

Welcome!



Lexmark Toastmasters Visitor Packet

We're happy that you chose to visit us. Please come back! You do not have to be an employee of Lexmark to participate with us. Everyone interested in self-improvement is welcome!

Normal meetings start at 11:45AM on the 1st, 3rd and 5th Tuesday of each month. ...but we often have bonus meetings, too. Come, have a fun lunch with us!

If you're in Lexington, KY, come to the CR301 Boardroom at the Lexmark Corporation. If you're not in Lexington, that's OK, too! Many members attend online. You can join us no matter where in the world you may be. We use the Lexmark Microsoft TEAMS platform. Find online meeting information on our website:

<https://lexmark.toastmastersclubs.org/>

A President's Distinguished Toastmasters Club





We NEED communication and Leadership skills to impact group discussion, ace the job interview, sell our product, mentor co-workers, inspire our children and generally excel in our professional and personal lives.

This is where the Lexmark Leadership Toastmasters Program comes in. **Since 1995**, we have helped people discover their "soft" skills.

A typical Lexmark Toastmasters lunch is one hour in duration. It includes an impromptu speaking session, prepared speeches, evaluations of speakers and more. Come join us for a lunch of fun and learning!

For more information:

Brian Jones, VP Membership

Brian.jo@outlook.com

Randall Kincer, President

Randall.Kincer@lexmark.com

Arlynn McMahon, VP Education

Arlynn@aerotech.net

cell: 859.983.2709

Or visit us: <https://lexmark.toastmastersclubs.org/>

Our Mission: We provide a supportive and positive learning experience in which you are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Our Vision: To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

How it Works: It all starts with a modern and robust education program delivered in engaging 20-minute, self-paced mini-courses delivered to your smart phone, tablet or laptop. We call our education program "*Pathways*".

In Pathways, you'll have your choice of 11 curricula from which you may choose. Each curriculum is personalized to your needs and goals with electives. Each learning session includes a project. Projects range from giving prepared speeches and managing online meetings to moderating panels and giving evaluation/feedback.

In our power lunch sessions, members come together to deliver their projects and receive feedback. The environment we provide is friendly and supportive, and the self-paced program allows you to build confidence with each project.

How to Join

Complete the attached membership application or bring it to a session and we'll help you complete it. Once you're on-board, you'll have access to our exciting Mentoring Program and be assigned a guide at your side.

How much does it cost?

The Lexmark Toastmasters year runs from October 1 until September 30. There is a one-time **\$20** New Member Fee. Annual dues are **\$110** and that is pro-rated when joining mid-year. Payment can be made via Zelle, Venmo, PayPal, Credit Card, Debit Card, Check or Cash. Your Lexmark manager may authorization reimbursement.



Cast of Characters

It helps to know the roles that individuals play during each meeting. Other than the Presiding Officer, people rotate through the various roles each week.

- **Toastmaster of the Day:** The master of ceremonies. Keeps the meeting peppy.
- **TableTopics Master:** Selects a topic of general interest. Two or three members are called on to answer a question, impromptu, for 2 to 3 minutes.
- **Speakers:** Typically there are two or three speakers. Speeches are prepared based on the objectives outlined in the speaker's educational program. Most speeches are 5 to 7 minutes long.
- **Timer:** Toastmasters teaches us to express our thoughts within a specific time. The Timer's role is to measure the time for each speaker and report their results.
- **General Evaluator:** Provides constructive feedback on the meeting. He/she oversees the evaluation team during the session:
 - **Evaluator:** An Evaluator is assigned to each speaker for the purpose of providing feedback to the speaker. Evaluators deliver feedback in two to three minutes. Evaluators learn how to deliver effective evaluations and to give feedback that is constructive, positive and helpful.
 - **Ah-Counter:** Watches for the use of "filler" words, such as "um, "ah", "uh", and "and".
 - **Grammarian:** Watches for proper use of the English language.
- **Presiding Officer:** The most senior ranking officer present, typically the President; conducts a business portion and adjourns the session.

MEMBERSHIP APPLICATION & PAYMENT INFORMATION



To become a club member, please

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.
4. Please check here ☐ if you use assistive technology (such as a screen reader) to view your educational materials.

For questions, please contact membership@toastmasters.org.

MEMBERSHIP APPLICATION

Club Information

This section is completed by a club officer.

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.

1. New member fee (US\$20) US\$ _____

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

3. Total payment to Toastmasters International US\$ _____

Total of 1 and 2.

2. Membership dues US\$ _____

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

- | | | | |
|-----------------------------------|----|------------------------------------|--------------------|
| <input type="checkbox"/> October | or | <input type="checkbox"/> April | US\$45.00 \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May | 37.50 _____ |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June | 30.00 _____ |
| <input type="checkbox"/> January | or | <input type="checkbox"/> July | 22.50 _____ |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August | 15.00 _____ |
| <input type="checkbox"/> March | or | <input type="checkbox"/> September | 7.50 _____ |

I want my membership to begin: _____
Month/Year

Club Dues and Fees Worksheet

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

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

Club new member fee _____

Club dues _____

Total payment to club _____

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
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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

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**

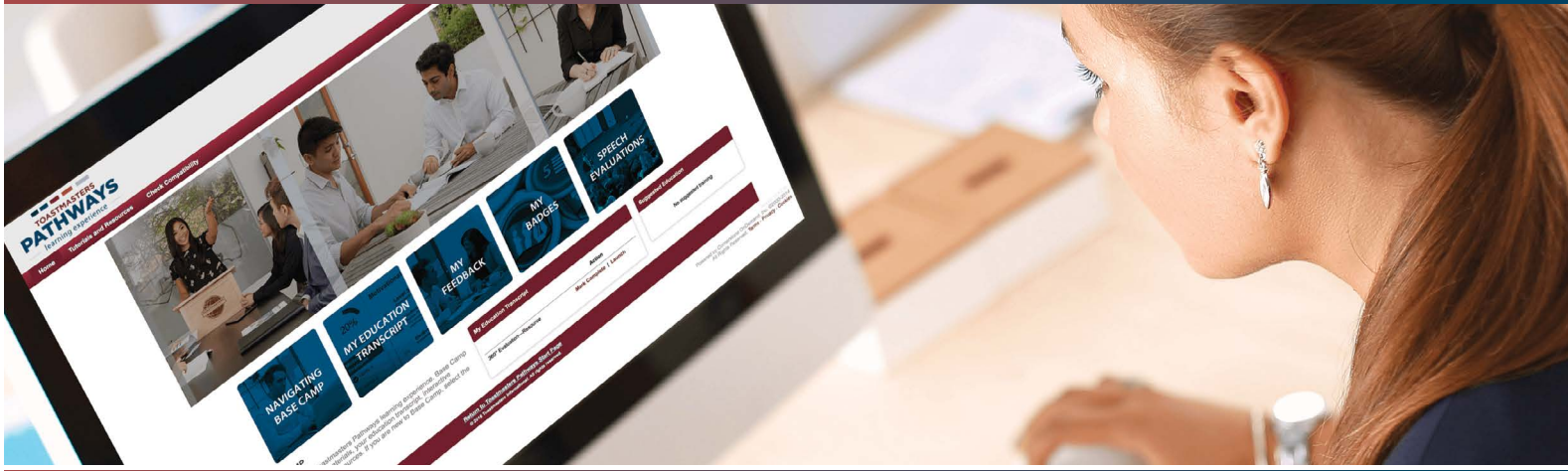
Other _____

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

Navigating Pathways



Reach your personal and professional goals through Pathways, Toastmasters' education program. Build the real-world skills you're looking for with a user-friendly online learning experience you can customize to fit your needs.

Five Core Competencies

Public Speaking

Interpersonal Communication

Strategic Leadership

Management

Confidence

There are more than 300 unique sub-competencies in Pathways that build on the five above.

11 Specialized Learning Paths

After taking an online assessment, you will be guided to the ideal path, based on your current goals. There are at least 14 projects in each path.



Dynamic Leadership



Effective Coaching



Engaging Humor



Innovative Planning



Leadership Development



Motivational Strategies



Persuasive Influence



Presentation Mastery



Strategic Relationships



Team Collaboration



Visionary Communication

Want to hear what members are saying? See back for testimonials.

www.toastmasters.org/Pathways

What members like most about Pathways:

UTILIZES TECHNOLOGY
SKILL-SHARPENING ASPECT SELF-ASSESSMENT OPPORTUNITY
EXTRA RESOURCES VARIETY OF PATHS PERSONALIZATION
CURRICULUM FLEXIBILITY
ONE-STOP SHOP FOR ADVANCEMENT ANY-TIME ACCESSIBILITY
ONLINE FEATURE
INDIVIDUALIZED PATHS ADDITIONAL LEARNING TOPICS

How people are using Pathways:



Through Presentation Mastery, Cate was inspired to create short stories to get her community messages across in an interesting and memorable way.

"What we do is very technical, very complicated and for most people, very boring; I would often see them glaze over when I was talking...I'm so grateful for Pathways."

—Cate Arnold
City Councilor
Beaverton, Oregon



After completing the Strategic Relationships path, James is much more comfortable in groups—talking to people, shaking hands and connecting.

"I needed to face this fear to try and connect better with people...it has really been a transformation."

—James Wantz
CAD Draftsman
Willamette Mfg. & Supply Co., Inc.



When given the challenge and opportunity to move from India to the U.S., Kaushik looked to Pathways to create a bigger impact amongst native English speakers and to run work groups in a new environment.

"Pathways offered me the opportunity to continue learning and stay hungry."

—Kaushik Balasubramanian
Technical Lead
Intel Corporation



Adrian used Pathways to enhance her career.

"The training has made me more focused and disciplined at work and improved my interaction with colleagues."

—Adrian Jefferson Chofor
Marketing Operations Consultant
Kaiser Permanente

How will Pathways transform you?

Enroll today and start your journey! www.toastmasters/Pathways