in the meeting — especially those who are not on the agenda or who do not have a major role.

Second, to help people gain comfort and confidence to “think and speak on their feet.” Make your session fun and enjoyable so even the newest of members and visitors are able to participate!

Table Topics Master is a required leadership role in your educational curriculum. Once held, record the date in Base Camp. Also, every path has a project named “Active Listening,” which may be either a required or elective project. The project requires the member to serve as Table Topics Master and to receive a written evaluation for the role.

PRIOR TO THE MEETING:

- If you want project credit, launch the Pathways project “Active Listening” from Base Camp and review the content. (It will either be a Level 2 required project or Level 3 elective.) Save a copy of the evaluation form (so you can forward it your evaluator at a future date).
- Communicate your intention for project credit to the Club Secretary so they can record the information. Notify them if this is a Level 2 or Level 3 project. Ask the VP Education to assign you an evaluator. (Feedback is usually given in written form only.)
- Send the evaluation form to your evaluator.
- Check the agenda to determine the theme and prepare topics to carry out the theme. If no theme is scheduled, the topics are up to you! Review THE TOASTMASTER magazine and other publications for ideas.
- Prepare an introduction for the Table Topics session to explain its purpose and benefit to the members. Plan to keep your comments brief. Why? Your role as facilitator is to give other members and guests a chance to speak. If you are fulfilling the role for project credit, plan extra time for your responses (as directed in the project).
- Note the “Word of the Day” from the agenda so you can encourage participants to use it in their response (when practical).

WHEN YOU ARE THE TABLE TOPICS MASTER, CONTINUED

- Review the agenda and identify the target start and end time of the Table Topics Session. Plan enough topics to fill the segment of time.
- Review the agenda to note names of the Toastmaster, General Evaluator, Speakers, and Evaluators, as these people will be the **last to call upon** for a topics response (time permitting).

DURING THE MEETING:

- When introduced, briefly state the purpose of the Table Topics session. Keep your remarks brief, yet enthusiastic.
- Remind participants of the target time for their response: 1 to 2 minutes.
- Invite participants to use the Word of the Day.
- If visitors are in attendance, ask if they would like to participate (or pass), noting they will have the opportunity to observe others before participating.
- State the topic briefly — then call on the respondent. This sequence serves two purposes: First, it holds everyone’s attention — each is thinking of a response should he or she be called upon to speak; and second, it adds to the value of the impromptu element by giving everyone an opportunity to improve his or her “listening and thinking” skills.
- Watch your total time! Check the agenda and adjust the number of topics to end your segment on time. Even if your portion of the meeting started late, try to end on time to avoid the total meeting running late. It is okay to end early if everyone has been given an opportunity to participate.
- Return control of the lectern to the General Evaluator when your session is complete.

AFTER THE MEETING:

- Record your role in Base Camp for leadership credit . . . or . . . Complete the post-assessment in “Active Listening” to mark the project complete.

NEED A FUN IDEA? Go to: <https://wheelofnames.com> or <https://pickerwheel.com>
They spin and make noise! They can remove used entries! Customizable! It’s Free!
Become proficient in the club, then use it in your workplace!

Wheel of Topics



Wheel of Speakers



WHEN YOU ARE A SPEECH EVALUATOR



An oral evaluation is given to every speaker. In addition to your oral evaluation, you will give the speaker a written evaluation in their manual.

The quality of the evaluation can make the difference between a worthwhile or wasted meeting for the speaker. The real purpose is three fold:

1. Help them recognize what they do well as a speaker
2. Offer practical suggestions to improve their next presentation and identify opportunities that will challenge the speaker to grow.
3. Provide encouragement that builds their confidence and self-esteem.

Speech Evaluator is a required leadership role in your educational curriculum. Once held, record the date in Base Camp. Also, every path has a Level 1 project named "Evaluation and Feedback" which requires you to provide an oral evaluation to a speaker.

PRIOR TO THE MEETING:

- When you are scheduled to evaluate someone, connect with the speaker a few days prior to the meeting to learn about their project. If unfamiliar with the project, ask about the objectives of the project, the competencies the member is learning, and what the speaker hopes to achieve in terms of reaching the audience. Find out which skills or techniques the speaker hopes to strengthen through their presentation. Download the evaluation form from Base Camp if they do not send it to you.
- Evaluation requires some preparation if it is to be of value to the speaker. Review the 3 page evaluation form, including the rubric scale. Remember, the purpose of evaluation is to help people develop their speaking skills in various situations, including platform presentations, discussions and meetings. Achievement equals the sum of ability and motivation. By actively listening and gently offering useful insights, you can motivate members to make improvements. When you show the way to improvement, you've opened the door to strengthening their ability.
- You may wish to practice evaluating outside of the club environment prior to evaluating someone for the first time. Base Camp offers an interactive tutorial. Check it out!

WHEN YOU ENTER THE MEETING ROOM / ZOOM:

- Look for the speaker you are to evaluate and offer a few words of encouragement (in person or via chatbox in Zoom).
- Meet briefly with the General Evaluator to confirm the evaluation session format, especially if you anticipate any changes to the agenda. Confer with the speaker one last time to see if he or she has any specific thing for you to watch/listen for during the presentation.

WHEN YOU ARE AN EVALUATOR, CONTINUED

DURING THE MEETING:

- The Toastmaster of the evening may ask you to read the objectives of the speech (which are listed on the evaluation form). Present the objectives and time requirement when called upon.
- Record your impressions of the speech along with answers to the evaluation elements. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Remember to include specific methods for improving speaking or delivery technique, and end with positive comments that encourage the speaker.
- Evaluations are usually given after all of the speeches are completed. When introduced deliver your oral evaluation (usually 2-3 minutes). Begin and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses. Your oral evaluation time is limited. Don't try to cover too much in your talk. **We suggest using the PEZ or sandwich technique: comment on the personal connection to the presenter/speech topic, offer one or two specific suggestions for improvement, and finish with a strength the speaker should incorporate into their next presentation.**
- Praise a successful speech and specifically tell why it is successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humor, or a good voice. Don't allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, write it but don't mention it aloud. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive when you are the speaker.

AFTER THE MEETING:

- Return the written evaluation form to the speaker. Add a verbal word of encouragement to the speaker if something wasn't mentioned in the oral evaluation.
- Record your role in Base Camp for leadership credit . . . or . . . Complete the post-assessment in "Evaluation and Feedback" to mark the project complete.

RESOURCES:

Download from our club website:

https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=TM_EffectiveEvaluation.pdf

https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=Marking_Projects_Complete.pdf

WHEN YOU ARE THE TOASTMASTER



As Toastmaster of the Day, you serve as the “emcee” and introduce the other members of the program. This is fun! Warm up the audience! Set the stage for the meeting theme. Help the audience prepare to learn, to receive the speakers, and for guests, help them understand the flow of the meeting. The primary duty of the Toastmaster is to act as a welcoming host and lead the first half of the meeting. Bring your smile!

Program participants should be introduced in such a manner as to prepare the audience to listen with interest and attention. It is the Toastmaster who creates an atmosphere of curiosity, expectation and receptivity.

Earn credit toward the Level 3 leadership requirement by recording the date of your role in Base Camp.

DAYS PRIOR TO THE MEETING:

- Check with the Vice President Education to learn if there are any changes to the agenda or if there are any special instructions for the meeting. Agendas are emailed to all members from the club account, creamcity739100@yahoo.com.
- Connect with each speaker to request a prepared introduction. Confirm the speech title, level, project name, and time requested (especially if the speaker requests more than 5-7 minutes). If attending in person, determine if they need any set-up at the front of the room (for props). Set a deadline for introductions and follow-up as needed to give you time to prepare.
- Invite speakers to use the “Introduction Speaker Template” found on our club’s website: <https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=Introduction-SpeakerTemplate.doc>
- Contact the General Evaluator to confirm the assignment. Ask the General Evaluator to contact the other members of the Evaluation Team — Evaluators, Timer, Ah Counter/ Grammarian — and remind them of their responsibilities.
- Review the agenda and be prepared to call upon members who will hold leadership roles (e.g., Timer, Ah Counter/Grammarian, etc.) If you do not know how to pronounce someone’s name, ask them for a phonetic pronunciation to help you.
- Prepare remarks which can be used to bridge the gaps between program segments. You may not use them, but you should be prepared to avoid possible awkward periods of silence.
- Remember that serving as Toastmaster is a valuable experience in your club. The assignment requires preparation in order to have a smoothly run meeting.
- If attending virtually, test any virtual background you plan to use.

WHEN YOU ARE THE TOASTMASTER, CONTINUED

AT THE MEETING:

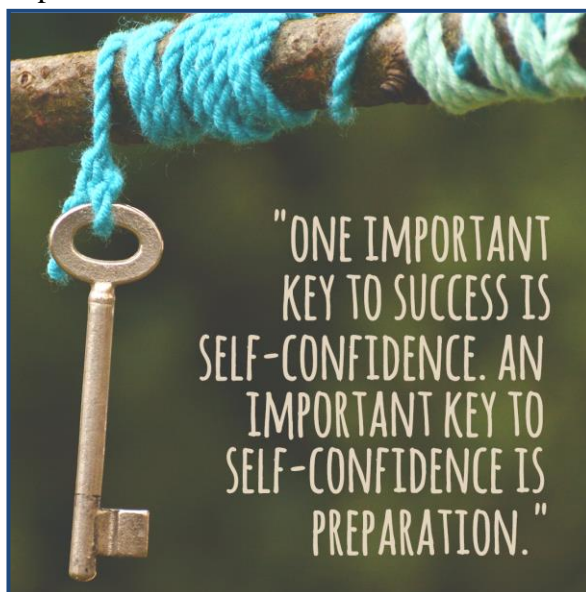
- Arrive early in order to finalize any last-minute details with the agenda.
- Check with speakers and Vice President of Education for any last-minute changes.
- If in-person, sit near the webcam and invite the speakers to do likewise for quick access to the speaking area.
- If attending via Zoom, test your video, camera, lighting, and virtual background.

DURING THE MEETING:

- Preside with sincerity, energy and decisiveness. Take your audience on a pleasant journey and make them feel that all is going well. If time has become a factor due to a longer than usual business meeting, it is your duty to cut your remarks to keep the meeting moving.
- Always lead the applause before and after each prepared speaker, after the evaluators have explained project objectives, and at the transition period to the General Evaluator.
- If in-person at a lectern, remain standing near the lectern after your introduction until the speaker has acknowledged you and assumed control of the meeting; then be seated.
- Introduce each person holding a functionary role: the Ah Counter/Grammarians, the Timer, and General Evaluator. Invite them to give a brief description of their role and how it assists the members. (Follow the agenda for transitions between persons.)
- Before transitioning to the speakers, mention how each member can provide feedback to the speakers (e.g., one minute between speakers to write comments in the chatbox or write on the small generic evaluation form provided at the club).
- Mention the name of the first speaker, call upon their evaluator to explain the project objectives, and confirm the time if it was not mentioned. Then introduce the speaker and lead the applause to welcome the speaker to the virtual or in-person speaking area.
- Lead the applause when a speaker is done. Thank them and offer a brief remark about the content of the presentation. Invite the audience to provide feedback.
- Repeat the process for each prepared speaker.
- Thank all speakers before transitioning out of your role as Toastmaster. For in-person attendees, invite an exchange of written evaluation forms to be given to the speakers.
- Introduce the General Evaluator to lead the second half of the program. (They will call upon the evaluators to provide feedback to the speakers.)

AFTER THE MEETING:

- Record your role in Base Camp.



THE TOASTMASTER'S CHECKLIST

BEFORE THE MEETING:

Connect with the speakers prior to the meeting to confirm their Pathways project. This should be done several days prior to the meeting in which you are scheduled as Toastmaster. One week to three days prior to the meeting, contact the speakers to obtain speech title, manual, and speech number. Remind each speaker to provide their evaluation form to their assigned evaluator.

A few days prior to the meeting, connect with the Vice President of Education to confirm the agenda if it has not been emailed.

Speaker's Name	Pathways Project	Title of Speech	Time

AT THE MEETING:

- Before the meeting starts, make certain everyone understands his or her duties. Use the agenda to reference names (or the rows below).

Timer	Name:
Ah Counter/Grammarian	Name:
Table Topic Master	Name:
General Evaluator	Name:
Evaluator #1	Name:
Evaluator #2	Name:
Evaluator #3	Name:
Evaluator #4	Name:

THE TOASTMASTER'S CHECKLIST, CONTINUED

- Check with the VP Education to review the speaking order of presenters and names of evaluators (in the event there was a change).
- If the presiding officer does not announce agenda changes, do so before any other opening remarks.

WHEN INTRODUCED:

- Acknowledge the President's introduction and recognize your audience (a "formal" recognition could be "Fellow Toastmasters and Guests," though you should certainly use your own style).
- "Warm up" the audience with your prepared remarks (possibly theme related). If the business meeting has run unusually long, cut out your remarks, and keep the meeting running.
- Introduce the Timer, Ah/Counter Grammarian and General Evaluator to explain their role.
- Present the speakers in turn. Call upon the speaker's evaluator to announce the speech objectives. Mention the timing if the evaluator did not state it. Introduce the speaker and their speech title. (See the first page of your checklist.)
- If necessary (when in-person), assist any speaker who needs help with props.
- Between each speaker, allow the audience to provide feedback to the speaker (usually one minute of silence).
- If conducting a contest, call for a vote for the Best Speaker. (Ballots will be provided by the Contest Chair, usually the VP Education.)
- Introduce the General Evaluator to conduct the evaluation segment of the meeting.

WHEN YOU ARE GENERAL EVALUATOR

The General Evaluator observes everything that takes place during the set-up and meeting. You are responsible for the Evaluation Team, which includes the Evaluators, Timer, and Ah Counter / Grammarian. The usual procedure is to have one Evaluator for each prepared speaker. In the event of a training program, a different format might be suggested. Methods of conducting the evaluation sessions are limitless.



Earn credit toward the Level 3 leadership requirement by recording the date of your role in Base Camp.

SEVERAL DAYS PRIOR TO THE MEETING:

- Review the agenda. Check with the Vice President Education to find out how the program will be conducted and if there are any planned deviations from the usual meeting format.
- Prepare a brief explanation on the purpose, techniques, and benefits of evaluation (for the benefit of the guests). Emphasize that evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.
- Review the PDF file “General Evaluator Simple Form” from the club website to help you prepare for your role. It categorizes several meeting elements that you will want to observe. The idea is to note “Meeting Strengths” and “Recommendations for Improvement”. In your oral report to the club, share your feedback within the amount of time allowed.

<https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=GeneralEvaluator-SimpleForm.pdf>

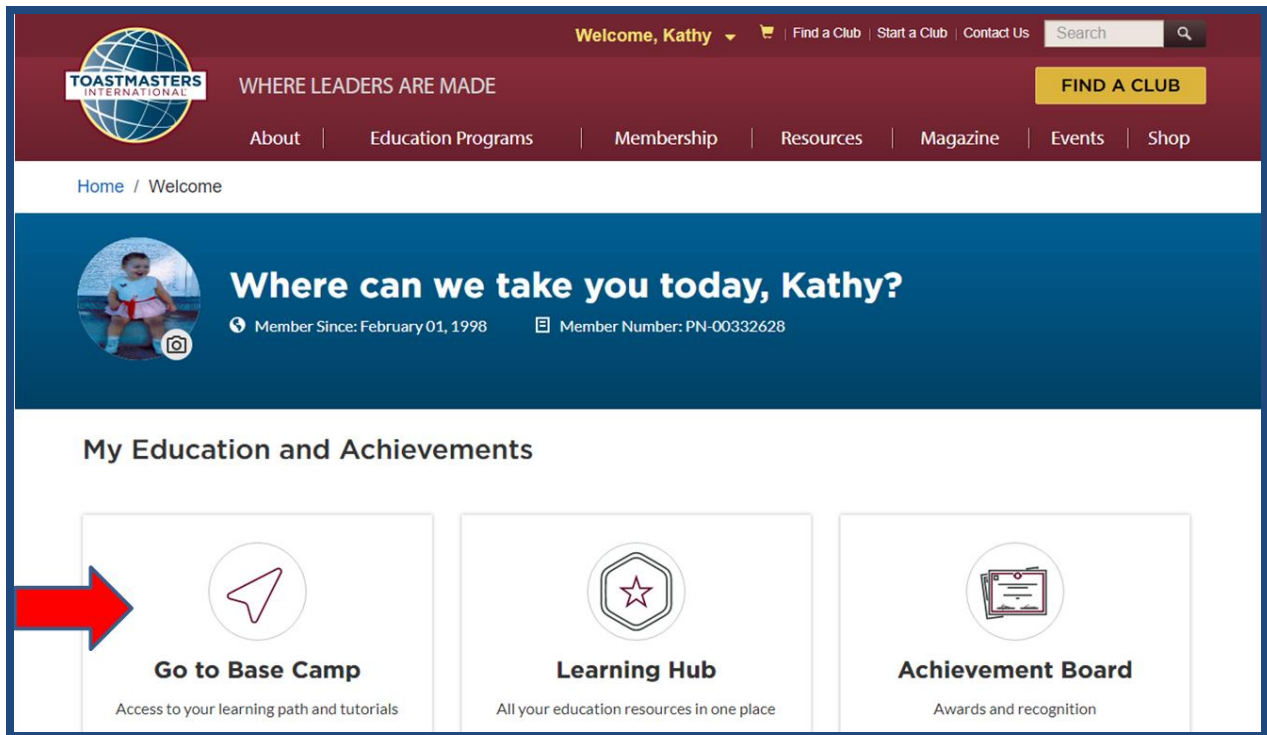
- Contact the Evaluation Team members to remind them of their assignments (Timer and Ah Counter and Grammarian). If they plan to attend the meeting online, direct them to download the record form from the club website to make their task easier. Items are listed in alphabetical order on the Public Downloads page.
- Connect with the evaluators to encourage them. Check in to ensure they know who they will evaluate. This step is important, especially for newer members. Suggest that each Evaluator call or e-mail his or her speaker to talk over any special evaluation requirements suggested in their Pathways project. During the briefing, emphasize that evaluation is a positive, helpful, supportive act. As conscientious Toastmasters, their goal must be to help fellow Toastmasters develop their skills. Emphasize that in the act of evaluating, the self-esteem of the speaker should be preserved or enhanced.

BASE CAMP SUGGESTIONS:

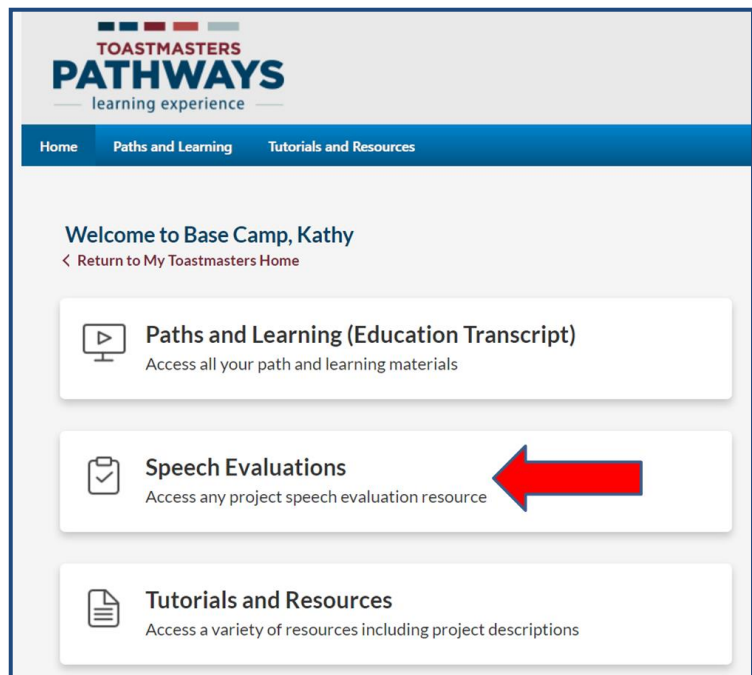
- Encourage evaluators to open Base Camp to review available resources. If they are new to Pathways, invite them to practice completing a Pathways evaluation using the built-in tutorial.

REMEMBER: All Pathways curriculum and tutorials are available to each member through Base Camp. To begin, start at Toastmasters International, www.toastmasters.org.

1. Login using your email address and password.
2. Click on the “Go to Base Camp” icon.



3. Click on Speech Evaluations.



4. Review the “How to Evaluate” tutorial. (Plan for 15-20 minutes.)

TOASTMASTERS PATHWAYS
learning experience

Home Paths and Learning Tutorials and Resources

Speech Evaluations in Pathways

An essential part of the Toastmasters experience is learning how to give and receive constructive feedback. Evaluations are vital to your growth and help you improve and reflect. To practice completing a Pathways evaluation, [review the How to Evaluate tutorial](#).

Base Camp stores all of your evaluations in one place for easy access. To learn more, select the questions below and view the answers.

- How do I access my evaluation resource on Base Camp?
- How do I give my evaluator access to my evaluation resource?
- How do I save my evaluation resources on Base Camp?
- How can Base Camp help me fulfill my role as an evaluator?
- How do I request and view feedback on Base Camp?

5. Evaluation forms for every Pathways project are available for download. (Project names are listed in alphabetical order and begin in column one, then wrap to the top of column two, etc.) Select the evaluation form for the project. (A Generic form is available, too!)

Evaluation Resources

Select a project title below to view the evaluation resource.

Active Listening	Effective Body Language	Introduction to Toastmasters Mentoring	Managing Time	Reflect On Your Path
Advanced Mentoring	Engage Your Audience with Humor	Know Your Sense of Humor	Mentoring	Researching and Presenting
Building a Social Media Presence	Ethical Leadership	Lead in Any Situation	Moderate a Panel Discussion	Successful Collaboration
Communicate Change	Evaluation and Feedback—Evaluation Resource 1	Leading in Difficult Situations	Motivate Others	Team Building

6. Click on Launch. The file opens as a fillable PDF document.

Active Listening—Evaluation Resource

Details

This evaluation resource is for the “Active Listening” project. Use it in your club to evaluate a member completing this project. You can download and complete the resource on your device, or print and complete it by hand. How you choose to complete the evaluation depends on your preference and the preference of the member you are evaluating.

Internet speeds vary depending on your internet service provider and the country you live in. **Some items on Base Camp may take longer to load than others.**

Before launching this item, **ensure that your pop-up blocker is**

Completed
Training was successfully completed and recorded to [your transcript](#).

Launch

WHEN YOU ARE GENERAL EVALUATOR, CONTINUED

UPON ARRIVAL AT THE MEETING:

- Greet your evaluation team. Consult with the VP Education to arrange for a substitute if someone from your team has cancelled.
- Ensure that individual Evaluators have reviewed the Speaker's evaluation form. (This check-in can be done via chatbox if attending virtually.)
- Download the PDF file "General Evaluator Simple Form" from the club website if you will attend online. If attending in-person, the club has copies of the form in the supplies case.
- Distribute the small generic evaluation forms to in-person attendees.

DURING THE MEETING:

- Use the "General Evaluator Simple Form" to take notes during the meeting.
- Look for good examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to re-evaluate the speakers, your role is to evaluate the meeting.
- Brief the audience on your role as General Evaluator when called upon to do so. Precisely describe what way and how you handle the function. Invite all members and visitors to provide feedback to the prepared speakers.
- When introduced to conduct the evaluation phase of the meeting, introduce each evaluator. After each recitation, thank the Evaluator for their efforts.
- Introduce the Table Topics Master. When Table Topics are complete, you will be resume control of the meeting.
- Identify the Timer and call for the report. Identify the Ah Counter/Grammarians and call for the report.
- Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?
- Invite guests to offer feedback. (Limit their time if needed – invite the timer to time responses, especially if meeting is running long.)
- Return control of the meeting to the Presiding Officer.

AFTER THE MEETING:

- Record your role in Base Camp.

RESOURCE:

<https://creamcity.toastmastersclubs.org/jdownload.cgi?action=download&path=GeneralEvaluator-SimpleForm.pdf>

THE GENERAL EVALUATOR'S CHECKLIST

Name: _____ Date of Meeting: _____

DAYS BEFORE THE MEETING:

It is your duty to contact individual Evaluators and the Evaluation Team to make certain they are aware of their assignments. Check with the assigned Toastmaster to ensure that his/her program participants will be in attendance. Is there a Speaker for each Evaluator?

WHEN INTRODUCED:

- Thank the Toastmaster for introducing you.
- Introduce each Evaluator. (e.g., "Kris, please share your observations about Casandra's presentation.")

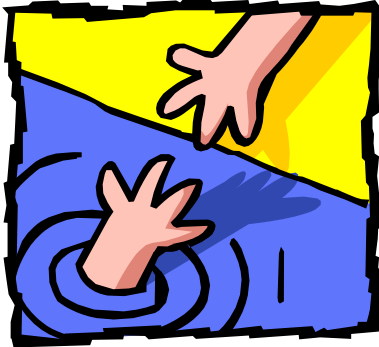
Evaluator:	Speaker:
Evaluator:	Speaker:
Evaluator:	Speaker:
Evaluator:	Speaker:

- Introduce the Table Topics Master. Invite him/her to explain the purpose of Table Topics.
- Call for a collection of the individual evaluation forms and distribute to speakers.
- Ask for Timer's Report & Ah Counter/Grammarians Report
- Present your evaluation of the meeting and quality of oral evaluations. Report on good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. For your evaluation of the meeting, you should also use the sandwich technique. State something that went well, an area for improvement, and a strength the club shared in the meeting overall.
- If desired, share a word of appreciation for those who have made the program successful.
- Ask guests for their feedback.
- Return control of the meeting to the Presiding Officer.

NEW MEMBER MENTOR GUIDE

INTRODUCTION

For more information about the mentor program, contact the VP of Education. We recommend that you and your mentor set up an initial meeting away from the regular Toastmaster Meeting to discuss your goals. Subsequent contact can be done by phone, via e-mail, or Zoom.



MENTOR PROGRAM MISSION STATEMENT

(Taken directly from materials prepared by Jim Hughes, DTM)

A mentor is an experienced member who guides and advises another member. The mentor's objective is to support the mentee (new member) in accomplishing his/her goals, developing his/her talents and successfully fulfilling his/her club commitments.

MOST COMMON RESPONSIBILITIES OF A MENTOR:

- Answer or help find the answer to the new member's Toastmaster-related questions
- Explain the various duties on the agenda as the new member is assigned them, especially for the first time
- Provide feedback on speeches and evaluations
- Offer encouragement
- Help support the mentee in accomplishing his/her goals
- Once the mentee has become comfortable with the club, offer suggestions for growth, such as competing in speech contests and becoming an officer

RESPONSIBILITIES OF THE MENTEE:

- Attend New Member Orientation.
- Work with your mentor to develop a relationship that can best meet your needs and the availability of the mentor.
- Be prepared. Read the relevant pages in your new member handbook and the Pathways project so conversation can be fruitful.
- Contact your mentor when you have questions.
- Mentoring can be for one speech or extended through Level 1 (as requested).
- Not all relationships work out. If you'd like to be assigned a new mentor, please contact the VP Education.

TOASTMASTERS INTERNATIONAL SPEECH CONTEST PROGRESSION CYCLE

Cream City Communicators, Club #739100

International Contest: Club Level Competition is usually held January

Other Contests: Determined by District 35

Additional contests throughout the year may include:

Evaluation Contest

Table Topics Contest

Humorous Contest or Tall Tales Contest

To be eligible for competition, a contestant must:

1. Be a member in good standing (current in club dues), with a club in good standing
2. May not be District Officer
3. May not be promoted as a presenter at the Spring Conference (for District level competition)
4. Contestants for the International Contest must have completed Pathways Levels 1 & 2 or be a DTM from the traditional educational program.



Area D-1 Competition

Dates are typically announced during the Area Director's visit and on D35 website.

The first place contestant from each Club competes. (Sometimes 2nd place also competes)



Division D Competition

Dates of Division Competition are usually posted on the D35 website.

Usually held one month prior to District 35's Spring Conference.

The first place contestant from each Area competes.



District 35 Competition

Contest is usually held on Friday/Saturday during the Spring Conference.

Usually posted on the D35 website.

The first place contestant from each Division competes.



Regional, Semi-Final & World Championship Competition – International Contest Only

The World Championship of Public Speaking takes place in August.

The first place contestant from each District competes in the Regional contest,
then there is advancement to the Semi-finals.

1st Place winners advance to compete for the title of "World Champion of Public Speaking"

CLUB OFFICERS HELP YOU ACHIEVE YOUR GOALS!

Club officers are elected by the membership, usually during the first meeting in May. The Toastmaster program year runs from July 1 thru June 30. Officer training is conducted twice a year, once in summer and once in winter.

All members are welcome to attend training in any Division / District.

See the current list of club officers at <https://creamcity.toastmastersclubs.org/ClubOfficers.html>

Contact any of our officers at: creamcity739100@yahoo.com

COMMUNICATE WITH OFFICERS IN YOUR FIRST WEEKS OF MEMBERSHIP:

- Talk with the Club President to communicate your personal goals related to Toastmasters and Cream City Communicators. Your goals will be added to the Club Success Plan for the current (or next) program year.
- Talk with the VP of Education to schedule your presentations and/or leadership roles.
- Talk with the VP of Membership to prepare your member profile (for website).
- Talk with the Club Secretary to sign a release form so we can post your name and photo on the club's website. For **every speech**, give the title and project to the Secretary.
- Talk with the Treasurer if you need a receipt for your dues (and to renew semi-annual dues).
- Talk with the Master Host (or use chatbox feature in Zoom) when logging into virtual sessions to help us get to know you. The Master Host can also share their insights about how to prepare for meeting roles based on their experience and introduce you to other members. When in-person, a team of greeters will assist you with accessing club supplies.
- Talk with the District Officer to learn about opportunities throughout the state, upcoming conferences and conventions, etc.