

# District 70 Toastmasters

New South Wales and ACT – Australia

## Club Information Form

Directory 2010/2011

We need information from every Club so that

- We can prepare the District Directory for the coming year
- A contact can be provided for the District Enquiries Officer
- Your Club's listing on the District Website can be updated.

**As an alternative to using this form, the information required can also be entered directly on the District Website at [www.d70toastmasters.org/Forms/directory\\_form.htm](http://www.d70toastmasters.org/Forms/directory_form.htm).**

### Important points to note when completing the Club Information Form

- It is District 70 policy that every Club should be encouraged to have a P.O. Box. If you have one, this should be listed as your mailing address.
- It is District 70 policy that every Club should be encouraged to have a permanent email address for the Club. This will be,
  - Used by District to send timely information to your Club
  - Used by other Clubs to contact you and your Officers
  - Listed on the District website for enquirers to use to contact you about joining.
- You can either (District recommends that clubs only use one of the first 2 options )
  - Use a dedicated Club email address where your Club has an account with an ISP (also normally available where your Club has a website)
  - Obtain a dedicated email address for the club by establishing an account with an Internet Service Provider (ISP) which can be auto-forwarded to up to 4 officers.
  - Use a member's address where that member agrees to be the contact for the Club
  - Get a "free" email address from a web source such as Gmail or Yahoo that Club Executive members can access.

Whichever type you use, the person responsible for the email address should be prepared to check it regularly and then to pass on messages to other Club Officers and members as appropriate.

- Your Club "phone contact" person need not be the President. It needs to be a Club member who can provide information about your Club to prospective members who call from the District website or are referred by District Enquiries. Most of these calls are made during normal working hours, so the contact should be generally available both during and after hours and/or have an answering machine or service.
- We suggest you visit the District 70 website at [www.d70toastmasters.org](http://www.d70toastmasters.org) to see your current Club details in the **Find a Club** section. Note that we only show your Club contact's name and phone number and your Club email address on the website.
- **It is essential** that all members whose phone and/or email details are provided on the form have agreed to have that information included as appropriate in the District Directory and on the District website. **The person signing the form acknowledges that this agreement has been obtained.**

