



Gopher Toastmasters Club #183  
Area 45 -Metro Division -District 6

**Toastmasters Where Leaders Are Made**

# **Gopher Welcomes You!**

**Our Club Invites you to join us the**

**1<sup>st</sup> & 3<sup>rd</sup> Mondays of the Month**

**6:00 p.m. to 7:30 p.m.**

**Cowles Center for the Arts.  
528 Hennepin Ave S, Room 210  
(near Target Center & Warehouse Light rail station)  
Minneapolis, MN 55402**

**Focus on building community through unique  
Communication and engaged Leadership**

**Find us on [meetup.com](https://www.meetup.com)**



Gopher offers an opportunity for the Brand-New Toastmaster or the Long-Term Toastmaster, to learn leadership and communications skills from a wide variety of speakers.

At our meetings, on the first and third\* Mondays of every month, you will find Speakers who have been invited to share their expertise on many various topics:

#### Communications

- Prepared, manual speeches
- Impromptu Table Topics
- Guest Speakers
- Live speech and meeting evaluations

#### Leadership Essentials

- Speech evaluations
- Time keeper
- Language and Grammar feedback
- Agendas to maximize meeting time

Just by joining Toastmasters, you'll be networked in through an organization that meets in 122 countries, with millions of international members.

Ask me about signing up today; we'll see you at the next meeting.

**Seth Parker, ACS, ALB**  
**VP Membership – Gopher 2014-2015**

*\*Meeting times may fall on holidays or other events that would re-schedule our 1<sup>st</sup> and 3<sup>d</sup> Monday meetings. Updated Schedules will always be communicated to everyone to ensure correct meeting times. Please find us on meetup, or provide us your e-mail address to keep in the loop. Thank you!*



**Gopher Toastmasters Club #183**

Metro Division: Area 45: District 6

Every toastmaster will have 3 things to start off with the Gopher club.

1. Communication project manual
2. Leadership training
3. A Mentor, to help navigate your toastmaster journey

Visit this page to see the first speech all toastmasters give:

<http://www.toastmasters.org/EN1167F.aspx>

You can work on this now, and give the speech when you're prepared.

Visit this page to see what working with a mentor will do:

<http://www.toastmasters.org/Members/MemberExperience/ClubMentoring.aspx>

You are invited to be part of our wonderfully effective and diverse group. We are here to help you find a way to your next goals.

Click here to [sign](#) up, or email me [Me](#) about signing up today,

**Seth Parker, ACS, ALB**  
**VP of Membership – Gopher 2014-2015**



# CLUBS WITHIN DISTRICTS MEMBERSHIP APPLICATION

For faster service, add and pay for your new members online at [www.toastmasters.org/members](http://www.toastmasters.org/members)

Club Number: \_\_\_\_\_ District Number: \_\_\_\_\_

Club Name: \_\_\_\_\_ City: \_\_\_\_\_

Membership Type:      New                  Reinstated (break in membership)                  Renewing (no break in membership)                  Dual  
Transfer from club number /name \_\_\_\_\_ / \_\_\_\_\_      Member Number (if known) \_\_\_\_\_

\_\_\_\_\_ Female  
Last Name / Surname                                  First Name                                  Middle Name                                  Male

Other Address Information (Company Name, Mail Stop, Floor/Building Number)

Address Line 1 (The monthly *Toastmaster* magazine will be sent to this address) (Limit 35 characters)

Address Line 2 (Limit 35 characters)

City                                  State/Province                                  Country                                  ZIP/Postal Code

Home Phone                                  Mobile Phone                                  Work Phone

Email Address

Please do not send promotions to me from Toastmasters International's partners.

- 1. NEW MEMBER FEE ..... U.S. \$20.00 \$ \_\_\_\_\_  
*Paid only by new members. Covers costs of the New Member Kit and processing.*
- 1a. California clubs add 8% sales tax (\$1.60) \$ \_\_\_\_\_
- 2. Membership Dues (all members) Begin Date \_\_\_\_\_  
*Pro-rated at \$6.00 per month.*                                  Month/Year

  - October                  or                  April                  U.S. \$36.00      \$ \_\_\_\_\_
  - November              or                  May                  30.00
  - December              or                  June                  24.00
  - January                  or                  July                  18.00
  - February                or                  August              12.00
  - March                    or                  September        6.00

- 3. Total of 1, 1a, and 2 \$ \_\_\_\_\_

**New Member Kit preference:**

- English
- Arabic
- Simplified Chinese
- Traditional Chinese
- French
- German
- Japanese
- Spanish
- Visually Impaired
- Accessible (English only)

*Selected materials in the new member kit are available in English only.*

**PAYMENT INFORMATION** Choose one:  
Check or money order in U.S. funds drawn on a U.S. bank, or credit card payment, must be included.  
Line 3 is the amount payable to Toastmasters International.

**Note:** Your club may also charge dues to meet club expenses. Unfortunately, WHQ is unable to charge club dues on the credit card submitted. Club dues must be paid directly to the club.  
**Dues and fees are payable in advance and are not refundable or transferable.**

Check:      No. \_\_\_\_\_      Amount \$ \_\_\_\_\_  
Credit Card:      MasterCard      Visa      AMEX      Discover  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Signature / Name on Card \_\_\_\_\_  
Other \_\_\_\_\_

**Club Dues Worksheet  
FOR CLUB USE ONLY**

International fees and dues: \$ \_\_\_\_\_  
(from Line 3 on left)

Club New Member Fee: \_\_\_\_\_

Club Dues: \_\_\_\_\_

Total: \$ \_\_\_\_\_

**New / Reinstated / Dual Member Sponsor:** The person who recruited and/or encouraged the member to join.

Last Name / Surname	First Name	Middle Name
Sponsor's District Number	Sponsor's Home Club Number	Member Number (if known)

**NOTE: TO ENSURE PROPER CREDIT, THE SPONSOR'S FULL FIRST AND LAST NAME AND HOME CLUB NUMBER MUST APPEAR.**

### 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, 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](mailto:addresschanges@toastmasters.org) of any change to my personal information, including making any 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 inclusion of my contact information in the members' directory.

### 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 educational and recognition programs
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

I confirm that a completed new member application for this member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of a club officer. Questions should be directed to the **Membership department: [membership@toastmasters.org](mailto:membership@toastmasters.org)**.

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 International Club Constitution.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: \_\_\_\_\_  
APPLICANT

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 hand-written signature.

Signed: \_\_\_\_\_  
CLUB OFFICER

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

CLUB OFFICER – Please keep a copy for your club's records. If paying online, go to [www.toastmasters.org/members](http://www.toastmasters.org/members), and log in. If mailing, send to: Membership, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690 USA. If faxing, send to: 949-858-1207.

**Note:** Please submit information via one method only to avoid duplication. For fastest results, enter new members online.

**EXECUTIVE SUMMARY:**

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.

**OBJECTIVES:**

- ▶ To begin speaking before an audience.
- ▶ To discover speaking skills you already have and skills that need some attention.

**Time:** Four to six minutes

# THE ICE BREAKER

By now you've heard speeches by club members and have probably participated in Table Topics. This is your opportunity to give your first prepared talk and "break the ice."

The best way to begin your speaking experience is to talk about a familiar subject – yourself. Of course, this subject is too broad for a short four- to six-minute presentation. You must narrow it by selecting three or four interesting aspects of your life that will give your fellow club members insight and understanding of you as an individual. These might include your birthplace, education, or family. You could explain how you came to be in your present occupation and tell the audience something about your ambitions. Or you could explain the effect an incident from your youth has had on your life. One speaker donned hats as she talked about her life. She wore a chauffeur's hat as she talked about driving her children to their activities, a fireman's hat as she discussed the crises or "fires" she encountered daily at her work, and a chef's hat as she told of her love of cooking.

Once you have the highlights of your talk in mind, weave them into a story, just as if you were telling it to a group of friends. Share significant personal experiences. The more personal your talk, the warmer the relationship will be between you and the audience.

## OPENING, BODY, AND CONCLUSION

Like any good story, your talk needs a clear beginning and ending. Create an interesting opening sentence that captures the audience's attention. Memorize it, if necessary, and use it even if a better idea occurs to you just before you speak. Then devise a good closing and memorize it, too.

A memorized beginning and ending enable you to start and finish your talk with confidence and ease. In any speech, it's best to select a few main points (three or four at the most) and emphasize them by using examples, stories, or anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn. Choose your points and illustrations carefully. Too much information may overwhelm the audience.

If you think you will need notes, write a brief speech outline on note cards, which you can place on the lectern. Refer to them only when you need them. Remember, you're speaking, not reading. Many speakers begin

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by writing out an entire speech, then breaking it into parts, with a key word for each part, and finally writing just the key words on one note card.

## PREPARING YOURSELF

Now the talk is ready, but are you ready to present it? Practice the talk until you are comfortable with it. You won't need to memorize the body of the talk, since you already know all about the subject. As mentioned earlier, you should memorize the opening and conclusion.

Present the talk to a family member, a friend, or your Toastmasters mentor. Ask for comments. They may give you some helpful suggestions. If you have an audio recorder, record the talk and listen to it carefully, making any necessary improvements. Using a recording is one of the best ways to improving your speaking ability.

Instead of thinking of this presentation as making a speech, think of it as a talk before a group of friends, sharing information of interest. Don't be afraid of the audience. They have already experienced the same feelings you're having. They want you to succeed and they're eager to help you!

Appearance is important. Be well-groomed and appropriately dressed for your presentation. When you look right, you feel good about yourself. You'll then forget about your appearance and concentrate on your talk. You will have increased confidence because you know you've made a good first impression with the audience.

## PRESENTING YOUR TALK

Once you've prepared and practiced your talk, relax. Nervousness is common to every speaker, no matter how experienced. In fact, you can put this nervous energy to work for you by using it to add excitement to your delivery. No one is going to notice a little quavering in your voice, and it will soon disappear anyway as you become involved with what you're saying. (More information about controlling nervousness appears on page 79.)

While being introduced, take a deep breath and slowly exhale. This will help your voice sound resonant and natural. Begin by facing the Toastmaster and saying, "Mr. (or Madam) Toastmaster," then face the audience and say, "Ladies and gentlemen..." or "Fellow members and guests..." Pause, then begin with your memorized opening.

While speaking, make eye contact with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so people feel included in your talk. As you do this, glance periodically at the timer. If the red light comes on

while you're talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

Don't worry about what to do with your hands. Leave them at your sides if this makes you more comfortable. You'll have opportunities to practice gestures later.

Finish with your memorized conclusion. Some speakers say "thank you" at the very end to signal to the audience that they are finished, but this is not necessary. Instead, after you say your concluding words, nod at the Toastmaster of the meeting and say, "Mr. (or Madam) Toastmaster" and enjoy the applause.

Don't be afraid of the audience. Think of them as friends who want you to succeed and are eager to help you.

## YOUR EVALUATION

After you finish, you'll probably begin evaluating yourself even before you return to your seat. You may think you left out some of the best parts. Every speaker thinks that. Just congratulate yourself on having delivered your first speech, then write down the things you did well and the things you want to improve to make your next speech even better.

To supplement your self-evaluation, an experienced club member has been assigned to evaluate your efforts. Before the meeting begins, give this manual to your evaluator so he or she may make notes on the evaluation page of this project. This gives you a permanent record of your progress. If you want the evaluator to observe something in particular, be sure to inform the evaluator in advance.

Ask other members for additional comments after the meeting (some may give you their own brief written comments during the meeting). All of these comments may not be useful to you, but you should consider them carefully. Remember, each evaluation is an opinion of how that person perceived you and your presentation. These opinions usually (but not always) will be helpful to your self-development.

## SPEAKER'S CHECKLIST

- ▶ Bring this manual to the meeting whenever you are scheduled to speak.
- ▶ Review your presentation with your mentor.
- ▶ Discuss any special points with your evaluator before giving the speech.
- ▶ Give the evaluator your manual before you speak, so he or she can make written comments on your performance.
- ▶ Have the vice president education initial the Project Completion Record after you complete each project. This will give you credit toward your Competent Communicator (CC) certificate.
- ▶ Don't be discouraged if your evaluator misunderstood your point. Evaluators have varying degrees of experience in speaking, and evaluation is a learn-by-doing skill, just as speaking is.
- ▶ If you have not already done so, read *Effective Evaluation*. It will help you understand how to get the most out of the Toastmasters program.

