



Bonn International Toastmasters (BIT)

Welcome Package

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2. How to become a member
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BONN INTERNATIONAL TOASTMASTERS (BIT)

Welcome Guest!

President

Johannes Bartels

VP Education

Sigrid Heideck

VP Membership

Torsten Willitzkat

VP Public Relations

Georgios Grigorakis

Secretary

Klaus Roth

Treasurer

Georg Schildener

Sergeant at Arms

Anne Kathrin Jansen

For any questions please mail to:

[speakto@bonn-
international-
toastmasters.de](mailto:speakto@bonn-international-toastmasters.de)

You can also call our VP Membership (Torsten):

0177-4675074

Welcome to Bonn International Toastmasters!

Dear Guest,

Congratulations!

You came to the right place if you would like to improve your public speaking skills and your English language at the same time. Visiting a Toastmasters club is an exciting first step in reaching your goals!

Our agenda will provide you with an overview about the program of the evening. At the beginning you will be asked to introduce yourself and to tell us about your motivation for visiting our club.

As guest you can:

- Use the feedback slips to give feedback to the speakers
- Use the ballot slips for the voting process
- Accept or decline to be a table topic speaker
- Show your appreciation by giving applause
- Talk freely to everyone and ask all your questions during the break and after the meeting
- Join us afterwards for a drink

On the left side you can find our acting officers if you have any questions. Every member of our club will also be helpful and give you support if you need. So do not hesitate to ask!

We look forward to seeing you each Thursday at 7 p.m. in the venue of the Social Impact Lab at Heinemannstraße 34, 53175 Bonn.

Have a great first meeting!

Sincerely,

Bonn International Toastmasters



BONN INTERNATIONAL TOASTMASTERS (BIT)

What's Next?

TMI

Toastmasters International

This is the international webpage where you have access to all your learning material (called "Pathways")

easySPEAK

easySpeak is the scheduling platform where you can request speeches and sign up for the meetings and register for meeting roles

How to become a member?

Normally, after joining a few meetings as a guest you are eager to learn more and to fulfill the other meetings roles like e.g. the Toastmaster of the evening and, of course, holding your first speech.

These roles are reserved for our members! But fortunately, there is an easy and low-priced way to become one. Just go through these simple steps:

1. Fill out membership application form & privacy notice and hand over to the VP Membership
2. The VP Membership will register you at <https://www.toastmasters.org/> (Toastmasters International (TMI)) and <http://bonn-international.tmclub.eu/> (easySPEAK)
3. The VP Membership will send you an email with the payment information
4. After reception of your payment the Treasurer will pay your fees to TMI
5. Then you are a full member and you can start your Toastmasters journey!

Our actual membership fees are €13,- per month and a one-time new members fee of €20,-. This one-time fee includes the cost of the first education path.

The Toastmasters year is divided into two blocks. One from April to September and one block from October to March. You only pay your first fee until the end of the next block depending on your month of entry. Then membership dues are paid twice a year.

**For any questions
please mail to:**

speakto@bonn-international-toastmasters.de

**You can also call our
VP Membership
(Torsten):**

0177-4675074

TOASTMASTERS
INTERNATIONAL



A TOASTMASTER
WEARS MANY HATS



**WHERE LEADERS
ARE MADE**

MEMBER MEETING ROLES

Toastmasters club meetings provide an opportunity for members to learn and practice communication and leadership skills by assuming a variety of roles. Each meeting role has a unique set of responsibilities and skills for you to explore.

▶ WHEN YOU ARE A **SPEAKER**

A major part of every Toastmasters meeting revolves around two or more scheduled speakers. Members prepare their speeches based on projects in Toastmasters Pathways learning experience or the current education program.

Giving a prepared speech provides an excellent opportunity to practice your communication and leadership skills, including planning, organization, and time management.

The suggestions below are designed to help you enhance your experience before, during, and after you deliver your speech.

Prior to the Meeting

- ▶ Check the meeting schedule for your time to speak.
- ▶ Begin working on your speech enough in advance to allow time for research, organization, and rehearsal. If you plan to give a speech based on a Pathways project, be sure to make use of the project checklist provided. It will give you a comprehensive overview of each step you need to accomplish to complete your project.
- ▶ Write a speech introduction or ensure that the Toastmaster of the meeting prepares one for you. For more information, see The Introducer section below.
- ▶ Request the name of your evaluator. Depending on your club, you may need to contact the General Evaluator, Toastmaster, or vice president education for the information. Communicate with your evaluator about your project and the speech you will be presenting. If possible, email the evaluation resource for your Pathways project to your evaluator.
- ▶ Be sure to discuss your goals and any personal concerns about your speaking skills with your evaluator. Emphasize areas you are working on that you would like your evaluator to note.
- ▶ You may also choose to bring a printed version of your Pathways evaluation resource to your meeting. If you are working in the current education program, remember to bring your manual to the meeting.



Upon Arrival at the Meeting

- ▶ Arrive early so you can check the microphone, lighting, and any props or equipment needed for your speech before everyone arrives.
- ▶ Sit near the front of the room for quick and easy access to the lectern.
- ▶ If you have a printed version of your evaluation resource, or are working in the current education program, provide your evaluator with the resource or your manual before the meeting begins.

During the Meeting

- ▶ Give your full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.
- ▶ When introduced, walk with confidence to the lectern.
- ▶ After you finish your speech, wait for the Toastmaster to return to the lectern before taking your seat.
- ▶ During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

After the Meeting

- ▶ When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.
- ▶ Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.
- ▶ Request feedback from club members on Base Camp and read through any feedback that has been posted.
- ▶ If you have completed all the requirements for a level and you are ready to move on, send the level completion request to your vice president education.
- ▶ When you complete a project in the current program, ask the vice president education to initial the Project Completion Record in your manual.

Resources

- ▶ There are many resources available on Toastmasters Base Camp. If you are in the current education program, you can find information in *Competent Communication* (Item 225).

▶ WHEN YOU ARE AN EVALUATOR

Serving as an evaluator is an opportunity to practice leadership skills, including listening, critical thinking, providing feedback, and motivation. At first, it can be intimidating to provide feedback. Always remember that the most important benefit of Toastmasters for members is the honest, fair, and supportive evaluation of their presentations and leadership accomplishments.

Make use of the Pathways evaluations to help you clearly identify where speakers succeeded and where there is room for continued growth and improvement. For each presenter you evaluate, find a few things they did well and mention them in your evaluation. Your purpose is to help members be more self-confident and improve their speaking skills.

When you have the opportunity to provide feedback for a member fulfilling a leadership role, your goal is to help the member become more effective so they are better able to achieve their goals. Offering support for what they did well and fair, supportive feedback for places where their leadership skills can be enhanced and improved will move them toward that result.

The most effective evaluators make themselves aware of the member's skill level, habits, and mannerisms, as well as their progress to date whenever possible.

Prior to the Meeting

- ▶ Communicate with the member you will be evaluating for information about the project they are completing. Review the Pathways evaluation resource on Base Camp or provided to you by the member. If the member is completing a project in the current education program, review the project objectives from their manual.



- ▶ It may also be helpful to take a moment to revisit the content in the Pathways “Evaluation and Feedback” project to review strategies for providing feedback and completing an evaluation. You may also review *Effective Evaluation* (Item 202) if you are working in the current education program.

Upon Arrival at the Meeting

- ▶ When you enter the meeting room, greet the member you will be evaluating. If you have any questions about the project they are completing or need to review specific concerns the member wants you to address in your evaluation, be sure to clarify them as soon as possible. If time permits, review the Evaluation Criteria section of the evaluation resource with the member and clarify any questions that arise.
- ▶ If the member you are evaluating is working through a manual in the current education program, collect it before the start of the meeting.
- ▶ Meet briefly with the General Evaluator to confirm the evaluation section format.

During the Meeting

- ▶ Record your impressions on the first page of the Evaluation Form. As you record scores, refer to the Evaluation Criteria section to be sure you are accurately reflecting the member’s speech and delivery. Remember, a score of 3 on a competency means the member met that expectation.
- ▶ A score of 4 or 5 reflects achievement above and beyond meeting the competency. Only the very best public speakers will ever achieve a 5. The scale reflects an understanding that there is always room to grow and improve as a public speaker and a leader.
- ▶ Remember that the best evaluations encourage and motivate members to improve. In addition to mentioning areas to be strengthened, suggest specific solutions or actions to build any needed skills and behaviors.
- ▶ When giving a verbal evaluation, you may stand when you’re introduced, walk to the lectern, and provide your evaluation. Begin and end with a note of encouragement or praise. Though you may have written lengthy responses to sections of the evaluation, refrain from reading them. Your verbal evaluation time is limited; cover what is essential to encourage and support the member while giving honest feedback.
- ▶ Praise a successful speech or leadership assignment and give reasons to explain why it succeeded. Share specific ideas the member could apply in the future such as strengthening content or working with a mentor on speech delivery techniques. Be respectful and focus on skills and accomplishments rather than personal attributes.

After the Meeting

- ▶ When delivering the written evaluation to the member, give them a few words of encouragement and congratulations.

Resources

- ▶ Pathways learning experience project “Evaluation and Feedback”
- ▶ *Effective Evaluation* (Item 202) www.toastmasters.org/202
- ▶ *The Navigator* (Item 8722)

▶ WHEN YOU ARE THE TIMER

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

To fulfill the role of the timer, you must know each presenter’s speech length. In Pathways, speeches range in length from a short report of two to three minutes to a much longer speech of up to 20 minutes. It is the timer’s responsibility to confirm the length of the speeches being presented before the start of each meeting.

The Toastmaster of the meeting will call on you to explain the timing rules at the start of the meeting. Be clear and concise as you describe your duties and report times to the club. The timer’s role is fundamental to the success of every meeting.

Prior to the Meeting

- ▶ Confirm members who are scheduled to participate with the Toastmaster and the General Evaluator.
- ▶ Confirm the time allotted to each prepared speech with all speakers.
- ▶ Write your explanation of timing in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals are given.

Upon Arrival at the Meeting

- ▶ Collect timing equipment (stopwatch and signal device) from the sergeant at arms. Check that the timing equipment is working properly and that you are comfortable with its use.
- ▶ Choose a seat where the signal device can be seen easily by everyone.



During the Meeting

- ▶ When introduced, explain the timing rules and demonstrate the signal device.
- ▶ Throughout the meeting, listen carefully to each participating member and signal speakers based on the policy of your club. You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.
- ▶ Record each participant's name and the exact time they required to complete their speech.
- ▶ When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker's name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

After the Meeting

- ▶ Return the timing equipment to the sergeant at arms.
- ▶ If your club secretary maintains records of speech times in meeting minutes, give the completed timer's report to the secretary.

▶ WHEN YOU ARE THE TOPICSMASTER

The Table Topics® session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two. The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics. Each speaker may be given an individual subject or presented with a choice of subjects from which they choose or draw at random.

Serving as Topicsmaster supports leadership skills including planning, preparation, organization, time management, and facilitation.

Prior to the Meeting

- ▶ Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics. Avoid repeating Table Topics from recent meetings.
- ▶ Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first. If time permits, call on participants already scheduled to speak.

During the Meeting

- ▶ When introduced, briefly state the purpose of the Table Topics session.
- ▶ Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses.
- ▶ Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so.



- ▶ State the question or topic and randomly select a member to respond. Working through members randomly supports the impromptu nature of Table Topics.
- ▶ Keep your comments short. Your job is to give others a chance to speak.
- ▶ Check the printed agenda for the time allotted to Table Topics and adjust the number of questions or topics to end your segment on time. Even if you start late, adjust your time so the meeting ends at the established time.
- ▶ If your club presents a Best Table Topics Speaker award, ask the timer at the end of the Table Topics session to report those eligible for the award. Invite members to vote for Best Table Topics Speaker and pass their votes to the sergeant at arms or vote counter. If the club has a Table Topics evaluator, ask for his or her report and then return control of the meeting to the Toastmaster.

Resources

- ▶ TableTalk (Item 1318)
- ▶ *Master Your Meetings* (Item 1312)

▶ WHEN YOU ARE A TABLE TOPICS SPEAKER

Table Topics helps develop your ability to organize your thoughts quickly and respond to impromptu questions or topics. The Table Topics section of the meeting usually follows the prepared speech presentations. The Toastmaster of the meeting introduces the Topicsmaster, who gives a brief description of the purpose of Table Topics.

The Topicsmaster states the question or topic briefly and then calls on a member or guest at random to respond. Each Table Topics speaker receives a different topic or question.

As a Table Topics speaker, you may stand next to your chair or move to the lectern to give your response depending on the policy of your club. The Topicsmaster will specify the allotted time for responses.



▶ WHEN YOU ARE THE **GENERAL EVALUATOR**

The General Evaluator is the member who evaluates everything that takes place throughout the meeting. The General Evaluator role provides excellent practice in leadership skills such as critical thinking, planning, preparation, organization, time management, motivation, and team building.

The General Evaluator is responsible to the Toastmaster of the meeting. General Evaluators are responsible for the evaluation team, which consists of the timer, grammarian, Ah-Counter, speech evaluators, and Table Topics evaluator, if your club has one.

Traditionally, there is one evaluator for each prepared speech, but this isn't essential. As members, you are free to set a procedure that is effective for your club. Each evaluation should be brief, yet complete.

At the conclusion of the evaluation section of the meeting, you return control to the Toastmaster.

Prior to the Meeting

- ▶ Check with the Toastmaster to confirm the program for the meeting and any planned changes to the usual meeting format.
- ▶ Communicate with all evaluators to confirm whom they will be evaluating and the evaluation format needed for that member. Encourage them to prepare for their roles by contacting the speakers to discuss any special evaluation requirements. When you communicate with evaluators, emphasize the importance of positive, supportive, and honest evaluations. Their goal as evaluators is to help fellow members develop their skills.
- ▶ Communicate with remaining members of the evaluation team to remind them of their assignments.
- ▶ For the benefit of any guest at the meeting, prepare a brief talk on the purpose, techniques, and benefits of evaluation.

Upon Arrival at the Meeting

- ▶ Ensure that the individual evaluators have the materials they need to complete an evaluation for the members who are speaking or fulfilling club leadership roles at the meeting. Ensure that evaluators understand the criteria for the speech and are comfortable fulfilling the role.
- ▶ Greet all evaluators. If one is absent, consult with the vice president education to arrange a substitute.
- ▶ Check with the grammarian for any word of the day.
- ▶ Verify each speaker's time and notify the timer.
- ▶ Sit near the back of the room for a better view of the meeting and participants.

During the Meeting

- ▶ Take notes about everything that happens, including anything that doesn't, but should. For example, check that the club's property (trophies, banner, and education materials) are properly displayed. Watch for unnecessary distractions that could have been avoided. Be aware of the time to evaluate if the meeting and each section of it began and ended on time.
- ▶ Evaluate each participant on the meeting program. Look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. Although members who present a speech or fulfill a leadership project have evaluators assigned to them, you are free to add comments if you wish.
- ▶ Before Table Topics, you may be asked to stand and present your team's means and methods of evaluation. Briefly describe the evaluation process.
- ▶ Identify the grammarian, Ah-Counter, and timer. Ask these members to briefly state the purpose of their roles.
- ▶ When prompted to conduct the evaluation section of the meeting, stand at the lectern and introduce each speech evaluator. Afterward, thank each for his or her efforts.

- ▶ Give your general evaluation based on the notes you took throughout the meeting. Phrase your evaluation to encourage and support club members while identifying areas for growth. As the general evaluator of the meeting, provide feedback on individual speech and leadership role evaluations. Be sure to note where evaluations followed the defined criteria and provided specific, meaningful feedback.

WHEN YOU ARE THE TOASTMASTER

The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting. This task is generally reserved for members who are quite familiar with the club and its procedures.

Serving as Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best.

Prior to the Meeting

- ▶ Communicate with the vice president education for a list of members scheduled to speak or fulfill meeting roles. Confirm any special theme for the meeting and any program changes.
- ▶ Reach out to the Topicsmaster to review their responsibilities and provide them with a list of members scheduled to participate as speakers or in meeting roles.
- ▶ Communicate with all speakers in advance to remind them that they are scheduled to speak.
- ▶ Based on your club policy, you may be responsible for creating an introduction for each speaker. Take time to confirm each speaker's speech title, project, time requested, and anything interesting to include in your introduction. Prepare an introduction for each speaker.
- ▶ Confirm the General Evaluator for the meeting. Encourage them to contact the other members of the evaluation team (speech evaluators, Topicsmaster, timer, grammarian, and Ah-Counter) and review their responsibilities for the meeting.
- ▶ Prepare remarks to bridge the gaps between program sections.
- ▶ Remember that serving as Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

Upon Arrival at the Meeting

- ▶ Arrive early to complete any last-minute details.
- ▶ Check with the speakers to address any last-minute changes.
- ▶ Sit near the front of the room and ask that speakers do the same for quick and easy access to the lectern.

During the Meeting

- ▶ Preside with sincerity, energy, enthusiasm, and decisiveness.
- ▶ Strive to begin and end the meeting on time. You may have to make adjustments to the schedule during the meeting to accomplish this task. Ensure each part of the meeting adheres to the established schedule.
- ▶ Lead the applause before and after the Table Topics session, each prepared speech, and the General Evaluator's remarks.
- ▶ Introduce each speaker. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- ▶ Introduce the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team.
- ▶ Introduce the Topicsmaster.

- ▶ At the conclusion of the speaking portion of the program, request the timer's report. If your club awards a best speaker for the meeting, collect the vote.
- ▶ While votes are tallied, invite comments from guests and make announcements.
- ▶ Present awards.
- ▶ Request the thought for the day if your club has one.
- ▶ Adjourn the meeting.

Resources

- ▶ *Chairman* (Item 200)
- ▶ *Master Your Meetings* (Item 1312)
- ▶ *TableTalk* (Item 1318)

▶ WHEN YOU ARE THE GRAMMARIAN

The responsibilities of the grammarian are to introduce new words to members, comment on the language used during the course of the meeting, and to provide examples of good grammar and word usage.

Prior to the Meeting

- ▶ Select a word of the day. Choose a word to help members build their vocabularies and that they can incorporate into everyday conversation.
- ▶ Prepare a brief description of the grammarian's duties for the benefit of guests.
- ▶ Communicate the word of the day for inclusion in the agenda or develop a visual aid. Include the word, part of speech (verb, noun, adjective, or adverb), definition, and use it in a short sentence.

Upon Arrival at the Meeting

- ▶ Place any visual aid at the front of the room where it can be seen by everyone.
- ▶ Be prepared to take notes as people speak during the meeting. You may need to use the grammarian's log provided by your club. Collect it from the sergeant at arms.

During the Meeting

- ▶ When introduced, announce the word of the day. State the part of speech, the definition, use it in a sentence, and invite everyone speaking during the meeting to use it.
- ▶ Briefly explain the role of the grammarian.
- ▶ Throughout the meeting, listen to each speaker's word usage. Write any awkward use or misuse of language (such as incomplete sentences or incorrect grammar) with a note of who erred.
- ▶ Create a list of members who used the word of the day (or a form of it) and note those who used it correctly.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report. Offer examples of correct usage in every instance in which there was misuse of grammar. Report the use of creative language and announce who used the word of the day (or a form of it) correctly.

After the Meeting

- ▶ The grammarian's responsibilities conclude with the meeting.



Resources

- ▶ Word of the Day (Item 1415)

▶ WHEN YOU ARE THE AH-COUNTER

The purpose of the Ah-Counter is to note unnecessary words and sounds used by members who speak during the meeting. Words or phrases that may be used inappropriately or unnecessarily include *and*, *well*, *but*, *so*, and *you know*. Sounds may include *ah*, *um*, and *er*. Serving in the Ah-Counter role provides an excellent opportunity to practice listening skills.

Prior to the Meeting

- ▶ Prepare a brief explanation of the duties of the Ah-Counter for the benefit of guests.

Upon Arrival at the Meeting

- ▶ Be prepared to take notes as people speak during the meeting. You may need to use the Ah-Counter's log provided by your club. Collect it from the sergeant at arms.

During the Meeting

- ▶ When introduced, explain the role of the Ah-Counter.
- ▶ Throughout the meeting, listen to speakers and note unnecessary words, sounds, and pauses. Tally the sounds or words each person uses throughout the meeting.
- ▶ When called on by the General Evaluator during the evaluation section, you may stand near your chair and give your report.
- ▶ The responsibilities of the Ah-Counter conclude with the meeting.

▶ WHEN YOU ARE THE INTRODUCER

The role of introducer is not required, but it is found in many clubs. A good introduction paves the way for a positive experience for the speaker and the audience. It is the responsibility of the introducer to develop an introduction for each speech and present it well to the club. An introduction requires almost as much preparation as a full speech.

Prior to the Meeting

- ▶ Contact each speaker you will introduce to collect relevant information about the speech and the speaker.
- ▶ Prepare your introductions.

Upon Arrival at the Meeting

- ▶ Greet the speakers you will be introducing and confirm the title of their speeches and any pertinent information that may have changed.
- ▶ Select a seat near the front of the room for quick and easy access to the lectern.

During the Meeting

- ▶ Introduce each speaker. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- ▶ The responsibilities of the introducer conclude with the meeting.

▶ OPTIONAL MEETING PARTICIPANTS AND ACTIVITIES

Your club may have other meeting participants, such as Joke Master, parliamentarian, and Word Master. Check with your club officers for guidelines affecting these positions.

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TOASTMASTERS INTERNATIONAL

www.toastmasters.org



Membership application for "Bonn International Toastmasters (BIT)"

CLUB NAME BONN INTERNATIONAL TOASTMASTERS
 CLUB NUMBER 934487
 *BEGINNING OF MEMBERSHIP _____ (Month/Year)
 *GENDER Female Male Other
 *FIRST NAME _____
 *LAST NAME _____
 *ADDRESS _____

 D - _____
 *DATE OF BIRTH _____
 TELEPHONE HOME _____
 TELEPHONE MOBILE _____
 *E-MAIL _____

(*: mandatory fields)

How did you learn about BIT for the first time?
(optional information)

- Facebook
- BIT Homepage
- Internations
- Meetup
- Press
- From a member of BIT
- From a member of another TM club
- Other: _____

Membership Type
 New
 Reinstated (break in membership)
 Renewing (no break in membership)
 Dual
 Transfer (If applicant is transferring from another club, please fill in the three lines below.)
 Previous club name _____
 Previous club number _____
 Member number _____

Membership fee
(valid from 09/2018)

Application fee	20,-	€
+		
Fee for the current half year (ending September / March) according to month of entry:		
Entry in April or October	78,-	€
Entry in May or November	65,-	€
Entry in June or December	52,-	€
Entry in July or January	39,-	€
Entry in August or February	26,-	€
Entry in Sept. or March	13,-	€
Sum	_____	€

Payment information:
Please pay in advance to the Treasurer.
You will receive the payment information from the VP Membership via email.

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.

I agree to the registration and publication of my contact data in the Toastmasters' forum "easy-Speak" which is accessible to all members.

I agree that any photos taken during meetings or social events may be used on social media sites and the Bonn International Toastmasters website with mention of first names of persons in these photos, without further permission needed.

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 Toastmaster's 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



Privacy Notice

Bonn International Toastmasters _____ takes your privacy very seriously. This notice explains how the club collects your personal data, how it is used, the conditions under which the data may be disclosed to others and how it's kept secure.

The club may collect your name, address, phone number and email, via our sign-in sheet and membership application. This information is used for a variety of club-related purposes, but mostly to keep you informed of club and organizational news. The information will be retained for as long as you would like it to be, and you always have the right to ask the club to remove any of the information from our records. We may also need payment information to process dues, which we will quickly dispose of after processing.

The club will never sell your data. Your information will not be deliberately shared with a third party for their marketing purposes.

World Headquarters, which is located in the United States, will receive your information via the membership application. The club may use Listserv software (which helps to create an easy to use email recipient list) to organize our communications to you. The club vets these companies in advance to make sure they are compliant with the current laws and regulations, and to make sure they will use your information only for the stated purpose.

***Use this section if your club keeps its own roster.** In addition to submitting your information to World Headquarters, **Bonn International Toastmasters** _____ keeps its own roster on hand. The information on this roster is kept in a locked or password protected location and is only accessible by **the current Officer Team** _____.

The accuracy of your information is important to us. Should your information change, or should you not want your information stored any longer, please reach out to **the current Officer Team** _____. You also may request to view your personal data we hold at any time.

You have a choice about how and whether or not you wish to receive information from the club. Please select your choices by checking the relevant boxes below. If you do not want to receive our updates about the club, organization, or events, then check that box and the club won't send you any non-essential communications.

I consent to receiving updates from the club via:

Email: _____

Phone: _____

Mail: _____

I do not consent to receiving updates from the club.

Name _____ Date _____

*This form to be submitted to the club with membership application or guest sign-in. This form should be kept on file as long a person's data is kept on file.