



Welcome to Fearless Speakers Toastmasters!

Dear Guest:

This packet of information is intended to familiarize you with the approach used by Toastmasters International and our club to help you become comfortable with speaking in front of groups of people – whether it be leading a meeting or making a presentation before your management or peers. We are Fearless Speakers and our mission is helping members become the best versions of themselves by providing 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.

If you would like to learn more about Toastmasters on the web, please visit the Toastmasters International website at www.toastmasters.org or our website at <http://9120.toastmastersclubs.org>.

As a member you will gain experience through working towards achieving digital badges and educational awards; the highest is the Distinguished Toastmaster Award.













Our meetings are:

**7 AM (sharp) every Tuesday at:
Maricopa County Community College District
2419 W. 14th St.
Tempe, Az 85281**

Visit our web site: <http://9120.toastmastersclubs.org>
Join us on Facebook: <https://www.facebook.com/fearlesstoastmasters>
Questions: contact-9120@toastmastersclubs.org

Many Learning Paths to Choose From!

 <h3>DYNAMIC LEADERSHIP</h3> <p>This path helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a "High Performance Leadership" project of your design.</p>	 <h3>EFFECTIVE COACHING</h3> <p>This path helps you build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. This path culminates in a "High Performance Leadership" project of your design.</p>	 <h3>INNOVATIVE PLANNING</h3> <p>This path helps you build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions. This path culminates in a "High Performance Leadership" project of your design.</p>	 <h3>LEADERSHIP DEVELOPMENT</h3> <p>This path helps you build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.</p>	 <h3>MOTIVATIONAL STRATEGIES</h3> <p>This path helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together—including public speaking.</p>
 <h3>PERSUASIVE INFLUENCE</h3> <p>This path helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a "High Performance Leadership" project of your design.</p>	 <h3>PRESENTATION MASTERY</h3> <p>This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.</p>	 <h3>STRATEGIC RELATIONSHIPS</h3> <p>This path helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization.</p>	 <h3>TEAM COLLABORATION</h3> <p>This path helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills.</p>	 <h3>VISIONARY COMMUNICATION</h3> <p>This path helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision.</p>

- Earn digital badges on Base Camp to show fellow club members all you've done. Receive a path badge when you finish a path. Every time you complete a level, you'll receive level badges signifying your **achievement**.
- Receive digital certificates whenever you reach important milestones in Pathways. Print your certificates from Base Camp, and when you complete a path, you can request a printed version from World Headquarters.
- Enjoy a celebratory email from the International President congratulating you on your success when you complete a path. You may also request a printed version of this commemorative message from World Headquarters.
- Learn more about pathways <http://9120.toastmastersclubs.org/Pathways.html>

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 ▶ Effective presentation delivery	▶ Clear communication ▶ Confidence	▶ Effective employee communication ▶ Better leaders
▶ Weekly interactive meetings	▶ Ongoing experience ▶ Overcoming fears	▶ Skill reinforcement	▶ Improved morale ▶ Enhanced performance
▶ Table Topics™	▶ Thinking quickly	▶ Self-confidence	▶ Better customer communication
▶ Evaluations	▶ Keen listening skills ▶ Constructive feedback	▶ Increased self-awareness ▶ 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 ▶ Self-confidence and poise	▶ Effectively lead meetings	▶ Increased productivity
▶ Small groups	▶ A supportive environment ▶ A positive atmosphere	▶ Relationship-building	▶ Better teamwork ▶ Improved retention
▶ Opportunity to fulfill officer roles	▶ Leadership development opportunities	▶ Leadership growth ▶ Career advancement	▶ Better leaders
▶ Affordable dues	▶ Cost effectiveness	▶ Positive return on investment	▶ Positive return on investment

Fearless Speakers

Toastmasters International

Club # 9120

Terms and Functionaries

A meeting agenda, prepared by the Toastmaster, outlines the sequence of events for each meeting and identifies who is participating in what activity and at what time. The following explanation of terms and program participants will help you to understand the jobs performed by our “functionaries:”

Toastmaster: Prepares the details of the agenda for the meeting, makes introductions of functionaries, introduces guests, makes sure the meeting stays on topic and on time.

Word of the Day: A word is selected and its use defined by the Grammarian. Its use during Table Topics helps expand our vocabularies.

Ah Counter: Calls our attention to the Ahs, Ers, Ums (or other sounds used as fillers) by ringing a bell each time a speaker utter such sounds or filler. The bell brings our attention to these speech crutches when we use them. Toastmasters, Evaluators and participants in Table Topics are subject to the Ah Counter bell. Formal speakers are not because they have the benefit of the full evaluations.

Timer: Speakers, evaluators and participants in Table Topics are instructed to speak within specific time limits. Warning lights are used to guide them through their allotted time by signaling the minimum, midpoint and maximum times.

Grammarian: Announces the “Word of the Day”, giving the definition and usage. The Grammarian also reminds members that the “Word” must be used by all Table Topic Speakers. The Grammarian also listens for proper and correct grammatical usage.

Table Topics: An exercise in impromptu speaking. An assigned Table Topic Master will ask questions of those members not assigned as speakers or evaluators for the meeting. All Table Topics speakers are required to use the “Word of the Day” in their response. They must speak within the specified one to two minutes allowed. Guests are invited to participate.

Formal Speeches: Members scheduled to speak give speeches of varying lengths. Beginning with the “Ice Breaker” speech, each Toastmaster progresses through a series of 10 speech projects as outlined in the “Communication and Leadership” manual. Each speech project focuses on some aspect of effective speaking; however, the speaker chooses the topic. Upon successful completion of the 10 manual speeches, the club member is awarded a designation of Competent Communicator (CC).

Evaluators: Each formal speaker receives an objective evaluation of their presentation following their speech from a designated Evaluator. Other members provide additional written evaluation notes for the speaker to read after the meeting. A well-balanced evaluation points out both the strong points of the speaker’s presentation as well as suggested areas for improvement. Guests are invited to participate in the written evaluations for the formal speakers.

General Evaluator: The General Evaluator introduces the various speech evaluators, asks for the functionaries’ reports, and makes comments about the overall meeting and protocol.

Hints for your Icebreaker Speech

Here are some ideas to help you out with your icebreaker.

When you work on the icebreaker speech, it's best not to try to tell us everything about yourself. You just can't do that in 4-6 minutes. Instead, pick some aspect of your life and focus on that. For example: your family, or your career or your life as a kid, or your hobbies. Maybe you can combine a couple of ideas, if they're short ones. These are just examples. Pick anything you want to tell us about yourself.

The main thing about an icebreaker is that it has 3 purposes:

- (1) to let us know a bit about you;
- (2) to start getting you feeling comfortable in front of us;
- (3) to let you know what we think are your current speaking strengths, and areas that we think you should concentrate on improving for your next speech.

That third item is a benefit of every speech you give in Toastmasters. If you don't feel that the person who evaluated you helped you enough to see your good points and areas that could be improved, ask other members for their opinions on your speech. Many members frequently ask a couple of Toastmasters for their opinions after the meeting, so that we get different viewpoints.

One thing to always remember about evaluators is they don't have all the answers and some people do a better job than others. When an evaluator says something, they're just giving you their opinion. You don't have to agree with it. But if several people give you the same opinion, then you have to start giving it some serious thought.

Rio Copa wants to help you start out your speaking workshop experience in the best way possible. So, if you have any questions about anything, or want some help with your speech, just let us know. If you haven't been assigned a mentor, or don't know who it is, ask one of the club officers. You should strongly consider having that person or a friend listen to your Ice Breaker before the meeting, just to increase your comfort level, and maybe offer some suggestions.

If you're still stuck, here is a simple 'FORD' model to follow for your icebreaker speech:

Family
Occupation
Reason you're here today
Dreams

Download your Ice Breaker Project here:

<http://9120.toastmastersclubs.org/Pathways.html>



CLUBS WITHIN DISTRICTS

MEMBERSHIP APPLICATION & PAYMENT INFORMATION

Prospective members should follow the instructions provided below for becoming a club member.

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.

For questions, please contact membership@toastmasters.org.

MEMBERSHIP APPLICATION

Club Information

This section is completed by a club officer.

9120 **Fearless Speakers** **Tempe Az**

Club number Club name Club city

- ☐ Male
☐ Female

Applicant Information

This section is completed by the applicant.

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

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.

1. New member fee (US\$20)

US\$ _____

Paid only by new members, this fee covers the cost of the New Member Kit and processing

2. Membership dues (International only)

US\$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month at US\$7.50 per month:

- | | | |
|--|---|--|
| <input type="checkbox"/> October: US\$45 | <input type="checkbox"/> February: US\$15 | <input type="checkbox"/> June: US\$30 |
| <input type="checkbox"/> November: US\$37.50 | <input type="checkbox"/> March: US\$7.50 | <input type="checkbox"/> July: US\$22.50 |
| <input type="checkbox"/> December: US\$30 | <input type="checkbox"/> April: US\$45 | <input type="checkbox"/> August: US\$15 |
| <input type="checkbox"/> January: US\$22.50 | <input type="checkbox"/> May: US\$37.50 | <input type="checkbox"/> September: US\$7.50 |

I want my membership to begin: _____
Month/Year

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

New Member Kit Preference

This section is completed by the applicant if a new member.

- | | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Deutsch | <input type="checkbox"/> Português |
| <input type="checkbox"/> العربية | <input type="checkbox"/> 简体中文 | <input type="checkbox"/> Accessible PDF on CD for the visually impaired (English only) |
| <input type="checkbox"/> 繁體中文 | <input type="checkbox"/> 日本語 | |
| <input type="checkbox"/> Français | <input type="checkbox"/> Español | |

1a. California sales tax (US\$1.60)

US\$ _____

Paid only by members of California clubs, sales tax is 8%.

3. Total payment to Toastmasters International

US\$ _____

Total of 1, 1a, and 2.

Club Dues and Fees Worksheet

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

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

Club new member fee _____

Club dues _____

Total payment to club _____

Club Dues (\$1/mo):

Apr/Oct - \$6
May/Nov - \$5
Jun/Dec - \$4
Jul/Jan - \$3
Aug/Feb - \$2
Sep/Mar - \$1

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 governing documents and policies of Toastmasters International 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.

By submitting this application, I agree to 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. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify addresschanges@toastmasters.org of any change to my personal information and make requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes and that the failure to provide this information may prevent my application from being properly processed or the inclusion of my contact information in the members directory.

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 Member Clubs of Toastmasters International.

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

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 speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals
- ▶ 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 maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Verification of Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of 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.

Applicant's signature

Date

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, P.O. Box 9052, Mission Viejo, CA 92690, U.S.A., or fax to +1 949-858-1207. 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 _____