





**RECIPE FOR VP OF EDUCATION**  
The Cookbook




**Ingredients**





- 2 cups Planning
- 1 cup Promoting
- 1 cup Orienting
- 3 cups Encouraging
- ½ cup Administering
- 1 .5 cup Developing
- 2 cups Ensuring
- Sprinkle in the remaining ingredients



**PLAN**




- ❖Assigned meeting roles
- ❖Create various program
- ❖Prepare agendas

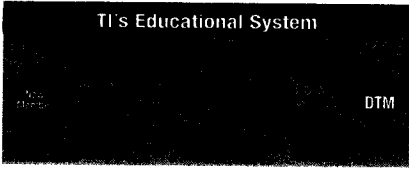



**PROMOTE**

Participation in Communication and Leadership Tracks




TI's Educational System








**ORIENTATE**





- ❖ Match with mentor
- ❖ Introduce and explain materials and procedures
- ❖ Get them participating




**ENCOURAGE**





- ❖ Quality Manual Speeches
- ❖ Participation in leadership roles
- ❖ Become familiar with other opportunities



**ADMINISTRATE**





- ❖ Introduce incentive
- ❖ Promote constructive evaluations
- ❖ Assist members with paperwork





**SPRINKLE IN THE REMAINING INGREDIENTS**

Participation in Toastmasters Activities  
Organize Speech Contests  
Promote area/district meeting attendance






**CLUB LEADER**  
Lead by example  
Monitor club's progress  
Preside when president is absent  
Understand parliamentary procedure





**REPRESENT THE CLUB**  
•Liaison between club/area/district  
•Vote and participate at area/district functions  
•Vote at the International Convention




**RESOURCES**

<http://dist77divb2010.webs.com>  
<http://www.toastmasters.org/COTmaterial.aspx>  
<http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/DistrictLeaderToolkit.aspx>  
[www.toastmaster77.org](http://www.toastmaster77.org)



**REFERENCES**

<http://www.toastmasters.org/COTmaterial.aspx>  
<http://www.toastmasters.org/whenyouarethevicepresidenteducation.aspx>



## **HO #1**

### **VICE PRESIDENT EDUCATION STANDARDS**

#### **Outside of the club meeting**

1. Plan club meetings, completing schedules and assignments at least three weeks in advance, and confirming each schedule five to seven days before the meeting.
2. Promote participation in the educational program. Get commitment from new members to achieve the CC award within one year or less and schedule them to speak accordingly. Get commitment from CCs to earn ACB awards within one year, and get commitment from ACB and ACS recipients to earn the next award within one year. Get commitment from members to earn the Competent Leader award within one year or less, and get commitment from CLs to earn the ALB within one year. Track all members' progress toward these awards.
3. Orient new members to the Toastmasters program within two meetings after they join.
4. Assign every new member a mentor.
5. Attend club executive committee meetings and preside when the president is absent.
6. Attend district council meetings and vote the club's proxy.
7. Vote at regional and International Business Meetings.
8. Attend district-sponsored club officer training.
9. Arrange for a replacement.
10. Prepare successor for office.

### **At the club meeting**

1. Assign each new member to be a Table Topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker project from the CC manual at the fourth meeting or sooner.
2. Ensure a club member conducts *The Successful Club Series* programs: Evaluate to Motivate, Moments of Truth, Mentoring and Finding New Members for Your Club at least once per year.
3. Monitor and report on club performance quarterly in cooperation with the club president.
4. Initial speakers' Project Completion Records and ensure eligible members fill out their award applications.
5. Preside over the meeting when the president is absent.

## SAMPLE MEETING ASSIGNMENT SCHEDULE

POSITION	September 1	September 8	September 15	September 22	September 29	October 6	October 13	October 20
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PRESIDENT	Burroughs	Burroughs	Burroughs	Burroughs	Burroughs	Burroughs	Burroughs	Burroughs
TOASTMASTER	Ng	Link	d'Abbo	Fender	Chavez	Green	Elgin	Bell
GEN. EVAL.	Bell	Rust	Haynes	Mendez	Hamilton	Dorn	Warner	Prescott
TABLE TOPICS	Hamilton	Wells	Prescott	Bell	Haynes	Wing	Muller	Tabors
SPEAKER #1	Prescott	Dorn	Larson	Warner	Locke	Fender	Nichols	Sams
EVALUATOR #1	Wendt	Chavez	Green	Potts	Muller	Wells	Hamilton	Link
SPEAKER #2	James	Wing	Hamilton	Hipper	Rust	Murray	Potts	Haynes
EVALUATOR #2	Murray	Fender	Ng	Anders	Nichols	Bell	Wendt	Green
SPEAKER#3	d'Abbo	Bell	Wendt	Elgin	Tabors	Anders	Mendez	Coy
EVALUATOR #3	Mendez	Locke	Link	Sams	Smith	Larson	Taylor	Hopper
HOT SEAT	Elgin	Haynes	Nichols	Taylor	Ng	Coy	Winters	Smith
TIMER	Locke	Larson	Wells	Tabors	Murray	Link	Chavez	Fender
AH-COUNTER	Warner	Hamilton	Muller	Coy	Wendt	Hopper	d'Abbo	Dorn
GRAMMARIAN	Tabors	Potts	Anders	Winters	Ng	Rust	Wing	Wendt
LEADER EVALUATOR	Green	Hopper	Murray	Dorn	James	Prescott	Sams	Rust

For each meeting...

Toastmaster

General Evaluator

Telephone Topicsmaster, speakers, "Hot Seat" and general evaluator five days before the meeting  
 Telephone evaluators, timer, grammarian and Ah-Counter five days before the meeting

## **HO #2**

### **TOASTMASTERS RECOGNITION**

Members can earn the following communication and leadership awards:

#### **Communication Track**

##### **Competent Communicator (CC)**

*(formerly Competent Toastmaster [CTM])*

To be eligible for this award, a member must have:

- ▶ Completed the *Competent Communication* manual

##### **Advanced Communicator Bronze (ACB)**

*(formerly Advanced Toastmaster Bronze [ATMB])*

To be eligible for this award, a member must:

- ▶ Have the Competent Communicator award (or “old” CTM award)
- ▶ Have completed any two of the 15 Advanced Communication manuals

##### **Advanced Communicator Silver (ACS)**

*(formerly Advanced Toastmaster Silver [ATMS])*

To be eligible for this award, a member must:

- ▶ Have the Advanced Communicator Bronze award (or “old” Advanced Toastmaster Bronze award)
- ▶ Completed any two additional advanced manuals (may not be those completed for any previous awards)
- ▶ Conducted any two programs from *The Better Speaker Series* and/or *The Successful Club Series* (may not be those conducted for any previous awards)

##### **Advanced Communicator Gold (ACG)**

*(formerly Advanced Toastmaster Gold [ATMG])*

To be eligible for this award, a member must:

- ▶ Have the Advanced Communicator Silver award (or “old” Advanced Toastmaster Silver award)
- ▶ Completed two additional advanced manuals (may not be those completed for any previous awards)
- ▶ Conducted a module from *Success/Leadership Series*, *Success/Communication Series* or a Youth Leadership program (may not be those conducted for any previous awards)
- ▶ Coached a new member with the first three speech projects

## **Leadership Track**

### **Competent Leader (CL)**

To be eligible for this award, a member must have:

- ▶ Completed the 10-project *Competent Leadership* manual

### **Advanced Leader Bronze (ALB)**

To be eligible for this award, a member must:

- ▶ Have achieved the new Competent Leader award
- ▶ Have achieved the Competent Communicator award (or “old” Competent Toastmaster award)
- ▶ Served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participated in the preparation of a Club Success Plan while serving in this office
- ▶ While serving in the above office, participated in a district-sponsored club-officer training program
- ▶ Conducted any two programs from *The Successful Club Series* and/or *The Leadership Excellence Series* (may not be those completed for any previous awards)

### **Advanced Leader Silver (ALS)**

*(formerly Advanced Leader [AL])*

To be eligible for this award, a member must:

- ▶ Have achieved Advanced Leader Bronze award (or “old” Competent Leader award)
- ▶ Have served a complete term as a district officer (district governor, lt. governor, public relations officer, secretary, treasurer, division governor or area governor). A complete term is defined from September 1 through June 30.
- ▶ Have completed a High Performance Leadership program
- ▶ Have served successfully as a club sponsor, mentor or coach

### **Distinguished Toastmaster (DTM)**

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Gold award (or “old” Advanced Toastmaster Gold award)
- ▶ Achieved Advanced Leader Silver award (or “old” Advanced Leader award)

Distinguished Toastmaster is the highest recognition a member may receive. See award applications for details about requirements for all awards

# Project Completion Record

**TOASTMASTERS**  
INTERNATIONAL

Use this form to keep track of your *Competent Leadership* projects as you complete them. When all 10 projects are complete, submit a copy of this record along with the CL award application to receive your CL award.

Project	Roles	Date	VPE Initials
<b>Project 1: Listening</b>			
Complete 3 of 4	Ah-Counter Speech Evaluator Grammarian Table Topics Speaker		
<b>Project 2: Critical Thinking</b>			
Complete 2 of 3	Speech Evaluator Grammarian General Evaluator		
<b>Project 3: Giving Feedback</b>			
Complete 3 of 3	Speech Evaluator Grammarian General Evaluator		
<b>Project 4: Time Management</b>			
Complete Timer +1	Timer Toastmaster Speaker Topicsmaster Grammarian		
<b>Project 5: Planning and Implementation</b>			
Complete 3 of 4	Speaker General Evaluator Toastmaster Topicsmaster		
<b>Project 6: Organization and Delegation</b>			
Complete 1 of 6	Organize a Club Speech Contest Organize a Club Special Event Organize a Club Membership Campaign or Contest Organize a Club PR Campaign Help Produce a Club Newsletter Assist the Club's Webmaster		
<b>Project 7: Facilitation</b>			
Complete 2 of 4	Toastmaster General Evaluator Topicsmaster Befriend a Guest		
<b>Project 8: Motivation</b>			
Complete 1 Chair + 2 Other	Membership Campaign or Contest Chair PR Campaign Chair Toastmaster Speech Evaluator General Evaluator		
<b>Project 9: Mentoring</b>			
Complete 1 of 3	Mentor for a New Member Mentor for an Existing Member HPL Guidance Committee Member		
<b>Project 10: Team Building</b>			
Complete Toastmaster + General Evaluator	Toastmaster General Evaluator		
OR 1 of the Following	Membership Campaign Chair Club PR Campaign Chair Club Speech Contest Chair Club Special Event Chair Club Newsletter Editor Club Webmaster		

## HO #5

### RESOURCES LIST

#### Achieving Success as Vice President Education

Following are some materials you may want to order to ensure a successful term as vice president education:

QUANTITY		TOTAL
_____ 1310J	<b>Vice President Education Essentials</b> \$16.00	\$ _____
_____ 1205	<b>Catalog</b> (up to 4 free) (5 or more) \$1.00	\$ _____
_____ 1310B	<b>When You Are the Vice President Education Manual</b> \$3.00	\$ _____
_____ 1314	<b>Patterns in Programming...</b> Contains many proven ideas for club programming \$3.00	\$ _____
_____ 1167D	<b>A Toastmaster Wears Many Hats...</b> Tips on when you're the speaker, evaluator, Toastmaster, etc. \$1.00	\$ _____
_____ 900	<b>Program Assignment Notice...</b> Postcard for reminding members of their upcoming assignments (set of 75) \$2.75	\$ _____
_____ 199	<b>Your Speaking Voice...</b> How to guide for improving your voice \$3.75	\$ _____
_____ 200	<b>Chairman</b> \$3.00	\$ _____
_____ 202	<b>Effective Evaluation...</b> Explanation of Toastmasters evaluation program with tips for speakers and evaluators \$2.50	\$ _____
_____ 201	<b>Gestures: Your Body Speaks...</b> Guide to using gestures when speaking \$3.75	\$ _____
_____ 251	<b>The Success/Communication Program, "The Art of Effective Evaluation"</b> \$38.00	\$ _____
_____ 1315	<b>Think Fast!...</b> Table Topics Handbook with 6 easy-to-remember outlines to follow for Table Topics talk \$1.00	\$ _____
_____ 1316	<b>Stand Up and Speak!—Table Topics Game...</b> 155 cards with a Table Topic plus blanks to make up your own \$7.50	\$ _____
_____ 1415	<b>Word of the Day...</b> 50 large cards of words for display at meetings with pronunciations, definition and use in a sentence \$6.95	\$ _____
_____ 1312	<b>Master Your Meetings...</b> Everything you need to know to have dynamic, exciting, effective club meetings \$3.00	\$ _____
_____ 901	<b>Timing Cards...</b> Handy 8" x 6" timing cards with 3 colored cardboard pages for use in conjunction with a stop watch \$2.50	\$ _____ N/C
_____ 1225CC	<b>CC Application</b>	\$ _____ N/C
_____ 1226AC	<b>AC Application</b>	\$ _____ N/C
_____ 1227CL	<b>CL Application</b>	\$ _____ N/C
_____ 1228AL/ DTM	<b>AL/DTM Application</b>	\$ _____
_____ 306	<b>Wall Chart Set...</b> Contains one each of charts 307, 308, 309 \$6.00	\$ _____
_____ 1328	<b>Member Achievement Record...</b> For tracking members' progress in Toastmasters educational programs (set of 10) \$ .50	\$ _____

_____ 4008	<b>Effective Evaluation...</b> a guide to supportive, useful evaluations.	\$ _____
	VHS \$5.00	
	DVD \$6.95	
_____ 1208	<b>Accredited Speaker Program Rules and Application.</b>	\$ _____
_____ 5500	<b>CC Pin...</b> 18K gold-plated \$7.00	\$ N/C
_____ 5510	<b>Advanced Communicator Bronze Pin</b> \$7.00	\$ _____
_____ 5511	<b>Advanced Communicator Silver Pin</b> \$7.00	\$ _____
_____ 5512	<b>Advanced Communicator Gold Pin</b> \$7.00	\$ _____
_____ 381K	<b>Member Achievement Badge (pocket)...</b> White plastic with name, club number & achievement level engraved in blue \$8.00	\$ _____
_____ 381P	<b>Member Achievement Badge (pin-back)...</b> White plastic with name, club number & achievement level engraved in blue \$8.00	\$ _____
_____ 381M	<b>Member Achievement Badge (magnetic)</b> \$12.00	\$ _____
_____ 5800	<b>DTM Pin...</b> 18K gold-plated \$7.00	\$ _____
_____ 5799	<b>DTM Pin with jewel...</b> 18K gold-plated \$14.00	\$ _____
_____ 389K	<b>DTM Badge (pocket)...</b> Gold plastic with name and club number engraved in black \$8.00	\$ _____
_____ 389P	<b>DTM Badge (pin-back)...</b> Gold plastic with name and club number engraved in black \$8.00	\$ _____
_____ 389M	<b>DTM Badge (w/magnetic back)</b> \$12.00	\$ _____
_____ 5751	<b>Miniature Membership Pin...</b> 18K gold-plated Less than 12 \$3.00	\$ _____
_____ 5752	<b>Miniature Membership Pin...</b> 18K gold-plated 12 or more \$2.75	\$ _____
_____ 5753	<b>Large Membership Pin...</b> Lapel-size, 18K gold-plated Less than 12 \$3.50	\$ _____
_____ 5754	<b>Large Membership Pin...</b> Lapel-size, 18K gold-plated 12 or more \$3.25	\$ _____
_____ 405	<b>New Member Profile Sheet</b> (set of 10) \$1.00	\$ _____
_____ 1162	<b>New Member Orientation Kit for Clubs</b> \$5.50	\$ _____
_____ 1163	<b>Club Mentor Program...</b> For pairing mentors with new members or more experienced members. Materials for 20 \$4.50	\$ _____
_____ 1167	<b>Toastmasters and You...</b> For new members before receiving New Member Kit from WHQ \$3.50	\$ _____
_____ 1167A	<b>Toastmasters and You...</b> Package of five of above kit \$15.00	\$ N/C
_____ 211	<b>Expanding Your Horizons...</b> Success/Leadership informational brochure	\$ _____
_____ 801	<b>Youth Leadership Program Informational Brochure</b> \$ .15	\$ _____
_____ 811	<b>Youth Leadership Educational Packet...</b> Contains materials for five students \$15.00	\$ _____
_____ 1171	<b>International Speech Contest Rules</b> \$1.50	\$ _____
_____ 1173	<b>Speech Contest Manual</b> \$2.00	\$ _____
_____ 1172	<b>International Speech Contest Judge's Guide and Ballot</b> (set of 10) \$1.25	\$ _____
_____ 1179	<b>Evaluation Contest Judge's Guide and Ballot</b> (set of 10) \$1.25	\$ _____

_____ 1191	<b>Humorous Speech Contest Judges Guide and Ballot</b> (set of 10) \$1.25	\$ _____
_____ 1180	<b>Table Topics Judge's Guide and Ballot</b> (set of 10) \$1.25	\$ _____
_____ 1181	<b>Tall Tales Judge's Guide and Ballot</b> (set of 10) \$1.25	\$ _____
_____ 1188	<b>Tiebreaking Judge's Guide and Ballot</b> \$ .15	\$ _____
_____ 127	<b>Speakers Bureau Brochure...</b> Information on establishing and operating a speakers bureau \$ .25	\$ _____
_____ 1111	<b>Distinguished Club Program/Club Success Plan</b> \$1.25	\$ _____
_____ 262	<b>High Performance Leadership</b> \$11.95	\$ _____

**The Better Speaker Series**

_____ 269	<b>A complete set of <i>The Better Speaker Series</i> modules, including scripts and PowerPoint presentations.</b> \$38.00	\$ _____
_____ 270	<b>Beginning Your Speech...</b> Suggestions for starting off your speech right. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 271	<b>Concluding Your Speech...</b> Tips for ending your speech with power. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 272	<b>Take the Terror Out of a Talk...</b> Techniques for overcoming nervousness when speaking. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 273	<b>Impromptu Speaking...</b> Don't be caught off balance when speaking off-the-cuff. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 274	<b>Selecting Your Topic...</b> Running out of speech ideas? Here's how to develop new ones. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 275	<b>Know Your Audience...</b> If you can relate to your audience, they will relate to you. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 276	<b>Organizing Your Speech...</b> Once you know what to say, consider next the when and the how. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 277	<b>Creating an Introduction...</b> Great introductions should precede great speeches. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 278	<b>Preparation and Practice...</b> Techniques for preparing and rehearsing your next speech. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 279	<b>Using Body Language...</b> How to use facial expressions, gestures and body movements to enhance speech. With a script and a PowerPoint presentation. \$4.50	\$ _____

**The Successful Club Series**

_____ 289	<b>A complete set of <i>The Successful Club Series</i> modules, including scripts and PowerPoint presentations.</b> \$55.00	\$ _____
_____ 290	<b>Moments of Truth...</b> How to recognize and deal with situations critical to club success. With a script and a PowerPoint presentation. \$10.00	\$ _____
_____ 291	<b>Finding New Members for your Club...</b> Proven methods to help you seek out those vital new members! With a script and a PowerPoint presentation. \$4.50	\$ _____

_____ 292	<b>Evaluate to Motivate...</b> Your club members will learn to give evaluations that benefit the speaker, the evaluator and the audience. With a script and a PowerPoint presentation.. \$4.50	\$ _____
_____ 293	<b>Closing the Sale...</b> Exercise your powers of persuasion during those moments when a guest is deciding to join. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 294	<b>Creating the Best Club Climate...</b> Techniques for creating and maintaining a healthy club environment. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 295	<b>Meeting Roles and Responsibilities...</b> How members can successfully fill each meeting role. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 296	<b>Mentoring...</b> Explains the benefits to clubs and members of having a mentor program and the duties of mentors. With a script and a PowerPoint presentation and Club Mentor Program Kit. \$15.00	\$ _____
_____ 297	<b>Keeping the Commitment...</b> Reviews the concepts in "A Toastmasters Promise." With a script and a PowerPoint presentation and handouts. \$5.50	\$ _____
_____ 298	<b>Going Beyond Our Club...</b> Opportunities for members outside of the club. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 299	<b>How to be a Distinguished Club...</b> Explains how your club can achieve in the Distinguished Club Program. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 300	<b>The Toastmasters Educational Program...</b> Explains the program and recognition available to members. With a script and a PowerPoint presentation.. \$4.50	\$ _____

### **The Leadership Excellence Series**

_____ 310	<b>The Leadership Excellence Series...</b> Complete set including scripts and PowerPoint presentations. \$42.00	\$ _____
_____ 311	<b>The Visionary Leader...</b> This module discusses how leaders create and communicate a vision for their organization to help it be successful. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 312	<b>Developing a Mission...</b> This module addresses how successful leaders create and communicate a mission for their organization. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 313	<b>Values and Leadership...</b> This module examines values and how to employ them as you lead a team toward achieving a goal. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 314	<b>Goal Setting and Planning...</b> This module reviews the processes leaders use to set goals and develop plans to achieve these goals. With a script and a PowerPoint presentation. \$4.50	\$ _____
_____ 315	<b>Delegate to Empower...</b> This module discusses how to effectively delegate tasks and responsibilities. With a script and a PowerPoint presentation. \$4.50	\$ _____

- \_\_\_\_\_ 316 **Building a Team...**This module reviews how to create and lead a team. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_
- \_\_\_\_\_ 317 **Giving Effective Feedback...**This module provides suggestions for offering feedback to others on their performance. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_
- \_\_\_\_\_ 318 **The Leader as a Coach...**This module discusses how to work with a team to help them improve. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_
- \_\_\_\_\_ 319 **Motivating People...**This module examines how to be sensitive to your team members' needs and create an environment that will motivate them. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_
- \_\_\_\_\_ 320 **Service and Leadership...**This module discusses how leaders serve others by offering their knowledge and skills to help others achieve a goal. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_
- \_\_\_\_\_ 321 **Resolving Conflict...**This module examines how to be sensitive to your team members' needs and create an environment that will motivate them. With a script and a PowerPoint presentation. \$4.50 \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**CA clubs add 7.75% \$** \_\_\_\_\_

**TOTAL AMOUNT \$** \_\_\_\_\_

Mail to: Toastmasters International  
 P.O. Box 9052, Mission Viejo, CA 92690 USA  
 or telephone 949-858-8255, Fax No. 949-858-1207

**PAYMENT MUST ACCOMPANY ORDER**

\_\_\_ Enclosed is my check in the amount of \$ \_\_\_\_\_ (U.S.) or  
 \_\_\_ Please bill against my MasterCard / VISA / AMEX / Discover (Circle one)

**U.S. SHIPPING CHARGES**

WEIGHT	STANDARD	1 DAY COURIER	2 DAY COURIER
00 - .81	\$3.50	\$20.50	\$10.25
.82 - 2.00	\$5.00	\$26.80	\$13.65
2.01 - 3.00	\$5.75	\$29.15	\$12.85
3.01 - 4.00	\$6.10	\$31.55	\$14.20
4.01 - 5.00	\$6.50	\$33.85	\$15.60
5.01 - 6.00	\$6.60	\$36.15	\$17.05
6.01 - 7.00	\$6.75	\$38.35	\$18.55
7.01 - 8.00	\$7.00	\$40.55	\$20.10
8.01 - 9.00	\$7.25	\$42.70	\$21.75
9.01 - 10.00	\$7.50	\$44.85	\$23.30
10.01 and up	\$7.75 + .75 Each additional lb. (or portion thereof)	\$47.00 + \$2.00 each additional lb. (or portion thereof)	\$24.75 + \$1.50 each additional lb. (or portion thereof)

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E-mail \_\_\_\_\_ Phone No. \_\_\_\_\_