



TOASTMASTERS Gavel Clubs

WHERE LEADERS ARE MADE



Guide to Starting a Gavel Club

Give Today's Youth the Gift of Toastmasters!

Teenagers are often more comfortable communicating electronically than speaking face to face. Yet many events in teenagers' lives require interpersonal communication skills to be resolved successfully. Now, more than ever, they need guidance in developing their communication skills.

Through Toastmasters Gavel Clubs, participants learn to:

- ✓ **Overcome nervousness** when speaking before an audience.
- ✓ **Organize and present ideas** logically and convincingly.
- ✓ **Listen carefully** to others' ideas.
- ✓ **Participate in and lead** group discussion or meetings.
- ✓ **Offer advice to help others** improve their speaking and leadership skills.



All these skills are necessary for earning a living in today's competitive job market, but are also essential for maintaining healthy personal relationships and achieving academic goals in middle & high school and college.

Requirements to start a gavel club:

1. **No special training** is required. You have all the training you need from your Toastmasters club.
2. The Club Counselor (person in charge) must be a **Toastmaster in good standing**.
3. Counselor must have completed at least **6 speeches**.
4. Have a **sponsoring organization** (preferably a TM club).

NOTE: Gavel Clubs are **not required** to have a **minimum number of members**.

It is **highly recommended** to start with a Youth Leadership Program (YLP), and extend it to a gavel club (after the 8 wks of the YLP). However, a YLP is not required to start a gavel club.

What does the sponsoring club do?

They can be as involved as they like, but they should help the YLP or gavel club be successful. Some things a sponsoring club can do are:

1. Make a **donation** to help gavel club get chartered/started. (about \$100 to get chartered)
2. Send toastmasters to **help run** the gavel club and help at contests, etc.
3. Be the sponsoring organization whose name goes on the **TMI paperwork** to be chartered. (All youth programs and gavel clubs are required to have a sponsoring organization.)

Benefits:

1. Growth in Toastmasters clubs (parents joining TM clubs).
2. You make a difference in the life of a child, giving him/her the best gift ever (that will last him/her a lifetime).
3. This can be your High Performance Leadership Project (**HPLP**) which is needed for your Advanced Leadership Silver (**ALS**).

Participants: Members of a gavel club are called **Gaveliers**. The club counselor decides on the **age range** for members. NOTE: Gavel Clubs are not required to have a minimum number of members.

Cost of Starting a Gavel Club:

1. **One time fee of \$50** (to charter).
2. **Annual fee of \$48** to TMI (regardless of # of members), paid every November, and prorated at the time of charter.
3. Cost of any equipment needed to run a TM club. Cost of renting a venue.

Membership Dues:

- **Only reasonable dues** may be charged to cover operating expenses.
- **No individual may profit or draw salary** from Gavel Club activities or donations.
- **One Gavel Club charges \$5/month** (to help with the cost of running the club) plus the cost of CC and CL manuals. Dues are renewed every 6 months, and new members pay a prorated amount.

Creating a Club:

Gaveliers **vote** on a **club name** and new **officers**. A list of new officers will need to be **sent to TMI every 6 months** when new officers are elected. If the club counselor changes, it will also need to be reported to TMI.

Paperwork:

To obtain the **paperwork** need to start a Gavel Club, email TMI at newclubs@toastmasters.org

New Club Kit from TMI:

After the gavel club **paperwork** has been filled out and **submitted** to TMI, the club counselor will receive a new club kit. A few of the things included in this kit are: **20 CCs and CLs, a gavel, membership cards, evaluation forms, etc.** You will need the Gavel Club name, and Gavel Club officers to complete the paperwork.

Note: Gavel Club participants **can not call themselves Toastmasters**. They are called **Gaveliers**.

Meeting Roles:

Some Gavel Clubs **use different role names** than a TM club.

1. Members = Gaveliers
2. Toastmaster = Ringleader
3. Evaluator = Coach
4. GE = Head Coach
5. Table Topics Master = Inquisitor
6. Ah Counter = Wizard of Ahs

New Members:

New members are **voted in**, after application & dues are received. **Induction ceremony** is usually once a month for new members, where they take the **Gavelier's Promise**.

Parent Steering Committee:

The counselor should select some **parents of members** to form a steering committee to **provide input, volunteer at the club, and help make decisions** about the club.

EasySpeak:

This is an **on-line scheduling program** used to schedule Toastmasters and Gavel Club meetings. It allows members to indicate their attendance, request speeches, and select roles, as well as input speech titles and intros. It also allows the counselor / officers to create meetings, keep track of members, guests, & mailing lists, and send out group emails, and meeting reminders. In addition, it takes your meeting schedule and creates an agenda, which you can easily print. Furthermore, EasySpeak keeps track of members' CC and CL progress. And much more! If you would like an EasySpeak account set-up for your club, contact Paul Osborn toastmasters@paulosborn.com .

*Note: Free**ToastHost** does not work for gavel clubs.*

Educational Speeches:

Once every 4 – 8 wks, the counselor invites **qualified Toastmasters** to come to the gavel club and give educational speeches, as well as demonstrate roles.

Contests:

Gavel Club contests are: **Spring:** Inspirational Speech Contest, Evaluation; **Summer:** Tall Tales, Poetry; **Fall:** Humorous Speech, Table Topics Contest.

Liability Insurance:

Some venues will require that you have proof of liability insurance in order to use their facility. Gavel clubs are fortunately covered by TMI, and you can **obtain your certificate of liability insurance from TMI** after you have been chartered, and receive your approval letter and new club kit. (It will not be included in your new club kit.) The certificate expires in a year, so you will need to request a certificate each year. **After** your Gavel Club has been **certified**, you may **request** your **certificate** of liability insurance by emailing tminsure@toastmasters.org.

Bank Account:

Open a bank account in the **Gavel Club's name**.

Venue:

Some venues will rent out space for a reduced rate or even free if the organization is non-profit. Therefore it would be beneficial to get your non-profit status.

EIN (employer ID # or taxpayer ID):

Gavel clubs do not receive an EIN number, like TM clubs do. TMI suggests that the gavel club and the sponsoring TM club share the EIN #. The sharing of an EIN# means the gavel club also gets 501c3 status. However, if you wish to run more independently and have your own EIN #, you can apply for an EIN with

your state. **EINs are free.** But you will have to pay to become incorporated, and pay also to obtain 501c3 status. <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

501 (c) 3 Status: Not required.

If you wish to accept matching donations or corporate donations, you will need to get a 501 (c) 3 status. But first, you will need to get an EIN# (free). Then, you will need to become incorporated in your state. (\$35 in the state of WA) You pay the fee yearly to keep the incorporated status. This is only if you wish to get **tax-exempt status**. Gavel clubs do not get this benefit from TMI, as Toastmasters clubs do. Finally, you fill out a 28-page application called Form 1023. The IRS requires a \$300-\$750 application fee based on the size of the organization, your state, and annual reporting.

Gavel Club info on TMI's Website:

<http://www.toastmasters.org/Members/MemberExperience/SatellitePrograms/GavelClubs.aspx>

From personal crises to the academic rigors of high school, teenagers are constantly confronted by difficult situations. Toastmasters Gavel Clubs aim to build effective listening, expression and communication skills that will help guide young people through their teenage years and beyond.

Let me know if you have further questions, comments, or concerns.

Samia Reed

Youth Program Coordinator

District 2

Samia@fortreed.com



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10 Steps to Starting a Gavel Club

Step 1: Get a club sponsor (an organization, school, church, or toastmaster club. etc). Talk to the officers at your club regarding this, and, if possible, give a speech to your club on this. The sponsoring club can be as involved as it wants or is needed. It should help the gavel club be successful. The **Club Counselor is the “person in charge”** of the YLP. Get some **assistants!**

Step 2: Choose a **day and time** that will work for you, as well as the **age range** for the Gaveliers.

Step 3: Find a **venue** for ongoing weekly meetings. Set a **start date**.

Step 4: Inform the D2 Youth Program Coordinator, **Samia Reed** of your start date, location & time, and the names of the coordinator(s) and assistants. This information will be listed on the D2 website.

(Samia is to keep record of all Gavel Clubs in District 2. She can also help with advertising.)

Step 5: Advertise. Starburst, D2 website, Email homeschool groups, Flyers at libraries, schools, church groups, etc.

Step 6: Prepare. Get supplies, applications, meeting forms, member binders, etc ready for the meeting. Order CCs. Decide on membership dues, if any. Set-up **EasySpeak**. toastmasters@paulosborn.com

Remember, *only reasonable dues* to cover operating expenses. **No individual may profit or draw salary from Gavel Club activities or donations.** (e.g. One club charges \$5/month.)

Step 7: Start meetings and treat it **like a new TM club**, teaching members a little at a time.

Step 8: Club votes on **club name and officers**. Select **Parent Steering Committee**.

Step 9: Fill out and file gavel club **paperwork** to TMI. Email newclubs@toastmasters.org for paperwork.

(Steps 8 & 9 can also be done during a YLP)

Step 10: Obtain an **Employer ID #** (EIN is free), and open a **bank account** in gavel club's name.

Optional: If you wish to accept **corporate donations:**

1. Get an EIN #.
2. Become incorporated.
3. Become 501c3.

Questions, or concerns? Email District 2 Youth Program Coordinator, Samia Reed samia@fortreed.com

Supplies – New Gavel Club

Below is a list of supplies you may want to get for your new gavel club.

1. Timing lights:
TMLights: <http://tmlights.com/> 3 sided lights dc powered. (battery) (under \$100)
2. Squeaky toy (from Pet Store): Ah Counter
3. Stop watch: Timer
4. Forms for all role holders
5. Role explanations
6. Feedback forms for speakers (filled out by audience)
7. Sign for the door
8. Guestbook
9. Sign-in sheet (for members)
10. Membership Book
11. Applications – Blank
12. Name tags (for members and guests)
13. Member Binder for ea member (containing intro, role explanations, CC, CL, etc)
14. Extra CCs and CLs (to have on hand for new members)
15. Ribbons for awards: ice breaker, table topics, best Speaker & coach
16. Gavel: comes with kit
17. Tape, scissors, marker, paper, pens
18. Agendas – can be generated from EasySpeak
19. Clipboards?
20. Sign up sheet for future roles
21. EasySpeak