



Toastmasters Leadership Institute

(Providing Training to District 31 Club Officers)

District 31

TLI Dean Handbook

Winter 2014

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Lt. Gov. Education & Training

Get the Most from this HandBook

What is needed to plan a TLI? Time, Teams, Training and Tools.

That is what is provided in this handbook. It is written as a reference tool for TLI Deans.

But a reference tool is not at all helpful if the user doesn't know when to refer to it.

You are expected to read through this Handbook. It should be at least interesting to someone who has committed their time and energy to serve as a TLI Dean. If you, like the rest of us, have limited time and energy for this volunteer endeavor, then this Handbook should be spellbinding. In the first place, there are few questions that come up on the planning calls that aren't covered in it. But in the second place, most of the tools you will need are already provided. As a TLI Dean, you may re-create the wheel if you feel you must, but the samples provided here are proven tools for a successful TLI.

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1. Introduction:

Congratulations on your selection as Toastmasters Leadership Institute (TLI) Dean working under the Lt. Gov. Education and Training (LGET). This is not only a huge service to our District 31, but also a great opportunity for your own leadership adventure. Leadership goes hand-in-hand with good communication.

The goal of the TLI Dean Handbook is to provide specific guidance for planning, organizing and executing a successful TLI session. There are a wide selection of checklists, spreadsheets and planning documents available. They are intended to be a starting place in the development of your own plan. They should be updated to meet the needs of your TLI, but district leaders also use these forms. Coordinate with the LGET to identify updates which meet your needs and theirs. Enjoy your role as TLI Dean and don't be afraid to ask the LGET for assistance!

Any process is only as good as the people who use it and should routinely updated. At the conclusion of your service as a TLI Dean, we ask that you offer a detailed evaluation of the process under your oversight. It is important to recognize what worked well and to identify ways to improve the process. It is our intent to provide future TLI Deans with access to the original Handbook, seasonal variations and also the Dean Evaluations.

2. Event Planning Checklists:

The TLI Planning process is usually 4 to 6 weeks prior to the TLI event. We have seen successful TLIs planned in 3 to 4 weeks. In general, the most successful TLIs have started early and used the time effectively.

District Leaders start their planning soon after the previous TLI	
	▶ Secure the location
	▶ Coordinate any special venue concerns (contracts, parking, security, policies, etc.)
	▶ Recruit the TLI Dean
	▶ Recruit and Train the Presentation Team

TLI Dean builds a Team Plan with the support of the LGET	
	▶ Confirm all Location Arrangements at Initial Booking
	▶ Re-confirm Location Arrangements @ 1 month, 1 week and 3 days
	▶ Read and understand the TLI Dean Handbook
	▶ Confirm budget(s) with LGET & stay within budget
	▶ Provide directions and details for the promotional materials
	▶ Work with District to develop, print and distribute promotional materials
	▶ Recruit & train Team Leaders. (Registration, Food, Bookstore, Facilities, Photographer)
	▶ Work with District leaders and your team leaders to schedule weekly team conference calls
	▶ Coordinate with the venue contacts and presenters re: equipment, tables, chairs, lecterns
	▶ Help team leaders train their volunteers. Insure all volunteers pre-register
	▶ Plan the set-up of rooms. Create a map of training area
	▶ Create signage (or re-use stock signage) to guide attendees to services and training areas
	▶ Order food (use tax exempt form from www.District31.org)
	▶ Design your registration and name tag plan. Order all necessary materials
	▶ Secure presentation supplies, copies of Agenda and flyers

Day of the Event Checklist: (Evening TLI Sample)

Time	Task	Assigned to
11:00 AM	Confirm food order	Food Team
3:15 PM	Purchase ice on way to site	Food Team
3:50 PM	Call location to alert custodial staff of meeting start	TLI Dean
3:55 PM	Place sandwich board by curb	TLI Dean
	Begin room set-up	Facilities Team/ Custodian
	Bring in supplies from car	TLI Dean
4:15 PM	Put up signs for services and breakout sessions	Facilities Team
4:40 PM	Confirm Food delivery	Food Team
4:45 PM	Registration Coordinator arrives	TLI Dean
	Set up registration table	Registration Coordinator
5:00 PM	District Officers arrive	TLI Dean greets them
	Set up bookstore	Bookstore Coordinator
	Set up projectors in Rooms	Trainers, w/help from A/V Aide
	Set up food table (drinks, utensils, napkins, plates)	Food Team
5:15 PM	Registration Team arrives. Train them.	Registration Coordinator
5:15 PM	Food arrives. Sign for it	Food Coordinator
	Set up food in designated area	Food Team
5:25 PM	Registration table complete	Registration Team
	Bookstore table complete	Bookstore Team
5:30 PM	Registration begins	Registration Team & Dean
	Food available	Food Team
6:00 PM	TLI session begins	SAA
	General Session	District Leadership Team
7:15 PM	Put up Breakout session signs	Facilities volunteer
	Wrap up General Session - Recognition	District Leadership Team
	Get ready for Break	Dean, Bookstore, Greeters
7:30 PM	Break – Bookstore is Open	Bookstore Team
	Help people find restrooms, next session rooms	Dean, Room Monitors
7:45 PM	Breakout sessions begin	Room Monitor, Trainer
8:50 PM	10-minute warning	Room Monitor
8:55 PM	5-minute warning	Room Monitor
9:00 PM	Adjourn	Trainers
	Clean-up	Everyone
	Collect all supplies	Dean, LGET
	Celebrate!	Everyone

3. Team Checklists

Don't try to do it alone! This is a great opportunity to practice your leadership skills, *including recruiting and delegating*. You will recruit volunteers for only the logistics teams. The District Leaders recruit the trainers. Assemble your teams early, and work *with* the teams to put the whole event together.

Recruit volunteers from throughout your nearby Areas and Divisions. Include both experienced and less-experienced members. Recruiting from many different clubs makes it more likely that they will each spread the word about the TLI. Your recruiting work doubles as promotion for the TLI.

Make a plan for how you will use your volunteers. Try to match their volunteer jobs with their strengths. Be sure that your Registration Volunteers are comfortable with their role, have good people skills AND attention to detail. Send them the procedures well ahead of time. Be sure they can be there early to help set up and become familiar with the procedures and materials.

Create a list of your volunteers with their email addresses and phone numbers as you plan. Bring it with you the day of the event in case you need to follow up with someone who isn't there yet. Create written procedures for each of your volunteer roles. This will save you time when training them, and make it easier for them to remember what they are expected to do on the day of the event.

Plan back-ups for each of your key volunteers. Sometimes volunteers cancel at the last minute. But if you plan for it and build some redundancy in your volunteer schedule, you'll be fine. If you don't have enough volunteers, you can grab some of the attendees to help at the last minute, but that's not a real plan. If last minute help needed, *having the procedures on paper* will help them understand their role.

Facilities & Setup:

- Ask your trainers ahead of time what type of room set up they want. Some want classroom style, while some prefer U-shapes. Some bring projectors, most don't. Some venues require the presentation to be pre-loaded. Knowing the requirements ahead of time saves a lot of stress on the final days prior to the event.
- Write out a description of room set-ups or draw diagrams for each room, even if you are planning to do all the set-up yourself. You'll be busy the day of the event. It's nice to have it documented. Who knows, you might get volunteers to help out. Make it easy for them to share your load.
- Make direction signs for the doors and hallways, and for each breakout room door.
 - o Create a map of the facility (section used), and put the room names/numbers on the agenda.
 - o Think through the signage plan. The use of templates can reduce the cost and effort.
- Get to your location EARLY to check the set-up of all the rooms. Encourage your trainers to come early to check out their breakout rooms. Arrive 2 hours before the event, and bring a couple of helpers with you.
- Have a tech person on hand to help out with projectors, and bring extra extension cords just in case.
- Set up the main session room with lectern, gavel, chairs for presenters, chairs (and tables) for participants, banner on display, microphone, projector, screen, timing gear, copies of the agenda and water at the lectern.
- Balloons or flowers at the entrances, registration and bookstore create a warm and welcoming atmosphere.

Registration:

- At least 2 volunteers are needed for a TLI of less than 100 attendees, 4 volunteers for 100+.
- A slow or inefficient registration process can start the TLI off badly! Have a plentiful and well-trained team.
- Have a separate volunteer for walk-ins. Whenever one is not busy, they should help out the next person in line. If you have enough team, break up the alphabet of last names. Install signs on the wall behind the table to train the officers while in line.
- Give your registration volunteers *written procedures*. You may not have time to train all your volunteers without interruption, so having the procedures written makes it easier for you to get ALL the information across, and makes it easier for them to re-check the details when you're in the thick of registration.
- Print out a list of all District club officers, sorted by last name, in advance. That way, you can check their club names and #'s if needed.
- Also print out the list of people registered for the event the night before.
- Use a simple Walk-in Registration Worksheet to gather necessary officer information from walk-ins.

Food Coordination:

- Budget for the Winter 2014 session is \$1,000, to include food, drinks and any snacks. **NOTE: Please review the budget with the LGET prior to ordering food to verify the allowance and how it can be distributed.**
- Plan and order food in advance, and get volunteers to be responsible for picking it up and bringing it to the event, as well as setting up the tables. A sample list of food supplies is provided.
- Consider any need for refrigeration or heating of food items. Depending on the location, this may or may not be available. Consider coolers for ice if it is needed.
- Tax Exempt: The District cannot pay sales tax that can be avoided. Use the tax exempt forms when ordering in Massachusetts. **NOTE: if you choose to pay taxes that we could avoid, they won't be reimbursed.**
- Paying for Food: You have three basic options for paying for the food.
 - o **Option #1** – Pay for the food yourself and submit an expense report to the District Governor for reimbursement. See the District 31 website for a current copy of the Expense Report Form.
 - o **Option #2** – Ask caterer if they will bill the District who will then pay the invoice.
 - o **Option #3:** - If a corporate site is being used, ask if they can pay for the food and then provide an invoice to the District for their payment.

NOTE: If another payment process is needed for your TLI, please review with the LGET.

Category	Item	Who will Provide
Breakfast Food	Bagels, donuts, muffins	
	Fruit, yogurt	
Lunch/Dinner Foods	Sandwiches (prepared or self serve)	
	Pizza, pasta, or other hot dish	
	Trays (Fruit, Veggie, cracker, cheese, etc.)	
Snacks for break	Fruit, chips, cookies	
Appropriate Condiments	Salt, pepper, sweeteners, creamer, mustard, mayo, etc.)	
Drinks	Water	
	Juice	
	Soda	
	Coffee & tea (breakfast only)	
Supplies	Paper goods (plates, napkins, cups, straws)	
	Utensils - knives, spoons, forks	
	Serving utensils	
	Ice (with method of serving)	
Clean up Supplies	plastic bags, wipes, broom/brush	

Greeters:

- Finding and walking in to the location are the first experiences most officers have of the TLI. Make it positive by making it easy for attendees to find the place, find the rooms, and feel welcome. Balloons make it more festive and welcoming.
- Greeters can welcome guests and also help support the facilities team.
- Assign greeters to:
 - o Stand at each entrance greeting people (with a smile) & directing them to registration
 - o Introduce trainers to their rooms
 - o Stand in hallways and direct attendees to break-out rooms
 - o Serve as Room Monitors & give 10- and 5-minute timing signals
 - o Be helpful and welcoming. Be the go-to person for the trainer

Bookstore:

- Toastmasters materials are available for sale at TLIs.

- The bookstore is independently run by the District. The Bookstore Coordinator will work with you to see if a bookstore is planned or desired for your TLI.
- As Dean, you just provide 2 tables and 2 volunteers in a high-traffic area during registration and breaks. The Bookstore Coordinator will coordinate with and train the Bookstore team.

Photographers:

- District 31 likes to post pictures of the District events on the District website. Have one or two photographers take pictures from the beginning of the TLI (during registration) through the final sessions.
- The District photographer may be available. Maybe a team spouse would volunteer to take pictures.
- Send any pictures to the LGET or the District photographer.

Timers & Room Monitors:

- The general session and breakout sessions need a Timer to help the sessions start and stay on track.
- Timer will need a watch or clock and red, yellow, green cards.
- Provide a green card (10 min), yellow card (5 min), red card (0 time's up). Coordinate a mutually understood plan with the presenter(s).

4. Training Your Team

Registration:

Thank you for your help! The goal of registration is to make all our attendees and volunteers feel welcome, make it easy for them to participate and find their way, and ensure they get the credit they deserve for attending, as well as of course to make sure we handle our responsibilities to pay for this event. Here are the procedures to make sure this happens:

1. Welcome: Always start by welcoming each attendee to the location (e.g. beautiful Cape Cod) and to their Toastmasters Leadership Institute
2. Sign-In:
 - a. One team should focus on pre-registered, another on walk-ins, and clear signage should make this clear. Signs on the wall can be seen by the officers in line. Whenever one of you is free, help out the next person in line, regardless of their status.
 - i. If the attendee *has* pre-registered, find their name on the list and check them off
 - ii. If they have *not* pre-registered, ask them to fill in the Walk-In Registration sheet
 - b. Ask for their club name and club #'s (if they know them), and record that in column 2. If they are an officer in more than one club, record the club name and # for *every* club they are serving as officer in. Depending on the roles, the same TLI can count towards multiple clubs.
 - c. There should be a list of all club officers at the registration table. If the attendee does not know their club #, please look it up on that list and fill it in at your earliest opportunity.
3. Payment:
 - a. There is currently no cost associated with the Officer Training.
4. Registration Packet:
 - Hand them any materials that are prepared for the attendees,
 - Their name badge and the name badge holder,
 - Guide them to the training room, food and bookstore.

If you get any questions you can't answer, or have any problems you can't resolve, take their name & club info, let them in, give them their materials, and the Registration Chair can sort it out later. The goal is to get everyone in quickly. Find a District Officer or the TLI Dean *after* registration to answer any questions.

After everyone is checked in

- review the sign-in list,
- confirm that the club #'s listed match the club names, and
- fill in the club #'s for any attendees who didn't know them. (Use the Club Officers list)
- Follow up with any problem registrations.

Stay at the registration table until at least 15 minutes after the opening session starts, then clean up, come in and come have some food and drink! Leave a sign on the table directing late comers what to do.

Before the end of the TLI

- total up the numbers attending, separating club officers from non-club officers.
- Give all registration records to TLI Dean (or appropriate District Officer).

Please stay to the end of the TLI and sit up front during the last session to receive recognition for your efforts today!

Walk-in Registration:

The District, Divisions and Areas extensively promote the TLI Session, however, we do have individuals who are not pre-registered attend the TLI training. We need to have a separate table to handle these individuals who are not pre-registered as walk-ins.

It is important to collect all of the required information from these individuals so they can receive credit for attending the TLI.

Key information includes:

1. Name (First and Last)
2. Name of Club & City where the club is located
3. Club Number if they know it
4. Club Officer Role
5. Phone number and/or email address

Greeters:

The Greeter role is a fun and important role. The Greeter is the first person the club officers see at the TLI and sets the stage for a fun TLI experience. Having friendly, informative and helpful Greeters makes the Toastmasters feel welcomed and ready to learn. Since one of the most critical periods during the TLI is the registration process, especially for the evening TLI, which occurs after business hours, Toastmasters are usually hurried and tired so the last thing they want is to wait in a long line to register for the TLI.

The main goal of the Greeter is to...

- Help keep the line moving towards the registration table, by letting attendees know when an open registration staff member is available.
- Hand out TLI Agendas so participants can review the agenda while waiting in line.
- Answer questions like where are the restrooms, food, bookstore or main meeting room.
- Keep a smile on your face and ask people their names and introduce yourself. It is an excellent way to meet people and network.

NOTE: The Greeters can double as Room Monitors since the roles are needed at different times.

Bookstore:

Some of the TLIs have the District Bookstore setup so that Toastmasters can buy manuals and supplies. The Bookstore supplies are provided by the District Leaders or delegated to the Bookstore Coordinator. A detailed inventory binder is included so an inventory count can be completed prior to and after the Bookstore is opened.

It is strongly recommended to provide support to the Bookstore for setup, clean up and sales during the busy time. Provide at least two tables within easy access to the attendee traffic, but well away from the registration area, to minimize congestion around the tables.

The Bookstore is open during registration, breaks and after the TLI sessions during cleanup. Saturday TLIs are a perfect time for the Bookstore. Evening sessions are more rushed.

The cash box(s) are provided by the District leaders. Handling and documenting District funds is an important task. Acceptable methods will vary year by year, so coordinate with District leaders on details for handling, documenting, depositing D31 funds.

Food Coordination:

The food team can make or break the TLI. Appropriate food selections ready on time, displayed and handled in a pleasing way, served along with utensils, napkin and drink. Sound easy? It takes some effort and teamwork but does not need to be complicated. Think about your particular opportunities and challenges beforehand. Build a plan for success. Work with the District officers on the budget and general approach.

Signage:

The purpose of signs is to support officers finding their way to the session and avoiding confusion in general. Signage leads attendees to the provided services like registration, food, bookstore, general session, breakout sessions, restrooms. If the venue includes multiple floors, then provide signage for elevators and stairs. Special signage at the registration can provide valuable instruction for attendees and keep the line moving.

Over the years, everything from 8 ½ x 11 paper to foam core posters and easels have been used. Use the options available to you that provide the best signage at no cost.

Timers & Room Monitors:

The Timers and Room Monitors can be a combined role, where an individual makes sure the presenter has everything they need, such as flip charts, projector, making pens, etc.

Just like any Toastmasters event, it is important that the sessions start and end on time. The Room Monitor also handles the Timer role and will provide a 10 min, 5 min and Timeout notification to the Presenter.

The Room Monitor also makes sure there are enough chairs available, and takes attendance, usually with a sign-in sheet, and that handouts are distributed if provided by the presenter.

NOTE: The Greeter role and the Room Monitor role can be the same person.

Facilities Setup:

One of the most important functions of the TLI Dean is to make sure the facility is set up with enough space and chairs in the general and breakout session and enough tables for registration, food, bookstore.

Most TLI Deans assign a “Facilities Assistant” to help coordinate the facility setup.

NOTE: The maximum number of attendees that attend the TLI is based upon the room sizes at the facility. Make sure you coordinate the maximum room capacity of the facility with the LGET. The District TLI registration system can be used to limit attendance based on maximum room capacity.

The facility setup should be completed a couple of hours before the start of the TLI.

Training Sessions Setup:

The TLI Dean should contact the Presenters to verify how the Training Session rooms should be set up. Most of the time the rooms are set up auditorium style with a table in the front, a flip chart with marking pens. A lectern or A/V electronics may be provided, if available, for larger rooms (100 seats). For smaller room setups, such as the Secretary, Treasurer and SAA training, the chairs may be set up in a circle.

General Session Room Set-up:

The General Session Room is the heart of the TLI. It is used to conduct the Opening Ceremonies, General Sessions and may double as an officer training breakout room.

NOTE: The capacity of the Main Seminar Room determines the maximum number of attendees for this TLI. It is usually defined by the host or regulatory limits, so it is critical to keep our commitment. Develop and manage an equitable method of filling the room and limiting attendance to meet the requirement

Following are suggestions for the general setup.

- Use auditorium style seating to maximize the seating capacity.
- Projector and screen are usually used by the District leadership.
- Microphones or lapel mics are a must for venues over 100.
- Lectern if available. Put in center or off to the left of the projection screen.
- Flipchart and markers if requested.
- Make sure you have a table in the front for the projection unit.
- Run a power cord to the projection table and to the lectern for a laptop.
- Make sure that all attendees can see the presenter. Some rooms have pillars or peculiar shapes.
- Make sure the Main Room is well marked to be found by attendees.
- Reserve seats in the front row for the presenters, TLI Dean and Timer.
- Plan to have the local club banner and/or the District banner displayed up front.
- Have an American Flag displayed up front.
- Have a few bottles of water for presenters at or near the lectern.

Cleanup Process:

Once the TLI is completed, all of the volunteers need to assist in cleaning up the facility. We want to make sure the facility is left as good, or even better than when we started. Most facilities are provided at no cost to the District, so a thorough clean-up is our thanks to the host. We might want to use this venue again.

Following is a basic checklist of the cleanup process.

- Collect trash
- Collect recycles
- Remove all signs you put up. (remove all tape)
- Erase boards
- Straighten chairs
- Return registration materials, cash and checks, and district supplies to appropriate District officers

Recognitions & Certifications:

As TLI Dean it is very important to recognize ALL of your volunteers with a printed certification and Thank You. This is usually done either during the Open Ceremonies or the Closing Ceremonies. Coordinate this with the District Leaders.

- Pre-print certificates with names of volunteers. Add several blank ones in case volunteers are recruited the day of the event. A sample certificate is provided.
- Sign off as TLI Dean. Present the certificates to the LGET on arrival for their signature.
- Print one certificate for yourself as well, to be signed by the LGET and DG.

Reporting Attendance to LGET

- Work with the LGET to obtain a current list of the District Club Officers before the TLI.
- Coordinate the format and schedule of the final attendance report after the TLI.
- Make sure you understand the guidelines for giving credit for attendance. Coordinate with the LGET.
- Make sure Walk-ins are included on the attendance report.

5. Getting Trained as a TLI Dean

The formality of the District 31 TLI Dean training program varies. It is critical to equip TLI teams for the leadership responsibilities they will undertake, as well as help ensure a smooth and successful TLI experience for all of the Club Officers who attend training.

Weekly Planning Conference Calls

Approximately six weeks prior to the first TLI scheduled for the season, an individual selected by the LGET conducts weekly conference calls, currently planned on Tuesday evening from 7 to 8pm, to help prepare TLI Deans lead their TLI program.

The LGET or designee sets up a toll free conference line to coordinate the planning. An agenda is sent out at least a few days before the weekly call.

TLI Dean Training Agenda

The LGET or designee prepares the weekly agenda and takes responsibility for taking minutes and tracking progress from the TLI Deans.

A sample TLI Dean Training Agenda is available as a digital resource.

The LGET starts by providing an update on the number of individuals registered for each TLI. Then, each TLI Dean is given about 10 minutes to provide an update of the items listed on the agenda. Such as, number of volunteers confirmed, food status, parking, security, room configurations, etc.

The TLI Dean Minutes track of the updates and puts them in the minutes for the next meeting.

The LGET also attends the meeting to answer questions and to provide additional information.

TLI Dean's Responsibility

The TLI Dean needs to follow up on action items on the meeting agenda and prior meeting minutes. Being prepared will ensure that the meeting will move along within the scheduled one hour.

It is also very important to be on the call on time so that that the meeting can start on time and information does not need to be repeated.

In the event you cannot attend the meeting, send the LGET your updates via email so they can be included in the meeting. Alternatively, have one of your team provide the updates on your behalf.

Information Provided by the LGET

It is the responsibility of the LGET to provide clubs with successful Officer Training. The TLI Deans are an important part of accomplishing that goal. The LGET will provide the agenda for the TLI as early in the planning process as practical, provide a budget for food and supplies, recruit the presenters for the general session and breakout sessions, and to support you through the planning process.

6. Tools of the Trade: (Digital Samples and Templates)

This section contains sample documents used from previous TLIs. These documents have been provided to minimize rework and to provide a structure that has served for past TLIs.

***NOTE:** We ask that at the conclusion of your TLI Dean service, you provide specific comments on the TLI Dean Handbook. What worked well? What could be improved? These can be used to expand and improve the “Best Practices” to be passed on to future TLI Deans.*

Sample Volunteer List

You are provided an electronic sample of a volunteer list. It is very important to get your volunteers lined up as early in the planning process as possible. A great team assures a fun and successful TLI, plus it is wonderful opportunity to work on your own leadership skills.

Sample Registration Forms and Reports

You are provided an electronic sample of forms and reports used at the Registration Table. Some of these reports are generated by the LGET and some are worksheets to use for Walk-in Registration.

Please use and modify the sample documents as needed.

Registration List (from LGET)

The sample Registration List is from the District Registration System (EventBrite) and is provided by the LGET or designee. This report should be run weekly as soon as registration opens to review the number of attendees and number of club officer roles being represented so that the room assignments, based upon size, can be assigned.

The “Final” Registration List will be made as close to the TLI as practical, usually the day before. This allows time for you to sort the list by last name and print multiple copies for the Registration Table.

Walk-in Registration Sign-in Worksheet

The Walk-in Registration Sign-in Worksheet is used to record attendees who didn't pre-register. Make sure you have several copies of this worksheet, a separate table and a dedicated person to obtain the required information from these final TLI attendees. This volunteer should be intimately familiar with the plan to limit attendance at a TLI if it is needed.

District Club Officer List (from LGET)

The District Club Officer Report is provided by the LGET and contains the Toastmasters' name, club name & number and club officer title for club officers within the District.

The report is used by both the Walk-in Registration Table the main Registration Table to verify the participants' club name and number so they can get the appropriate credit for attending the TLI.

Sample TLI Attendance Report for LGET

A sample of the report that the LGET wants to receive from the TLI Dean at the end of the TLI is provided. It makes sure that the club officers (participants) get the DCP credit for their attendance.

Volunteer Certificates

You are provided a sample Volunteer Certificate. Use this file as a sample and modify it based on your TLI. Print them on a good grade paper. Some TLI Deans have presented the Volunteer Certificate in a nice frame. Make sure the LGET and TLI Dean signatures are on the certificates by the start of the TLI.

District Expense Report & Tax Exempt Certificate

TLI Dean expenses must be submitted using the District 31 expense report located at the following URL http://www.district31.org/?page_id=201 on the District 31 website. Original receipts must be included and spending limits must be approved by the LGET before the expense is incurred. The District Governor receives the expense report and approves it before the District Treasurer can issue a check.

NOTE: If you can have your expense report and receipt ready at the TLI, then you'll be able to receive reimbursement sooner.

Since TLI's are Toastmasters events and the Toastmasters is a non-profit organization, we do not need to pay sales tax on food or supply items. To obtain a copy of the tax exempt certificate to show your vendor, go to the District 31 website at the following URL http://www.district31.org/?page_id=201 and print a paper copy of the certificate.

Sample Posters/Signage

You are provided sample poster and signage used at previous TLIs. Use these files as a sample and modify them based on the needs of your TLI.

Sample TLI Dean Documents

You are provided the sample documents used to conduct the weekly TLI Dean training calls. Use the documents as needed for your TLI.

TLI Dean Conference Call Agenda

A sample TLI Dean Call Agenda is provided, which is used by the LGET for the weekly calls. The agenda is usually sent out a few days prior to the scheduled call.

TLI Dean Conference Call Meeting Minutes

A sample TLI Dean meeting minute format is provided. It is important to capture all of the key discussion items and decision items from the meeting in the minutes. Follow-up and assigned tasks are also documented in the meeting minutes by the LGET. Whether or not you attend the call, the meeting minutes should be reviewed to keep you in the loop of TLI planning. Make sure you follow up with the LGET on any issues or questions you have on the minutes.