

Area Director of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting an Area Director of the Year. This award recognizes an area director whose dedication, commitment, and area team significantly contributed toward achieving the district mission.

Several activities and accomplishments are categorically listed. For each category, check all the activities and accomplishments which apply to the candidate. Where indicated, enter the number, frequency, or percentage of the accomplishment. Please feel free to modify this form to include any achievements not listed.

Candidate Information:

Name of Candidate: _____

District _____ Division _____ Area _____ Club Number _____ Date _____

Club Name _____

Distinguished Area Achievements

Distinguished Area _____

Select Distinguished Area _____

President's Distinguished Area _____

Membership Building and Retention

Conducted training to promote retention (e.g., quality club meetings, etc.) _____

Organized area membership campaign _____

Membership increased in area — % increase _____

Club Extension

Newly established club(s) — Number _____

Club sponsor(s) from area— Number _____

Club mentor(s) from area —Number _____

Area participation in demo meeting(s) — Number of meetings _____

Area participation in charter presentation(s) — Number attended _____

Community contact team in area _____

Area Club Performance – Distinguished Club Program

Distinguished clubs in area — % of clubs _____

Select distinguished clubs in area — % of clubs _____

President's distinguished clubs in area — % of clubs _____

Education and Training

Club officers trained in July–August — % trained _____

Club officers trained in December–February — % trained _____

Additional club education/training sessions _____

Conducted education/training sessions at area events — Number _____

Conducted other training for club/area/division/district officers — Number _____

Inter-club events/exchanges in area — Number _____

Submit this form to your District Director in order to recognize this deserving Toastmaster.

Leadership, Commitment and Support

- Attended area director training _____
- Attended other district training _____
- Held regular area council meetings _____ Number of meetings _____
- Club representation at area council meetings _____
- Chairman of (a) division committee(s) _____
- Served on (a) division committee(s) _____
- Attended division meeting(s) — Number attended _____
- Attended district executive committee meeting(s) — Number attended _____
- Attended district council meeting(s) — Number attended _____
- Attended other district meeting(s) — Number attended _____
- Clubs competing in area speech contests — % competing _____
- Formal club officer installation _____
- Club representation at (or proxy submitted for) district council meeting — % _____
- Club representation at (or Toastmasters International proxy certificate submitted to district for) Toastmasters International Convention — % _____
- Attended the Toastmasters International Convention _____

Public Relations

- Area newsletter _____
- Area or area club had (a) publication(s) in a newspaper or magazine — Number of publications _____
- Area or area club had (a) publication(s) on radio — Number of publications _____
- Area or area club had (a) publication(s) on television — Number of publications _____
- Visited or appeared outside the organization as a representative of Toastmasters — Number of appearances _____
- Area Toastmaster(s) participating in speaker's bureau — Number participating _____
- Wears Toastmasters name badge _____ Wears Toastmasters pin _____

Indicate any additional accomplishments not listed above:

Summarize why this candidate has earned an Area Director of the Year recognition:

Submitted by: Name: _____

Division Director of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting a Division Director of the Year. This award recognizes a division director whose dedication, commitment, and district team significantly contributed toward achieving the district mission.

Several activities and accomplishments are categorically listed. For each category, check all the activities and accomplishments which apply to the candidate. Where indicated, enter the number, frequency, or percentage of the accomplishment. Please feel free to modify this form to include any achievements not listed.

Candidate Information:

Name of Candidate: _____

District _____ Division _____ Area _____ Club Number _____ Date _____

Club Name _____

Distinguished Division Achievements

Distinguished Division: _____

Select Distinguished Division: _____

President's Distinguished Division: _____

Membership Building and Retention

Conducted training to promote retention (e.g., quality club meetings, etc.) _____

Organized division membership campaign _____

Membership increased in division — % increase _____

Club Extension

Newly established club(s) — Number _____

Club sponsor(s) from division — Number _____

Club mentor(s) from division — Number _____

Division participation in demo meeting(s) — Number of meetings _____

Division participation in charter presentation(s) — Number attended _____

Community contact team in division _____

Division Club Performance – Distinguished Club Program

Distinguished clubs in district — % of clubs _____

Select distinguished clubs in district — % of clubs _____

President's distinguished clubs in district — % of clubs _____

Education and Training

Club officers trained in July–August — % trained _____

Club officers trained in December–February — % trained _____

Additional club education/training sessions _____

Conducted education/training sessions at area events — Number _____

Conducted other training for club/area/division/district officers — Number _____

Inter-club events/exchanges in area — Number _____

Submit this form to your District Director in order to recognize this deserving Toastmaster.

Leadership, Commitment and Support

- Attended division director training _____
- Attended other district training _____
- Held regular area council meetings_____ Number of meetings _____
- Area representation at division council meetings _____
- Attended district executive committee meeting(s) — Number attended _____
- Attended district council meeting(s) — Number attended _____
- Attended other district meeting(s) — Number attended _____
- Area director(s)/assistant(s) representation at district council meeting — % _____
- Areas competing in division/district speech contests — % _____
- Club representation at (or proxy submitted for) district council meeting —% _____
- Club representation at (or Toastmasters International proxy certificate submitted to district for) Toastmasters International convention — % _____
- Attended the Toastmasters International Convention _____

Public Relations

- Division newsletter _____
- Division or division club had (a) publication(s) in a newspaper or magazine — Number of publications _____
- Division or division club had (a) publication(s) on radio — Number of publications _____
- Division or division club had (a) publication(s) on television — Number of publications _____
- Visited or appeared outside the organization as a representative of Toastmasters — Number of appearances _____
- Division Toastmaster(s) participating in speaker’s bureau — Number participating _____
- Wears Toastmasters name badge _____ Wears Toastmasters pin _____

Indicate any additional accomplishments not listed above:

Summarize why this candidate has earned an Division Director of the Year recognition:

Submitted by: Name: _____

District Toastmaster of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting a District Toastmaster of the Year. This award recognizes one Toastmaster whose dedication, commitment, and efforts significantly contributed toward achieving the district mission.

Several activities and accomplishments are categorically listed. For each category, check all the activities and accomplishments which apply to the candidate. Where indicated, enter the number or frequency of the accomplishment. Please feel free to modify this form to include any achievements not listed.

Candidate Information:

Name of Candidate: _____

District _____ Division _____ Area _____ Club Number _____ Date _____

Club Name _____

Membership Building and Retention

- New members sponsored — Number sponsored _____
- Guest(s) brought to club — Number of guests _____
- Club coach _____
- Club rescue _____
- Conducted training to promote retention (e.g., effective evaluations, etc.) _____
- Conducted/coordinated membership campaign at club, area or division level _____
- Club extension _____
- Club sponsor _____
- Club mentor _____
- Community contact team _____
- Participated in demo meeting(s) — Number of meetings _____
- Attended charter presentation(s) — Number attended _____

Education and Training

- Conducted an educational/training session at an area event _____
- Conducted an educational/training session at a division event _____
- Conducted an educational/training session at a district event _____
- Conducted/coordinated division director training _____
- Conducted/coordinated area director training _____
- Conducted/coordinated club officer training _____
- Conducted/coordinated other training for district officers _____
- Manual speeches — Number given _____
- Advanced manual(s) completed — Number given _____
- Competent Communicator (CC) award _____
- Advanced Communicator Bronze (ACB) award _____
- Advanced Communicator Silver (ACS) award _____
- Advanced Communicator Gold (ACG) award _____
- Competent Leader (CL) award _____
- Advanced Leader Bronze (ALB) award _____
- Advanced Leader Silver (ALS) award _____
- Distinguished Toastmaster (DTM) award _____
- Speaker/evaluator exchange _____
- Speechcraft coordinator — Number coordinated _____
- Success/leadership or success/communication coordinator — Number coordinated _____
- Youth leadership coordinator — Number coordinated _____

Submit this form to your District Director in order to recognize this deserving Toastmaster.

Leadership

- Chairman of a district committee _____
- Served on a district committee _____
- Assistant to a division director _____
- Chairman of a division committee _____
- Served on a division committee _____
- Attended division meeting(s) — Number attended _____
- Assistant to an area director _____
- Chairman of an area committee _____
- Served on an area committee _____
- Attended area meeting(s) — Number attended _____
- Club officer of the current year _____
- Attended club officer training _____

Public Relations

- Organized or made (a) publication(s) in a newspaper or magazine — Number of publications _____
- Organized or made (a) publication(s) on radio — Number of publications _____
- Organized or made (an) appearance(s) on television — Number of appearances _____
- Visited or appeared outside the organization as a representative of Toastmasters International — Number of appearances _____
- Speakers bureau chairman/coordinator _____
- Speakers bureau member _____
- Wears Toastmasters name badge _____ Wears Toastmasters pin _____
- District newsletter editor _____
- Club newsletter editor _____

Commitment and Support

- Toastmasters International Activities _____
- District conference chairman/conveyor _____
- Other conference or district event chairman/conveyor _____
- Participated in planning, set-up, or presentation of a district event _____
- Attended district conferences — Number attended _____
- Attended division events other than meetings — Number attended _____
- Attended area events other than meetings — Number attended _____
- Attended own club meetings — Number attended _____
- Attended a Toastmasters district conference(s) _____
- Attended the Toastmasters International Convention _____
- District speech contest winner _____
- District speech contest participant _____
- District speech contest judge _____
- District speech contest Toastmaster _____
- District speech contest chairman/coordinator _____
- Area speech contest winner _____
- Area speech contest participant _____
- Area speech contest judge _____
- Area speech contest Toastmaster _____
- Area speech contest chairman/coordinator _____

Summarize why this candidate has earned the Toastmaster of the Year recognition:

Submitted by: Name: _____