



Hello Fellow Toastmasters,

Please find below, a list Toastmasters International materials and District/Club-generated documents that can be used in your Visitor/New Member packets for your club. This list is the result of my High Performance Leadership Project to develop a scalable new member kit for use by club Vice-Presidents of Membership. This project relies on feedback from my guidance committee (a club charter member, a VPM, and a new member), individual interviews of club members, and responses to a survey posted on Toastmaster International’s Member Facebook Page (responses represent 14 districts in 5 countries).

The chart is organized into three sections-Materials that can be included in your core new membership packets, materials that can be included in your core visitor packets, and optional materials that can be added to visitor OR new member. (Many of clubs indicated that components were often used interchangeably across packets or in lieu of one of the packets [according to survey results, more clubs provide visitor packets than new member packets].) The list is a combination of Toastmasters International Resources and samples of club-generate materials.

These items can be printed and distributed during meetings or emailed as an electronic follow up. If you have any questions or would like to add information to this compilation, please contact me at andreagtantillo@gmail.com

Toastmasters New Member and Guest Kit Contents			
Packet	Title/Description	File Origin	Link
New Member Core	Welcome Letter	Club Generated	https://drive.google.com/file/d/1g_3aZ1863HuhY5WBCqzGTh0TaX-PFIne/view?usp=sharing Samples from Various Clubs for use to create a letter unique to your club
New Member Core	Pathways Start Up Guide	Club Generated	https://drive.google.com/file/d/1A14dwlj5bSruOnYtBKJuctuTuRhF21Aa/view?usp=sharing (compiled from resources provided by Boeing Toastmasters #4908, Lehigh Valley Toastmasters, The Woodlands Toastmasters, District 55 and District 56) You may want to develop your own club-specific guide, but new members need pathways instruction.
Visitor Core	Membership Application	Toastmasters International	https://www.toastmasters.org/leadership-central/club-officer-tools/membership-building/membership-applications
Visitor Core	Toastmasters Membership Building Kit	Toastmasters International	https://www.toastmasters.org/shop/marketing/kits/1160--Membership-Building-Kit Includes brochures listed below, along with guest cards and some brochures that should be given to members to help come up with ideas for membership building. See below for a list of individual documents in this kit that should be included in a visitor packet
Visitor Core	All About Toastmasters (Item 124)	Toastmasters International	https://www.toastmasters.org/Shop/124--All-About-Toastmasters
Visitor Core	The Benefits of Toastmasters Membership Fliers	Toastmasters International	https://www.toastmasters.org/-/media/dcd-items/the-benefits-of-toastmasters-membership-354.ashx (Download starts automatically)
Visitor Core	Confidence. The Voice of Leadership. (Item 101)	Toastmasters International	https://www.toastmasters.org/Shop/101--Confidence-The-Voice-of-Leadership

Visitor Core	Find Your Voice. (Item 99)	Toastmasters International	https://www.toastmasters.org/Shop/99--Find-Your-Voice
Optional	Pathways and Core Competencies	Toastmasters International	https://www.toastmasters.org/resources/resource-library?rt=75548b92-823f-4a5b-abf5-53b7af364fcf&t=Pathways
Optional	Navigating Pathways	Toastmasters International	https://www.toastmasters.org/resources/resource-library?rt=199219b4-f1a2-48bf-9295-37c2e2c71ee7&t=Pathways
Optional	Pathways Level Completion Checklist	Club Generated	https://spacedout.toastmastersclubs.org/pathways_level_completion_checklist_v3-fillable.pdf (lots of resources here – scroll down to find this pdf)
Optional	Where Will Pathways Take You	Toastmasters International	https://www.toastmasters.org/resources/resource-library?rt=c75e4fac-0af2-434c-980a-64e7750f0ab0&t=Pathways
Optional	A Toastmasters Promise	Club Generated	https://drive.google.com/file/d/19vgK8KB_ULCbEY23t0tIJ7_UUDXF93Y5/view?usp=sharing single page for emailing
Optional	A Toastmasters Promise	Club Generated	https://drive.google.com/file/d/19vgK8KB_ULCbEY23t0tIJ7_UUDXF93Y5/view printable 4-up postcard
Optional	A Toastmaster Wears Many Hats /	Toastmasters International	https://www.toastmasters.org/resources/resource-library?rt=711a2e2d-0b02-4066-922a-47c926925d8a&t=Hats An essential booklet for fulfilling club meeting roles.
Optional	Condensed Ice Breaker Speech Project	Club Generated	https://drive.google.com/file/d/1casz_aVF55HojxvQDb3ONHv-H20k_A8s/view (courtesy of Lehigh Valley Toastmasters)
Optional	Full Ice Breaker Speech Project	Toastmasters International	https://www.toastmasters.org/websiteApps/Pathways/IceBreaker/tm100101/resources/8101%20Ice%20Breaker.pdf
Optional	Meeting Roles (Functionaries) Explanations, Scripts and Logs	Toastmasters International	https://www.toastmasters.org/membership/club-meeting-roles Explanation of club meeting roles. Click on the title for a brief description and resources to help fulfill each role.
Optional	Meeting Roles Snapshot	Club Generated	https://drive.google.com/file/d/15s8X8_IZ45omLGuMpPMiMp7TZgXEOkrP/view (compiled from resources provided by Boeing Toastmasters #4908 and St. Ignatius Toastmasters)
Optional	New Member Profile	Toastmasters International	https://www.toastmasters.org/resources/new-member-profile-sheet
Optional	Member Interest Survey/	Toastmasters International	https://www.toastmasters.org/resources/member-interest-survey These forms can be used to help plan club programs around needs and interests.
Optional	Prospective Member Flyer	Toastmasters International	https://www.toastmasters.org/resources/prospective-member-flier
Optional	Guest Information Card	Club Generated	https://drive.google.com/file/d/1yxbJZo51vAqlqPXesbWIX1wNXzU_8oEC/view (compiled from resources provided by The Woodlands Toastmasters and St. Ignatius Toastmasters)
Optional	Become a Better Leader Flier	Toastmasters International	https://www.toastmasters.org/~media/63B704B5136C475791FBEF3DA52CBF36.ashx For prospective members looking to sharpen their leadership skills (download begins automatically)

Optional	Welcome Guest Letter – How Toastmasters Works	Club Generated	https://drive.google.com/file/d/1FRdZWVMmj0qPAgn1rM_zoUYrNsu1TCv9/view (compiled from resources provided by Boeing Toastmasters #4908, Timmons Talkers Toastmasters, St. Ignatius Toastmasters, Nederland Toastmasters and Toastmasters International)
Optional	Pro-Rated Club Dues Charts	Club Generated	https://drive.google.com/file/d/1wewsEoklpqeKXzhTh9F2a6RpQAaG63-u/view
Optional	Sample Agendas	Club Generated	https://drive.google.com/file/d/1QRQxsmql82Z-dqOlw1XVCzZpNV9nPPZO/view?usp=sharing (compiled from resources provided by Boeing Toastmasters #4908 and St. Ignatius Toastmasters)
Optional	Meeting Roles Snapshot	Club Generated	https://drive.google.com/file/d/1QRQxsmql82Z-dqOlw1XVCzZpNV9nPPZO/view (compiled from resources provided by Boeing Toastmasters #4908 and St. Ignatius Toastmasters)
Optional	Develop Your Leaders from Within	Toastmasters International	https://www.toastmasters.org/shop/103--Develop-Your-Leaders-From-Within A brochure designed for promoting Toastmasters to businesses and organizations.
Optional	Officer Snapshot	Club Generated	https://drive.google.com/file/d/1OZmGGqy5zgkeEQVJI7II4MSxzCJWjlbJ/view
Optional	Features, Benefits and Value Flyer / Chart showing the benefit of Toastmasters to corporations.	Toastmasters International	https://www.toastmasters.org/resources/features-benefits-and-value To be printed out and handed to Human Resources representatives, used at tradeshow, etc.
You may also want to include club-specific information, such as a business card and club flyer, club website information, club social media info, back issues of Toastmasters magazine, and a guest information card to capture e-mail and interests for follow up			