



PART 1 GETTING STARTED

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GETTING STARTED

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PART 2 - FIRST MEETING AND BEYOND

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

FAST START - If you have sufficient enrollment two weeks prior to your first meeting
GRADUAL START - Three lesson plans for readiness
Room set-up
FAST START Lesson Plans
 Meeting 1 - Lesson Plan
 Meeting 2 - Lesson Plan
 Meeting 3 - Lesson Plan
Reproducibles
 Introduction worksheet
 Wordmaster form
 Word of the day example
 Timing for the continuous story
 GTKY worksheet
 Timekeeper form
 Speak from notes/Impromptu activity cards
 MC's guide
 Voting slips
 Evaluator form - Level I
Ribbons
 Encouraging Impromptu success
 I Made it to a Minute ribbons
 Impromptu Pro ribbons
 Best Speaker, Evaluator, and Impromptu ribbons

PART 3 - MEMBER HANDBOOK (LEVEL I - II)

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

How to be Master of Ceremonies (MC)
 MC's Guide form
 A sample of an MC's approach to a meeting
How to be Impromptu Master
 Impromptu Guidelines
 Impromptu Tips
How to be an Evaluator
 Evaluator Worksheets (All Levels)
How to be the Humorist
How to be Wordmaster
 Wordmaster Form
How to be Poet Laureate
How to be Timekeeper/Timekeeper Form

How to be Vote Counter
Level I Speeches
 Getting to Know You Speech Description
 Writing a Speech
 Speech Topics to Avoid
 Choosing a Topic
 Five Suggested Steps to Writing the Speech
 Example of speech preparation
 Other Level I Speeches
 Level I Completion Chart
Level II Speeches
 Level II Completion Chart
Meeting Etiquette & Protocol
Glossary of Public Speaking Terms
Member FAQ's

PART 4 - MEMBER HANDBOOK (LEVEL III - IV)

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

How to be Master of Ceremonies (MC)
 MC's Guide form
How to be Impromptu Master
 Impromptu Guidelines
 Impromptu Tips
How to be an Evaluator
 Evaluator Worksheets (All Levels)
How to be the Humorist
How to be Wordmaster
 Wordmaster Form
How to be Poet Laureate
How to be Timekeeper/Timekeeper Form
How to be Vote Counter
Writing a Speech
 Speech Topics to Avoid
 Choosing the Topic
 Five Suggested Steps to Writing the Speech
 Example of speech preparation
Level III Speeches
 Level III Completion Chart
Level IV Speeches
 Level IV Completion Chart
Perk of Level III+
After Level IV
Meeting Etiquette & Protocol
Glossary of Public Speaking Terms

PART 5 - FORMS, ETC.

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

- New member form and parent agreement
- Visitor Form
- Joining the Club FAQ
- Meeting Report Form
- Level Completion Trackers
- Ribbon Tracker
- Scheduling Matrices
- Blank Schedule
- Sample Name Cards
- Voting Slips
- Vote Counter Forms
- Timekeeper Form
- Wordmaster Form
- Executive Evaluation Form
- Self Evaluation Form
- Meeting Evaluation Form
- Quizzes and Solutions
- Printable Ribbons
- Printable Level Completion Certificates

PART 6 - INCORPORATING CLUB OFFICERS

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

- Club Officer roles
- The election process
- Election announcement flyer
- President's checklist and meeting evaluation form
- Vice President's checklist and Meeting Report form
- Club Manager's checklist
- Executive Evaluation Form
- Certificates of Appreciation
- Treasurer's Report

PART 7 - WORKSHOP MANUAL

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

- The Why, Where, and How of Workshops
- Room set-up
- Lesson Plans
- Introduction worksheet
- Word of the Day sample
- Timing for the Continuous Story

- GTKY worksheet
- Timekeeper form
- Speak from notes/Impromptu activity cards
- MC's guide
- Voting slips
- Evaluator form
- Meeting Evaluation Worksheet
- Ribbons
 - Encouraging Impromptu success
 - I Made it to a Minute ribbons
 - Impromptu Pro ribbons
 - Best Speaker, Evaluator, and Impromptu ribbons
- Workshop Participant Form & Parent Agreement
- Workshop Evaluation Form

PART 8 - WORKSHOP HANDBOOK

(DOWNLOAD FROM
CHAIRPERSONS MEMBERSHIP SITE)

- How to be Master of Ceremonies (MC)
 - MC's Guide form
 - A sample of an MC's approach to a meeting
- How to be Impromptu Master
 - Impromptu Guidelines
 - Impromptu Tips
- How to be an Evaluator
 - Evaluator Worksheet
- How to be the Humorist
- How to be Wordmaster
 - Wordmaster Form
- How to be Poet Laureate
- How to be Timekeeper/Timekeeper Form
- How to be Vote Counter
- Speeches
 - Getting to Know You Speech Description
 - Writing a Speech
 - Speech Topics to Avoid
 - Choosing a Topic
 - Five Suggested Steps to Writing the Speech
 - Example of speech preparation
 - Gestures, Vocal Variety, Visual Aids Speeches
- Workshop Etiquette & Protocol
- Glossary of Public speaking terms
- Workshop Participant FAQs