



# DISTRICT 24 DOUBLE DOZEN NEWSLETTER

## District News and Events

### District 24

November 2018

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Our keynote speaker for the District 24 Spring Conference is Ed Tate, 2000 World Champion of Public Speaking. As a speaker, Ed is respected and sought after throughout the world. To date, he has spoken professionally in all 50 states, 24 countries and on five continents.

## Election Results are In!

**On October 24, 2017 District 24 hosted its first ever Virtual District council meeting.**

All Presidents and Vice Presidents Education, as well as members of District Executive Council were invited to sit in on a council meeting where the district budget was presented, and annual reports were given by several members. Concluding this meeting several things were put to a vote: the proposed district budget, proposed district success plan, and all appointed positions including the area directors. Voting was allowed from 7:00 pm on October 24 to midnight of October 27. With the final count of all ballots, everything passed! The district budget and success plan can be viewed on the district website in the public downloads folder.





DISTRICT 24 DOUBLE DOZEN

# NEWSLETTER

From Around the District

## New M.O.V.E.s

### New Leaders and New Ideas

Submitted by: Glenn Williams, District Director



This is the time of year where we begin the star search for new leaders who can bring in new ideas. I have named Immediate Past District Director George Volz to be the chair of the District Leadership Committee to find

leaders for the 2019-2020 Toastmasters year. This is the committee which makes sure all elected district offices at our 2019 Annual Conference have qualified candidates with no vacancies. They review the application forms that you fill out. Please fill one out if you qualify as stated for those roles. They can also forward to the incoming District Director those who were interested to be appointed.

We want people who are ready for their role. Former Area Directors who are ready to be Division Directors. Former Area and Division Directors who are ready to be in the Trio or to be in support of the Trio.



Anyone can be a leader. People can grow quickly into being a leader. Challenges and experiences grow people into leaders. The road of leadership is not always smoothly paved nor is it always predictable.

The biggest concern is when potential leaders fail to step forward, who fail to fill out an application form for the potential role. When leaders have to be forced into place with little to no background after no one steps forward. This is when we reach far and wide to find someone willing to run.

Every generation needs new fresh leaders to step forward. Starting at the first and most ideal step of district leadership is the role of Area Director. This is the office which does not get elected but instead appointed later by the incoming District Director. The role of Area Director is the entry point to begin understanding district leadership from the inside. This provides the entry pool to find people to run for elected district offices.

While the passion of leadership runs fresh, their new ideas or new approaches to familiar ideas can serve as the rocket fuel to driving the district further down the road to newfound success. There are reasons those ideas may work, some of which involve working quickly while leaders are in a honeymoon period of hope and idealism. Life as a leader becomes busier and more distracted as time passes for some. For other leaders, the road may begin bumpy but in that challenging journey they forge a steely resolve that propels them forward after a defining moment of clarity or epiphany. Their success comes later after much determination and hard work.

I highly recommend stepping forward as a leader, such as next spring when your incoming District Director contacts you to be one of their appointed offices on the District Executive Committee as either an Area Director, Public Relations Manager, Finance Manager, Administrative Manager, Logistics Manager, or Parliamentarian. For those who have had some district experience, I encourage you to step forward when George Volz and the District Leadership Committee begins searching for elected district officers. The rewards are personal growth and new bonds of friendship that last for years to come.



DISTRICT 24 DOUBLE DOZEN

# NEWSLETTER

From Around the District

## New M.O.V.E.s A Cornucopia of Blessings

Submitted by: *Linda Wilson, Program Quality Director*



During this season of Thanksgiving, now is the perfect time to pause and reflect on our many blessings and express gratitude to those who have made a difference in our lives,

including our family, friends, neighbors, co-workers and those who have helped us on our Toastmasters journey. As American author William Ward said, "Feeling gratitude and not expressing it is like wrapping a present and not giving it." How true!

Also, as we become immersed in our daily routines, family commitments, work deadlines, and other obligations, we often take for granted the basic necessities of life that aren't available to millions throughout the world; many right in our own communities. It is easy to lose touch if we don't regularly assess our priorities.



Just as a cornucopia represents the wealth and abundance in our lives, this also reflects reality for most of us, as the pluses greatly outnumber the minuses. We are richly blessed! Once we take the time to consider this, everything gradually comes back into focus and we can approach our lives with a fresh perspective. We can think of ways to make a difference where it matters most.

When I take the time to contemplate my blessings and the gratitude that I feel for others, Toastmasters always enters the picture at some point. Why? Because Toastmasters has filled a

need in my life, helping to bring meaning and fulfillment through friendships, mentoring, communication, education, and leadership opportunities. It has also helped me to find ways to reach out to others outside of my comfort zone. How has Toastmasters enriched your life?

As you reflect on how Toastmasters has benefited you, and as you remember someone in particular who has made a difference, I encourage you to take a moment to send an email, handwritten note or better yet, pick up the phone and call that person to express your appreciation. You may be surprised at the results, both for you and the recipient of your gesture. It is well worth the effort!

I want to take this opportunity to express gratitude to all who helped with planning, organizing and implementing the "Toastmasters LIVE!" educational event on October 20 at Nebraska Methodist College in Omaha. It exemplified a great team effort and everyone was a "star of the show!" While there are too many names to mention here, special thanks go to event co-chairs Jessica Codr, Division D Director; and Scott Pachunka, District 24 Club Retention Chair. Congratulations to all! May this be the beginning of a great fall tradition!

Here is my acronym for THANKFUL as a reminder of the blessings and opportunities we realize each day as Toastmasters:

**T**eamwork  
**H**appiness  
**A**ppreciation  
**N**ew Opportunities  
**K**nowledge  
**F**riendships, Feedback  
**U**nderstanding  
**L**aughter, Learning



DISTRICT 24 DOUBLE DOZEN

# NEWSLETTER

From Around the District

## New M.O.V.E.s

### Team Work

Submitted by: Mark Fegan, Club Growth Director



To many Toastmasters in District 24, TEAM is an acronym that represents the phrase *Together Everyone Achieves More*. As I discussed in an earlier Double Dozen article (July 2018), I see Toastmasters as a *Team-Based, Self-Directed, Self-Paced, Self-Improvement Program*. It is this physical team I want to discuss in this month's article. Simply stated, no one can progress in Toastmasters without the support of a team. This is a team made up of your fellow Toastmasters; without support, no one can accomplish any educational goals.

As a mental exercise, consider the team that supported your journey to your present Toastmasters educational level. As you are doing that, I'll give you an idea of the scope of the team that supported my quest to achieve Distinguished Toastmaster.

1. On the Communication Path, I completed 40 manual projects, two presentations from the Successful Club Series and a longer presentation from the Success/Leadership Series. Yes, I prepared and presented all those presentations, but was evaluated by another Toastmaster all of whom were part of my team on my quest for DTM.
2. On the Leadership path, I fulfilled 20 meeting roles as well as successfully completing club and district officer roles. I also gave two presentations in the Successful Club Series and completed a

High-Performance Leadership Project. In each case, I was either evaluated or led/worked with a team of my fellow Toastmasters.

Over the course of my journey to DTM, I was assisted by at least twenty-five of my fellow Toastmasters. (Unfortunately, I have lost count of everybody who helped me to become a Distinguished Toastmaster.) Those Toastmasters were my team! Without their help and support, I most likely would have been yet another statistic: member of Toastmasters for one year, no educational earned.

At the same time, I was earning my DTM I was also helping other Toastmasters reach for and attain their Toastmasters goals. I became a member of others teams, both inside and outside of my clubs. (There was some overlap, of course. I received leadership credit for helping others on their Toastmasters journeys.)

When I received my Distinguished Toastmaster plaque, I took time to recognize and thank my clubs for their support and encouragement on my journey.

So, my fellow Toastmasters, who is on the team that has supported you on your Toastmasters journey? Have you thanked them for their encouragement and support? Who can you support in their Toastmasters journey?

As a TEAM we can all make District 24 great again.



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From Around the District

## THIS IS AN OFFICIAL CALL FOR 2019-2020 CANDIDATES IN DISTRICT 24!



*Submitted by: George Volz, Immediate Past District Director*

At our District 24 Conference, scheduled for April 26-28, 2019 during the Business Meeting, the following leaders will be elected:

- District Director
- Program Quality Director
- Club Growth Director
- Division A Director
- Division B Director
- Division C Director
- Division D Director
- Division E Director

Consider a district leadership position now! Your voice and experience are needed. Do not miss the opportunity to expand your leadership skills. [Click here for the nomination form](#) – you can self-nominate or nominate another leader!

Appointed Offices by the incoming District Director of 2019-2020: Administration Manager, Public Relations Manager, Finance Manager, and Area Directors. If these are of interest, complete the nomination form and they will be submitted to the 2019-2020 District Director when elected!

If you have questions, ask those currently serving or me, the Immediate Past District Director. All candidates **must file by December 15** their declaration to run, submission information is included in the form. [Download the nomination form from our d24tm website](#) or contact me. Don't wait, do it now!

George Volz  
Immediate Past District Director  
Email: [d24pdg@gmail.com](mailto:d24pdg@gmail.com)  
Phone: 712-484-3487  
Text Messages: 402-306-4595

### End of year awards

#### *Club President of the Year*

Pam Hogan, Small Talkers, Club #3194

#### *Club VPE of the Year*

Evelyn Mosley, Why Not Speak, Club #3222923

#### *Club VPM of the Year*

Jean Kolar Fairview, Club #4284

#### *Club VPPR of the Year*

Prakruthi Vishwanath, Omaha Toastmasters Club #281

#### *Club Secretary of the Year*

Thomas Colling, Toastmasters Club #281

#### *Club Treasurer of the Year*

Angi McAndrew Fairview, Club #4284

#### *Club Sergeant-at-Arms of the Year*

Gloria Harmon, Small Talkers, Club # 3194

#### *Circle of Honor 2018*

Prem Nataraj



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From Around the District

*Ruth M. Kraft Toastmaster of the Year*

Claire Titus

*Don Smith Toastmaster of the Decade*

Roy and Sharon Smith

*Area Director of the Year*

Kaylee Erlbacher, Area D33

*Division Director of the Year*

Jessica Codr, Division D

*Ann Gold Toastmaster Club of the Year*

Omaha Toastmasters Club #281



## Division D and Beyond Funletter

Submitted by: *Jessica Codr, Division D Director*



## Toastmasters LIVE!

Did you see it live? 57 attendees had a great time at Toastmasters LIVE on October 20. We had fantastic breakout sessions, delicious food, uplifting awards, an inspiring keynote, and exciting speech competitions (which were unofficial and not sanctioned by Toastmasters International). **Kari McDermott** won the morning competition for new Toastmasters, and **Jackie Lee** took second place. **Marian Gramlich** took home the victory for "D24's Got Talent" in the afternoon, and **Nicole Rossitto** earned second place.



**Left image:** Kari McDermott receives 1st place from competition Toastmasters Joe Toppi

**Right image:** Jackie Lee receives 2nd place



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**Left to right:** Marian Gramlich (1st place), George Hast (competition Toastmaster), Nicole Rossitto (2nd place)



**Left to right:** Kari McDermott, Janel Asche, Diana Behrends, Tom Colling from Mutual of Omaha club.

In addition to being home to three of these competition winners, Division D also received the 2017-2018 Division Director of the Year (Jessica Codr) and 2017-2018 Area Director of the Year (Kaylee Erlbacher, for D33) awards at the event.

Feedback from the event has been overwhelmingly positive, with numerous comments made on the great value and food! Thanks to Scott Pachunka (competitions lead & website admin), Jessica Codr (breakouts lead), Frank Wilson (food & awards lead), and the entire planning committee for putting on a fantastic event. If you missed it this time, don't worry! We plan to do this again next year!

## Pathways Progression

Have you started your path? In the new Pathways program, you can choose from one of 10 paths based on your needs and desires, and then walk that path through 5 levels to attain mastery in the skills you are seeking to improve! Thirteen members of Division D clubs have completed Level 1 in their path of choice and 3 have completed Level 2.

We know Pathways can be confusing, so we're continuing to look for ways to keep people engaged with Pathways and make sure everyone understands the new program. If you have suggestions for how we can improve communication and understanding, let your area or division director know.



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From Around the District

## Halloween Party

Submitted by: *Claire Titus, Division C Council Secretary*

Sponsored by Division C/Area A3  
This was held October 27<sup>th</sup> in Lincoln.



Characters ranged from the “normal looking serial killer with his victim” aka Mark and Rebecca Fegan to a Husker fan aka Cathy Barry.



Master of Ceremonies for the day was none other than Professor McGonagall aka Laurel Shoaff. The “crazy lady” aka Candi Sanders (not pictured) was master of the decorations.



The “crazy lady” aka Candi Sanders shares a Halloween story as other characters look on.



Roman Soldier aka Glenn Williams and Bumble Bee aka Linda Wilson were in the group during a funny part of a game.



Doni Stoner getting the crowd going as the creator of the many games played. She was assisted by Professor McGonagall.

Games, Potluck lunch, and of course a Costume Contest rounded out the afternoon.





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### From Around the District

#### Division B Shout Outs

Submitted by: **Gloria Harmon, Division B Director**

Division B had four goals listed on the Division B Success Plan that are as follows: 1) each club finish their educational goals 2) each club recruit eight additional members for the year 3) each club have at least eight members per club with dues paid on time 4) each club have seven for seven club officers trained at TLI for the Fall and upcoming Spring sessions. Division B has won the Zenith award for having the most clubs with paid dues. See Us Speak and Club 281 have both won the Smedley award for each recruiting eight new members by September 30, 2018.

#### Recruiting Members

Thomas Patrick Colling recruited fifteen members. Stacy Braun recruited eight members. Madan Nirmalraj recruited seven members. Prem Nataraj recruited five members. Cynthia Jenkins recruited 3 members. Venkatesh Manchikalapudi recruited three members. Prem Nataraj received the Circle of Honor award.

#### Educational Triple Crown

Thomas Patrick Colling (9), Madhavi Dasari (3), Gloria Harmon (5), Pamela Hogan (3) Janine Jernigan (3), Oprea Simona (3). Pam Hogan awarded Club President of the Year Small Talkers. Simpson Williams awarded Club VPE of the Year Club 281. Prakruthi Vishwanath awarded VPPR of the Year Club 281. Gloria Harmon awarded SAA of the Year Small Talkers.

#### District 24 Club Awards

Come and See Our Club /Club 281, Mentor Me/Club 281, Talk UP Toastmasters Award/Club 281.

\*\*There is a strong possibility that Division B will be adding two new clubs.

\*\* My profound apologies to anyone in Division B whose name was not listed when it should have been.

“Teamwork makes the dream work...” John Maxwell



The Division B team, l to r, Area B14 Director Sandeep Puniya, Division B Director Gloria Harmon, Area B11 Director Felecia Jones and Area B12 Director Matthew Pleggenkuhle won the first ever gold Zenith Star award for the division.



Evelyn Mosley, Club VPE of the Year; Pam Hogan, Club President of the Year; and Gloria Harmon, Club Sergeant-at-Arms of the Year.



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# NEWSLETTER

From Around the District

## Parliamentarian's Corner Your RIGHTS as a Member

Submitted by: *Karen Watson DTM*



Toastmasters prescribes the use of Robert's Rules of Order. According to the principles underlying parliamentary law, there are five 'rights' in an organization. Can you name the five 'rights' and tell to whom they belong?

**Right #1** As a member, you are entitled to full participation in your organization's proceedings with the right to attend meetings, make motions, speak in the debate, and vote. This is called 'the right of the individual member'.

**Right #2** Any member, or sub-group of members, has the right to make the maximum effort to have a position declared the will of the assembly to the extent that is can be tolerated in the interests of the entire body. The assembly of an organization expresses its general will by a vote of more than half of its members. This is called 'the right of the majority of members'.

**Right #3** It can happen that while one member is speaking, a second member can then make a motion to reduce, limit, or completely stop debate altogether. To balance the rights of these two members, the denial of the right to speak or debate can be accomplished only by a vote requiring at least two thirds vote which is significantly larger than the 'majority of members' (i.e. the general will.) This is called 'the right of the minority, especially a strong minority - greater than one third.'

**Right #4** To protect an organization against instability as a result of variations in attendance that could sway voting, there is a requirement that 'previous notice' must be sent to all members in the organization at a reasonable time in advance for motions that: a) deal with certain subjects (see Robert's Rules of Order page 103); b) have an effect of changing or nullifying previous action of the assembly, and c) have a possibility of causing serious disagreements between members. This is called 'the right of an absentee'.

**Right #5** Under the rules of parliamentary law, an organization has the freedom to do what it wants as long as it continues to uphold the greatest measure of protection to itself while being considerate of the right of its members. Carefully balancing these rights (of persons, subgroups within the organization, and the total membership) is called 'the right of all these together'.

All members have a responsibility to know, use, and uphold the rights of individual members, the majority, the minority, absentees, and all of these together - in order to assist the organization to function at its best!

For help with this or any item regarding parliamentary procedure, contact:

District 24 Parliamentarian:

[Colleen.Steinhauser@methodistcollege.edu](mailto:Colleen.Steinhauser@methodistcollege.edu)

or Immediate Past Parliamentarian:

[KarenWatsonLincolng@gmail.com](mailto:KarenWatsonLincolng@gmail.com)



## DISTRICT 24 DOUBLE DOZEN

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### From Around the District

## District Education Awards

### It is back!

Every month we will be listing the education awards earned for the month! Anyone who has omitted their name from reports will not be listed.

<a href="#">VC2</a>	10/28/2018	Lawson, Jacob	Strictly Speaking Club	<a href="#">EC1</a>	10/12/2018	White, David W.	Fairview Toastmasters Club
<a href="#">CL</a>	10/28/2018	Lyle, Daniel L	Why Not Speak Toastmasters Club	<a href="#">EC3</a>	10/12/2018	White, David W.	Fairview Toastmasters Club
<a href="#">CC</a>	10/25/2018	Vo, Thanh Dong	International Friends	<a href="#">EC2</a>	10/12/2018	White, David W.	Fairview Toastmasters Club
<a href="#">SR3</a>	10/23/2018	Colling, Thomas Patrick	Omaha Toastmasters Club 281	<a href="#">DL1</a>	10/11/2018	Dunn, Annie Bell	Why Not Speak Toastmasters Club
<a href="#">MS2</a>	10/23/2018	Gentle, Ann K.	Rail Talkers Club	<a href="#">CL</a>	10/11/2018	Dunn, Annie Bell	Why Not Speak Toastmasters Club
<a href="#">ALB</a>	10/23/2018	Barry, Cathleen M.	Toast of the Town	<a href="#">ACB</a>	10/11/2018	Kendle, Wade R.	Government Gabbers
<a href="#">IP1</a>	10/23/2018	Ritter, Brett	Pacific Life Whale Talkers	<a href="#">CC</a>	10/11/2018	Billups, Billy	Lib'Orators Toastmasters Club
<a href="#">LD1</a>	10/22/2018	Jensen, Richard H.	Omaha Toastmasters Club 281	<a href="#">ALS</a>	10/10/2018	Lawson, Jacob	Strictly Speaking Club
<a href="#">CC</a>	10/22/2018	Wallman, Erick J	Offutt Toastmasters	<a href="#">DTM</a>	10/10/2018	Lawson, Jacob	Strictly Speaking Club
<a href="#">TC1</a>	10/20/2018	McDermott, Kari Nicole	Mutual of Omaha Toastmasters Club	<a href="#">SR2</a>	10/9/2018	Kodidasu, Sai Chaitanya	Omaha Toastmasters Club 281
<a href="#">CL</a>	10/18/2018	Houseman, Karen James	Fairview Toastmasters Club	<a href="#">CC</a>	10/9/2018	Manyang, Jacob M	Capitol Voices Club
<a href="#">ACB</a>	10/18/2018	Naber, Kevin	Beatrice Toastmasters Club	<a href="#">MS1</a>	10/9/2018	Gentle, Ann K.	Rail Talkers Club
<a href="#">LDREXC</a>	10/18/2018	Gramlich, Marian Albin	Road 2 DTM	<a href="#">PM1</a>	10/9/2018	Dalke, Michael Keith	See Us Speak
<a href="#">CL</a>	10/17/2018	Meier, Michael A	E.C. Speakers Toastmasters Club	<a href="#">CC</a>	10/8/2018	Buckley, Aimee	Rail Talkers Club
<a href="#">ALB</a>	10/15/2018	Fountain, Kimberly K.	Toast of the Town	<a href="#">ALS</a>	10/8/2018	Steinhauser, Colleen Marie	NMC Voices For Change
<a href="#">PM2</a>	10/13/2018	Fuqua, Robin Elaine	Ad-Libbers Club	<a href="#">CC</a>	10/7/2018	Nguyen, Hong Phuc	NU Toasters
				<a href="#">CC</a>	10/5/2018	Balkovec, Kimberly Rose	Offutt Toastmasters
				<a href="#">DL1</a>	10/4/2018	Kucera, Brenda L.	Gateway Club
				<a href="#">LD2</a>	10/4/2018	Titus, Claire D.	Capitol Voices Club



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From Around the District

## KEY

CC	Competent Communicator
ACB	Advanced Communicator Bronze
ACS	Advanced Communicator Silver
ACG	Advanced Communicator Gold
CL	Competent Leader
ALB	Advanced Leader Bronze
ALS	Advanced Leader Silver
LDREXC	High Performance Leadership
PWMENTORPGM	Pathways Mentor Program
DL (1-5)	Dynamic Leadership
EC (1-5)	Effective Coaching
IP (1-5)	Innovative Planning
LD (1-5)	Leadership Development
MS (1-5)	Motivational Strategies
PI (1-5)	Persuasive Influence
PM (1-5)	Presentation Mastery
SR (1-5)	Strategic Relationships
TC (1-5)	Team Collaboration
VC (1-5)	Visionary Communication





DISTRICT 24 DOUBLE DOZEN

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From Around the District

## Happy Anniversary!

District 24 has some great long-standing and new clubs! Let's all celebrate their anniversary!

8/30/2016

2 Luminaries

8/21/2017

1 International Friends

9/1/1957 61 Kearney

7/1/1978 40 Rail Talkers

8/1/1978 40 NPPD

8/1/1978 40 HDR Omaha

9/1/1978 40 Plattsmouth

10/1/1979 39 Noonshiners

10/1/1980 38 Innovators

11/1/1983 35 Beatrice

8/1/1985 33 FirsTier

11/1/1987 31 Blue Ah Busters

10/1/1996 22 Prime Time

9/1/1999 19 Small Talkers

8/1/2008 10 On Time Delivery  
Conagra Brands -

11/10/2008 10 One Voice

8/6/2010 8 Ameritoasters

9/13/2010 8 NU Toasters

8/3/2011 7 Club Oradores

District  
24

Conference

Nebraska  
Methodist  
College

Omaha

April  
26-28





DISTRICT 24 DOUBLE DOZEN

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From Around the District

## District 24 Dates to Remember – For more details check [d24tm.org](http://d24tm.org), District 24 Calendar

TLI Round 2 Session 1: First Mennonite Church, Lincoln 12/4/18  
<https://tlir2s2firstmennonite.eventbrite.com>

TLI Round 2 Session 2: Blue Cross Blue Shield, Omaha 12/11/18  
<https://tlir2s2bluecross.eventbrite.com>

TLI Round 2 Session 3: HyVee Club Room, Grand Island 12/15/18  
<https://tlir2s3grandisland.eventbrite.com>

TLI Round 2 Session 4: First Mennonite Church, Lincoln 1/5/19  
<https://tlir2s4firstmennonite.eventbrite.com>

TLI Round 2 Session 5: Nebraska Methodist College, Omaha 1/26/19  
<https://tlir2s5nebraskamethodist.eventbrite.com>

## How to Submit Items to the District Calendar

Is your club, area, or division hosting a special event or celebrating a special milestone? Would you like to publicize it on the District 24 calendar for all to see? Here's how. Send an email to [d24calendar@gmail.com](mailto:d24calendar@gmail.com) with the following information:

- Event Location with the complete street address. If there are a building and room name, please include that information too.
- Contact name along with an email where questions can be sent. This is important especially if you want to have RSVPs to prepare material or refreshments.
- Make sure your event is meeting brand compliance and following all Toastmasters International policies

The email should be sent as far in advance as possible so anyone looking at the calendar will see it. If you have questions about how to submit an entry to the calendar, you can send them to [d24calendar@gmail.com](mailto:d24calendar@gmail.com) or [prm.d24tm@gmail.com](mailto:prm.d24tm@gmail.com). Let's fill up the calendar with all the special events in the coming months!



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About the Double Dozen

The District 24 Double Dozen Newsletter is published on the 5<sup>th</sup> of the month by the Toastmasters District 24 Public Relations Team. We welcome your suggestions for articles for future newsletters. Please submit your comments, articles, or ideas to [prm.d24tm@gmail.com](mailto:prm.d24tm@gmail.com). Submission deadline for completed articles is the 25<sup>th</sup> of the month. Include your contact information so we can verify the information.