First Hanseatic Toastmasters
Guest Kit

Welcome to our club!

The mission of the First Hanseatic Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

When and Where
First Hanseatic Toastmasters meetings

When: 1st, 2nd and 3rd Tuesday of each month
From 7:00 PM to 9:00 PM

Where: Staatliche Handelsschule Berliner Tor
Bei der Hauptfeuerwache 1

20999 Hamburg

Welcome to the First Hanseatic Toastmasters Club

Dear Guest,

We are pleased to welcome you to the First Hanseatic Toastmasters club. We sincerely hope your visit to our Club will be a pleasant experience.

The people you meet at Toastmasters come from a variety of professions or businesses, social positions and backgrounds. Some will be just beginning their careers,
while others will be already established in their work. Some have been in Toastmasters for many years and are accomplished speakers, while others have just started out and feel as nervous and inexperienced as you do. This diversity of backgrounds,
interests and speaking experiences has proven to be one of the great advantages of a Toastmasters' membership.

At this meeting, we will show you how we learn to express our thoughts, ideas, and opinions and develop our leadership potential through an enjoyable and professional educational programme. The best way to learn is by doing, and that is how Toastmasters works.

We hope the enclosed information will help you understand Toastmasters and the First Hanseatic Toastmasters Club. This pack is yours to keep. If you have any questions, feel free to ask anyone in the Club. Please share this pack with anyone else you think might be interested in our Club – they will be thankful!

Again, we are pleased you chose to visit the First Hanseatic Toastmasters Club. We invite you to relax and enjoy the experience of the Toastmasters Communication and Leadership Programme.

Sincerely,

The board and the members of First Hanseatic Toastmasters

What is a Toastmaster?

Toastmasters International is an organization devoted to helping people like you to develop their leadership and communication skills. We do this by offering a proven plan to improve your speaking, listening, and leadership skills.

- Toastmasters International is a non-profit organisation with more than 300,000 members operating worldwide.
- At least one club is within a short distance from your home or office - it's just right for you the First Hanseatic Toastmasters Club!

Toastmasters is a fun way to improve your speaking and presentation skills. Each meeting provides an opportunity to practice impromptu speaking as well as prepared speeches. Whether you're a seasoned pro or a nervous novice, you will gain valuable skills and insight.

We have several contests, seminars, and conferences each year to develop your communication abilities. These events are great for networking and for taking your new found skills into the community.

Club Etiquette

In order to benefit fully from your first meeting, please follow these guidelines:

- Applaud at the introduction of each speaker and again at the end of a speech. It is part of the nurturing environment that develops personal progress.
- We strongly encourage you to take part in the short impromptu table topic questions
- Vote for: Best Table Topics, Best Speaker, Best Evaluator
- Ask our members questions before and after the meeting and also during the break.
- Let us know how our Club can help you achieve your goals.
- Give us your feedback.
- Take part in up to 3 meetings as a guest.

You have taken an important first step towards improving your communication skills by asking about our program. Now we suggest the following:

- Check out the Toastmasters website to see if this organization is a fit for you. www.toastmasters.org
- Participate in our next meeting and speak to a member.

Club Meeting

Timing

All speaking roles are timed

Cast of Characters

When you attend your first few meetings it will be helpful to know the cast of characters.
Other than the President, people volunteer in advance to take specific roles for the meeting.

President: The most senior ranking officer present opens the meeting, introduces the Toastmaster of the Evening, and conducts the business meeting at the end.

Toastmaster of the Evening: as Master of Ceremonies, the Toastmaster introduces the various participants and leads the meeting.

Table Topics Master: Leads the Table Topics session. He/she selects a topic of general interest and encourages members of the audience (such as yourself) to come to the stage and give an impromptu 1 to 2-minute speech.

Speakers: Typically, there are three Speakers. Each one gives a prepared 5 to 7-minute speech. The objectives for the speech are described in the speaker's particular level and learning path in Pathways, which is Toastmasters' educational program.

General Evaluator: Provides constructive feedback on the meeting in general. He/she is also in charge of the individual Evaluators and the Grammarian.

Evaluators: Each person who gives a prepared speech has an Evaluator. This person gives a 2 to 3-minute speech to present his/her evaluation. The purpose of the evaluation is to motivate the speaker by making mention of the areas he/she excelled in and by offering a few specific suggestions for improvement.

Grammarian: Takes note of creative and interesting examples of the English language used during the meeting. He/she also keeps track of some incorrect usages.
This person also praises participants for using the Word of the Day.

Ah counter: Counts unnecessary filler words such as "uh", "um" and "and".

Timer: Since one of the purposes of Toastmasters is to ensure our members learn how to express a thought within a specific period, the Timer times, records and reports the times of each speaker (i.e., anyone who speaks) throughout the meeting.

Word of the Day: Presents a Word of the Day, gives the definition and uses it in a sentence asking the audience to use it.

Mentoring Program

Many individuals join our club because they have problems or needs that relate to speaking. As new members they are not familiar with our club standards, customs or club meeting roles. To overcome those initial challenges and difficulties, our club offers a mentoring program.
"A mentor is a more experienced member who takes a personal interest in and helps another member. Mentors serve as role models, coaches, and confidants, offering knowledge, insight, perspective or wisdom useful to the other member."

Mentors may also be assigned to more experienced members in case they need assistance in learning special skills, e.g. how to use humor in speaking.

At the end of this guest kit you will find a mentor interest survey. If you wish to have an assigned mentor please give the completed form to our Vice President Education who will take care of it.

Cost of Membership

All members of First Hanseatic Toastmasters pay an initial membership fee (€30) plus semiannual dues (€54 for six months). The dues are calculated pro-rata based on the month in which you join and paid thereafter on a semi-annual basis for April - September and October - March.

New Member Fee: € 30.00

This fee is charged by Toastmasters International and is a one-time payment by new members only. It gives you lifetime membership into Toastmasters International.

First Hanseatic Toastmasters Fee: € 9.00 per month

This fee goes to Toastmasters International and the First Hanseatic Toastmasters. It covers the costs of running our particular club, including supplies, room rental, special events, and more.

The table below shows the total costs of joining First Hanseatic Toastmasters depending on the month in which you join.

Month Joined	Membership Period	Membership Fees Due
January	January - March	3 months x 9 € = 27 €

Month Joined	**Membership Period**	**Membership Fees Due**
January	January - March	3 months x 9 € = 27 €
February	February – March	2 months x 9 € = 18 €
March	March	1 month x 9 € = 9 €
April	April – September	6 months x 9 € = 54 €
May	May – September	5 months x 9 € = 45 €
June	June – September	4 months x 9 € = 36 €
July	July – September	3 months x 9 € = 27 €
August	August – September	2 months x 9 € = 18 €
September	September	1 month x 9 € = 9 €
October	October – March	6 months x 9 € = 54 €
November	November – March	5 months x 9 € = 45 €
December	December – March	4 months x 9 € = 36 €

Membership fees are to be transferred to the following account:

- IBAN: DE63 2005 0550 3501 1018 63
- BIC: HASPDEHHXXX
- Account Owner: Stuart David Mau
- Bank: Hamburger Sparkasse (HASPA)

Please fill in the following 3 sheets and return them to the VP membership: silke.gappa@t-online.de

Toastmasters Membership Application

Club Name: **First Hanseatic Toastmasters Hamburg** (Club Number 0561 / District 95)

Month / Year Joined:

Membership Type:
□ New
□Dual
□ Renewing (No Break in Membership)
□ Reinstated (Break in Membership)
□ Transfer from Club number / Name

_____ ☐☐☐☐☐☐☐☐ Member # (if known)

LAST NAME / SURNAME / FAMILY NAME: _____

FIRST NAME / GIVEN NAME: _____

MIDDLE INITIAL / NAME: _____

OTHER ADDRESS INFO (FLOOR NUMBER, BUILDING NUMBER, MAIL STOP): _____

ADDRESS LINE 1 (APARTMENT OR SUITE NUMBER): _____

ADDRESS LINE 2 (HOUSE / BUILDING NUMBER, STREET NAME): _____

CITY: STATE / PROVINCE: _____

COUNTRY: ZIP / POSTAL CODE: _____

HOME PHONE NUMBER: CELL PHONE NUMBER: _____

WORK PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL: _____

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

NEW / REINSTATED / DUAL MEMBER SPONSOR: The person who recruited and/or encouraged the member to join.

LAST NAME / SURNAME / FAMILY NAME: _____

FIRST NAME / GIVEN NAME: _____

MIDDLE INITIAL / 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.

PLEASE READ AND COMPLETE THE OTHER SIDE
_ MALE
_ FEMALE

CLUB DUES WORKSHEET

1. NEW MEMBER FEE . . . . . € 30.00 _____
Paid only by new members. Covers costs of the New Member Kit and processing.

2. Membership Dues (all members), paid semi-annually in advance for periods April-September and October-March.
Pro-rated at € 9.00 per month.

Month Joined	Membership Period	Membership Fees		Amount Due
□ January	January – March	3 months x 9 €	=	27 €
□ February	February – March	2 months x 9 €	=	18 €
□ March	March	1 month x 9 €	=	9 €
□ April	April – September	6 months x 9 €	=	54 €
□ May	May – September	5 months x 9 €	=	45 €
□ June	June – September	4 months x 9 €	=	36 €
□ July	July – September	3 months x 9 €	=	27 €
□ August	August – September	2 months x 9 €	=	18 €
□ September	September	1 month x 9 €	=	9 €
□ October	October – March	6 months x 9 €	=	54 €
□ November	November – March	5 months x 9 €	=	45 €
□ December	December – March	4 months x 9 €	=	36 €

3. Total of 1, and 2 € _____
Dues and fees are payable in advance and are not refundable or transferable.

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 may be responsible 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, 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, and will be transferred to countries that are not regarded as having adequate data protection, including to Toastmasters' headquarters in the United States. I agree to notify 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 speeches to the best of my ability, basing them on projects in the Pathways program in the toastmasters.org website.
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.

By my signature below, I agree to the terms of A Toastmaster's Promise, and the Indemnification and Release stated below, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

SIGNED: _____
APPLICANT

By my signature below, I certify that this individual has joined the Toastmasters club identified above. As a club, we will ensure that this member receives proper orientation and mentoring.

SIGNED: _____
CLUB OFFICER

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

Mentor Interest Survey

A mentor is a more experienced member who takes a personal interest in and helps another member. Mentors serve as role models, coaches, and confidantes, offering knowledge, insight, perspective or wisdom useful to the other member. A mentor can help a new member become familiar with our club or can assist a more experienced member in learning special skills.

Please check all that apply:

☐ Yes, I would like to mentor a new member.

☐ Yes, I would like to mentor a more experienced member.

☐ I am a new member and would like to have an assigned mentor.

☐ I am a more experienced member and would like to have a mentor help me develop special skills. Please pair me with a mentor who can help me with the following skill(s):

_____

_____

_____

Name _____ Date_____

Address_____

Telephone No. Day_____Evening_____

Fax No._____ E-mail Address_____

Please give this completed form to your Vice President Education.

For the Vice President Education to use:

I have assigned_____ to be a Mentor to _____
Mentor's name Mentee's name