

Sample New Member Welcome Letter from Club

Note: clubs who don't use Free Toast Host (FTH) should update the sections highlighted in yellow, and all clubs should update the part highlighted in blue (whether all members are online or percent of members online) based on the club's practice. If the club does not use FTH, they should provide alternate instructions regarding the process the club uses to schedule members for meeting roles.

Thank you, Janice Buffalow and Somerville Toastmasters for sharing this template!

Dear <name>,

Welcome! Now that you can log in to the club's website, the fun begins. We have three websites that we use:

- <club website link>: this is where you can find specific items related to the club. You must log in to add your name to a role.
- [Toastmasters International website](#): this is where you will work on your educational projects. You must log in to access Pathways.
- [District 83 website](#): this is the website for the District where our club is located. There is no login and it contains information for District organization, District activities/events, and there is a section where some helpful documents are located for [Pathways](#).

As a new member, you can now participate in the club roles, give prepared speeches, and participate in Table Topics. You can review the [NAVIGATOR](#) as it will provide more details regarding Toastmasters and what we do at a club. This [chart](#) displays the hierarchy of Toastmasters International (TI) from the member to the International level. As you can see we are all members of the hierarchy of TI.

As you attend the meetings, feel free to send me a chat if you have any questions. I encourage you to do things at your own pace so you don't burn out and you don't make this a hardship on yourself. If you want to get your feet wet, I suggest you volunteer to be a Table Topics speaker; that is a short 1-2 minute opportunity to shake your speaking fears off your shoulders. If you are adventuresome and wanting more, check out the agenda on our website and add your name to a role; I've provided more information below.

Club Meeting Roles (page 6 of the Navigator)

When you are ready, I suggest you begin as the Timer or Ah Counter/Grammarians. In many clubs, the Ah Counter/Grammarians also selects the "Word of the Day". NOTE: In the Navigator, not all roles may be spelled out as overtime, the club culture has added roles to make the meetings fun, interesting, and challenging.

- For the Word of the Day, you can go to www.dictionary.com and look at their words; you can even look at the previous day's word. I use the mobile version and just looked at the online version and I see there are trending words at the top which can also be used. Typically the format is to announce the word, state its purpose (noun, adjective, etc.), provide a definition, and give an example. All of this is

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available via [dictionary.com](https://www.dictionary.com). The timing should be short around 1-2 minutes (we do not formally time this role).

Other club roles include:

- Toastmaster
- Speaker
- Evaluator
- General Evaluator

Educational Program

One of the primary elements of Toastmasters is the educational program – Pathways. This program is primarily available online; however, some paths are available in hard-copy format for an extra fee. **All our members are online.** Pathways is only available via www.toastmasters.org; you will need to log in using the email address you used to register in the club and then you can create a password; just follow the online directions. I am going to provide you some links to documents that can help you in this effort; however, if you want me to demonstrate and help you through the process, we can schedule 30-45 minutes to do so; just send me your available times and I can schedule this via zoom.

- [Quick Tips on Getting Started](#)
- [Pathways Catalog](#)
- [Comprehensive Check List](#)
- The visual layout of each Level
 - [Level 1](#)
 - [Level 2](#)
 - [Level 3](#)
 - [Level 4](#)
 - [Level 5](#)

Mentoring

As a new member, you are encouraged to get a mentor to help you understand Toastmasters, the club, and can steer you in the right direction on Pathways. If during a meeting you saw someone you would like to have as your mentor, let me know; otherwise, I will match you with someone.

Welcome to **<Name of Toastmaster Club>**. I know this seems like a lot of information but I wanted to lay it all out for you. Stay safe and healthy.

Best regards,

Name of Officer (VPM or VPE)

email address

phone number