

The Toasted Sandwich Guest Welcome Pack

District 91, Division H, Area 37, Club 782690



WHERE LEADERS ARE MADE



Club Officers

President

Antonio Salituro

VP Education

Sarah Brisley

VP Membership

Valentina Nappo

VP Public Relations

Oumaima Rebouzi

Secretary

Sylvia Lobo

Treasurer

Fatma Salahioğlu

Sergeant at Arms

Sarah Brisley

When do we meet?

Wednesday lunchtime,
12:00 - 13:00

Join our Zoom Meeting:



More Information

Our Website

<https://www.thetoastedsandwich.org/>

Our Email Address

TheToastedSandwichToastmasters@gmail.com

Our Facebook

<https://www.facebook.com/thetoastedsandwich>

**Toastmasters
International**

www.toastmasters.org

Welcome to the Toasted Sandwich

Whether you want to quietly observe or loudly participate, we are very glad that you are joining us today. Every member was once a guest, so we appreciate the courage it takes to walk into a room full of strangers and we understand the importance of feeling welcome.

We aim to provide a supportive environment for you to develop and/or enhance communication, listening and leadership skills. Some people come to overcome public speaking nerves and others because they enjoy public speaking and want to improve with peer support.

We have prepared this welcome booklet to help answer any initial questions you may have.

In this booklet, you will find:

1. An introduction to our meetings, how they run and the role descriptions.
2. A brief introduction to Toastmasters International.
3. A New Member Profile – this will be used by the Vice President Education to help you with your learning journey.
4. A Membership Application Form – if you choose to join, the Vice President Membership will help you complete this form.

Please do ask any member for help or further information, and any of the committee would be more than happy to help with the application form at the end, should you decide to join us.

We hope you enjoy today's meeting, and we look forward to welcoming you again in the future.



Our Meetings

Regular attendees get used to the formal way meetings are run, however you may find them a bit bewildering at first. Here are a few things to be aware of:

- We clap a lot; this is to support and encourage members.
- We shake hands a lot, this is a way of symbolically handing over control of the meeting from one person to another.
- Speeches are timed, and speakers shown red, yellow and green cards. This is to help them keep on track and within the time allocated.
- We have formal-sounding roles such as Toastmaster and Grammarian. These are briefly explained below.

Meeting Roles

Our roles rotate from meeting to meeting, allowing everyone to have a turn.

Toastmaster: is the person who essentially runs the meeting, working with the Timer to keep the meeting on track.

Ah Counter: keeps track of everyone's crutch and filler words and sounds, such as "Ah, Uh, Um" and "so, but, well, you know", giving feedback and suggestions for improvement at the end.

Grammarian: watches out for great (and not so great) uses of the language. They also introduce the 'Word of the Day' for everyone to incorporate into their speaking throughout the meeting.

Timekeeper: keeps track of time to ensure the meeting runs to time. They give visual cues to let speakers know how they're doing with respect to time using coloured cards.

Table Topics Master: is responsible for coming up with Table Topics, explaining and running the Table Topics section of the meeting.

Table Topics Evaluator: gives feedback on how well each individual TT speaker has done and points out areas for improvement.

Speaker: is any member who has scheduled a speech to fulfil an assignment for their respective educational path. They will prepare their speech beforehand and present it during the meeting.

Speech Evaluator: is responsible for introducing the Speaker and evaluating their speech with respect to the assignment the Speaker is on.

General Evaluator: evaluates anything and everything that takes place throughout the meeting, giving a report at the end with examples of what went well and what could be improved.



What is Toastmasters International?

Since 1924, Toastmasters International has been recognized as the leading organization dedicated to communication and leadership skills development. Through its worldwide network of clubs, each week, Toastmasters helps more than a quarter million men and women of every ethnicity, education level and profession build their competence in communication so they can gain the confidence to lead others.

By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge. They learn to tell their stories. They listen and answer. They plan and lead. They give feedback — and accept it. They find their path to leadership.

280,000+
members

144
countries

14,700+
clubs

What is Pathways?

The Toastmasters Pathways is an online educational platform developed around the five core competencies identified by the Board of Directors:

1
Public Speaking

2
Interpersonal
Communication

3
Strategic
Leadership

4
Management

5
Confidence

Pathways helps you learn communication and leadership skills via assignments within various modules divided into five different levels. The Pathways Programme gives you:

- The opportunity to build up to 300 unique competencies
- 11 specialised learning paths to choose from
- Online content, so that you can learn anytime, anywhere
- Real-world, transferrable skills

When you first access Pathways, you will take an online assessment of your skills, interests and goals. Once you're finished, the assessment will recommend the three paths that best match your responses. If you don't want to work in a recommended path, you are free to select whichever path you prefer.



NEW MEMBER PROFILE

Personal Data

Name _____ Occupation _____

Best way to contact you _____ Employer _____

Accomplishments and interests _____

Personal and career goals _____

Name of sponsor _____ Name of mentor _____

Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club? _____

Does your job or profession require you to speak in front of an audience? _____

How would you describe your current skill level as a speaker? _____

How would you describe your current skill level as a leader? _____

Do you have any specific concerns relative to speaking in front of an audience? _____

Do you have any specific concerns about leading a group? _____

Why did you decide to join a Toastmasters club? _____

Communication and Leadership Skills

What specific skills do you want to improve?

- | | |
|--|---|
| <input type="checkbox"/> Persuading others | <input type="checkbox"/> Leading meetings |
| <input type="checkbox"/> Expressing ideas clearly | <input type="checkbox"/> Listening effectively and critically |
| <input type="checkbox"/> Improving public speaking skills | <input type="checkbox"/> Evaluating others tactfully and constructively |
| <input type="checkbox"/> Writing and delivering speeches | <input type="checkbox"/> Accepting helpful criticism gracefully |
| <input type="checkbox"/> Improving self-confidence | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Thinking quickly and clearly under pressure | <input type="checkbox"/> Other (specify) _____ |



Distribution: Member / Club file / Vice President Education / Mentor

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MEMBERSHIP APPLICATION & PAYMENT INFORMATION



To become a club member, please

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

MEMBERSHIP APPLICATION

Club Information

This section is completed by a club officer.

782690

Toasted Sandwich

Sandwich, Kent

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. The Toastmaster International Membership year runs from 1st October to 30th September. Membership is renewed twice a year, in April and September. Members joining part way through the year are charged a reduced rate, pro-rated as shown below.

1. New member fee (£20)

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

I want my membership to begin: _____
Month/Year

2. Membership dues

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

Joining Month		Club Charge
April	October	£66.00
May	November	£55.00
June	December	£44.00
July	January	£33.00
August	February	£22.00
September	March	£11.00

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. 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.

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

Please pay your dues via bank transfer using the details below addressed to "The Toasted Sandwich".

Account name: **The Toasted Sandwich**

Bank provider: **NatWest Bank**

Account number: **34648763**

Sort code: **52-30-23**

Please use your surname as a Reference.

After completing the transfer, please email the Club to let us know.