

TOASTMASTERS
INTERNATIONAL



DISTINGUISHED DISTRICT PROGRAM



**WHERE LEADERS
ARE MADE**

► The Distinguished District Program

This booklet is your guide to the Distinguished District Program. You do not need to complete it or send it to anyone. However, you are required to complete the District Success Plan matrix and send it to World Headquarters by September 30, as mentioned above. Completing the matrix will make it easier for you to plan for the year.

The Distinguished District Program recognizes those districts that meet Toastmasters International's growth and educational goals. The program, which begins July 1 and ends June 30 the following year, sets goals in the areas most critical to a district's success. Every district that meets all its goals and the program prerequisites is awarded the designation Distinguished District. The program is also a management tool for districts, helping them to focus on increasing membership, forming new clubs and ensuring clubs are meeting the needs of their members. The program is designed so that becoming a Distinguished District is based on performance, not on district size.

To become a Distinguished District, your district must do the following:

- **Planning and training.** Your district must submit to World Headquarters both a District Success Plan Matrix and a Division/Area Governor Training Report with 85 percent of division and area governors trained. Both must be postmarked on or before September 30 and received at World Headquarters no later than October 10. If the District Success Plan Matrix is submitted by email or fax, it must be received no later than September 30 (please see District Success Plan for details). These are prerequisites for the program. If your district does not meet one or both of these prerequisites, it will not be eligible for Distinguished District recognition even if it meets all of its goals.
- **Membership growth.** Your district's paid membership must grow by 2 percent or more over the previous year.
- **Club growth.** Your district must have a net club growth of at least 3 percent.
- **Competent Communicator awards.** The number of CCs awarded must equal or exceed 3.5 percent of the district's paid membership for the previous year.
- **Advanced Communicator awards.** The number of ACs awarded must equal or exceed one percent of the district's paid membership for the previous year.

Your district may earn extra points in the program for the percentage of its areas achieving Distinguished Area recognition, the percentage of its clubs achieving Distinguished Club recognition and the number of leadership awards issued to members. No goals are set for these.

World Headquarters calculates the points earned in the program. The points are based upon achieving and exceeding the four goals plus achievements in the other three areas. Your district can track progress toward its goals throughout the year by downloading and reviewing the online District Performance Reports, which are posted weekly on the Toastmasters International website, www.toastmasters.org/members.

World Headquarters notifies all districts qualifying as Distinguished Districts as soon as possible after the close of the district year. Each Distinguished District and Distinguished District Governor will also receive recognition at the International Convention. The six districts with the largest number of points are recognized as President's Distinguished Districts, and the next six districts are recognized as Select Distinguished Districts.

A district can also earn the following awards:

- ▶ **Excellence in Education and Training Award.** When a district achieves its Distinguished District goals in training, CC awards and AC awards, the lieutenant governor education and training receives this award.
- ▶ **Excellence in Marketing Award.** When a district achieves its Distinguished District goals in club and membership growth, the lieutenant governor marketing receives this award.
- ▶ **Excellence in Leadership Award.** When a district is Distinguished for three or more consecutive years, the district is recognized with this award.

All of these awards are presented to recipients at the International Convention.

Good luck to your district in the coming year!

Per TI policy, *Electronic Transmissions Policy*, it is the responsibility of the sender to ensure the successful transmission of any information. Whenever you submit something to TI as an individual or on behalf of a club or district, please follow-up to confirm receipt.

► Definition of Terms

DEADLINES

Unless otherwise noted in any subsection, June 30, means that all applicable items submitted to World Headquarters must be received no later than June 30. Districts submitting new clubs, educational completions or other applicable documents in the last several weeks of the district year are strongly urged to use the Toastmasters International website, express mail, or other guaranteed delivery methods. No exceptions can be made to any program deadlines.

MEMBERSHIP AT JULY 1 (BASE)

Membership payments received from the district (dues renewals, new, charter, reinstate, etc.) for the period

July 1 – June 30, plus any dues renewal payments received after July 1. This is the base (beginning) figure upon which the district membership growth will be calculated. This base may be revised upward during the year to reflect late membership payments. The calculation will be made as in the following sample:

Total Membership Payments (June 30)	4000
Plus: Dues Renewal Payments (April 1 - September 30) Period	+ 50
	<hr/>
Adjusted Base	4050

MEMBERSHIP AT JUNE 30 (YEAR-END)

Total number of membership payments received from clubs in the district (dues renewals, new members, charter, reinstate, etc.) for the period July 1 – June 30. This is the final year-end figure which will be used to measure your district's growth.

TOTAL NUMBER OF CLUBS – JULY 1 (BASE)

The total number of clubs in the district that have submitted an April dues renewals report, (including clubs paying dues renewals after July 1) plus the number of clubs chartered between April 1 and June 30. This is the base (beginning) figure upon which the net club growth goal will be calculated. Your base and goal may be revised upward anytime during the year to reflect clubs paying their April dues renewals after July 1. Clubs chartered between July 1 and September 30 are excluded from this count.

NUMBER OF PAID CLUBS – JUNE 30 (YEAR-END)

The number of paid clubs – June 30 is considered to be the total number of active clubs at June 30, less clubs that have not submitted their April 1 – September 30, dues renewals in full by June 30. Computation will be made as in the following example:

Total number of clubs active in the district June 30	61
Less the number of clubs delinquent in submission of April dues renewals June 30	- 7
	<hr/>
Number of paid clubs 6/30 (year-end)	54

SECTION I

► Planning and Training (Prerequisites)

Note: Your district must submit a District Success Plan Matrix and Training Report (with a minimum of 85% of area governors and division governors trained) to be eligible for Distinguished District recognition. Both resources are available online at www.toastmasters.org/members. See deadlines below.

A. DISTRICT SUCCESS PLAN MATRIX

District Success Plan Matrix received at World Headquarters:

Yes _____

No _____

Enter "Yes" or "No" on page 9

B. DIVISION GOVERNOR/AREA GOVERNOR TRAINING PROGRAM

1. Number of areas in district _____

2. Number of divisions in district _____

3. Total _____

4. Number of area governors and division governors trained and reported to
World Headquarters by September 30. _____

5. Percent of area governors and division governors trained (line 4 ÷ line 3) _____ %

If line 5 is 85% or greater, enter "Yes" on page 10.

Your district must report a minimum of 85% of these officers trained to qualify for Distinguished District Recognition.

Deadline: District Success Plan Matrix and Division/Area Governor Training Report must be received at World Headquarters no later than September 30 for the district to be eligible for Distinguished District recognition. These resources can be submitted by email, fax, or regular mail. No points are awarded for these prerequisites.

SECTION II

▶ District Growth

District growth is based upon (a) the net increase in the total number of membership payments received from members from the beginning of the district year to June 30 and (b) the net increase in the number of paid clubs from the beginning of the district year to June 30. A member usually submits two membership payments each year, one membership payment for October dues renewal and one payment for April dues renewal.

The July District Performance Report gives the official base figures and resulting goals. The report is posted on the Toastmasters International website at www.toastmasters.org/members. Base figures will be adjusted upward to reflect April dues renewal payments received after July 1. See page 3 for an explanation of how base figures are calculated.

A. NET DISTRICT MEMBERSHIP GROWTH (MEMBERSHIP PAYMENTS)

POINTS

- | | |
|---|---------|
| 1. Total Membership Payments July 1 – June 30 | _____ |
| 2. Membership Payments July 1 – June 30 (Membership Base) | _____ |
| 3. Add: Minimum Growth Goal (2% of Line 2) | _____ |
| 4. Membership Goal – June 30 (Line 2 plus Line 3) | _____ |
| 5. If Line 1 is equal to or greater than Line 4, district met its goal
(subtract Line 4 from Line 1) | _____ |
| 6. Line 5 ÷ Line 4 = percent by which district exceeded goal | _____ % |

Point Computation:

- | | |
|---|-------|
| A. If Line 5 is zero or greater, district met goal – 4 points | _____ |
| If Line 5 indicated decrease – 0 points | _____ |
| B. Add: 11/2 points x percent on Line 6 for exceeding goal | _____ |
| Total Points – Enter here and on page 10 | _____ |

B. NET CLUB GROWTH**POINTS**

- 1. Number of Paid Clubs June 30 (Year-End) _____
- 2. Total Clubs July 1 (Base) _____
- 3. Minimum Growth Goal 3% (of Line 2) _____
- 4. Club Goal June 30 (Line 2 plus Line 3) _____
- 5. If Line 1 is equal to or greater than Line 4, district met its goal
(subtract Line 4 from line 1) _____
If line 4 is greater than Line 1, goal not met.

Point Computation:

- A. If Line 5 is zero or greater, district met goal – 4 points _____
If Line 5 indicated decrease – 0 points _____
- B. Add: 2 points x clubs on Line 5 for exceeding goal _____
Total Points – *Enter here and on page 10.* _____

SECTION III

▶ Educational Accomplishments

A. COMPETENT COMMUNICATOR AWARDS

POINTS

- 1. No. of CC Certificates Awarded _____
- 2. Membership Base (Membership Payments) at July 1 _____
- 3. Achievement Objective: 3.5% (of Line 2) _____
- 4. Percent Achievement (Line 1 ÷ Line 2) _____ %

Point Computation:

- A. If Line 4 is 3.5% or more, the following points are awarded:
For attaining objective of 3.5% – 5 points. _____
- B. Add: 2 points for each percent over 3.5%
(calculated to 1/10 of one percent) _____
If Line 4 is less than 3.5%, district did not meet its minimum achievement: Zero points
Enter points here and on page 10. _____

Districts receive credit for only one type of educational award per member in a club per year.

B. ADVANCED COMMUNICATOR AWARDS

- 1. No. of AC Certificates
(AC Bronze, AC Silver, AC Gold) Awarded _____
- 2. Membership Base (Membership Payments) at July 1 _____
- 3. Achievement Objective: 1% (.01 x Line 2) _____
- 4. Percent Achievement (Line 1 ÷ Line 2) _____

Point Computation:

- A. If Line 4 is 1% or greater, the following points are awarded:
For attaining objective of 1%: 5 points. _____
- B. Add: 1/2 point for each 1/10 of 1% over goal _____
If Line 4 is less than 1%, district did not meet its minimum achievement: Zero points
Enter points here and on page 10. _____

Districts receive credit for only one type of educational award per member in a club per year.

SECTION IV

► Distinguished Club, Distinguished Area and Leadership Award Performance

Part of the district mission is to enhance the performance of clubs. The Distinguished Club Program and the Distinguished Area Program are valuable tools that help promote club quality. Achieving leadership awards also helps districts to better serve clubs and members. Districts should promote achievement in these programs. Using the District Success Plan, your district should set its own goals for accomplishment in this section. The goals in this section are not required for your district to be recognized as a Distinguished District. However, points accumulated in this section will be counted in the final computation and could play a significant part in determining President's and Select Distinguished District recognition.

A. DISTINGUISHED CLUB PROGRAM

POINTS

1. Total clubs in district – July 1 (Base) _____
2. Total Distinguished Clubs (including Select and President's Distinguished Clubs) June 30 _____
3. Percentage of Distinguished Clubs (Line 2 ÷ Line 1) _____ %
Points are awarded according to the following scale:

Percentage	Points
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 10..... _____

B. DISTINGUISHED AREA PROGRAM

POINTS

1. Total areas in district _____
2. Total Distinguished Areas (including Select and President's Distinguished Areas) June 30 _____
3. Percentage of Distinguished Areas (Line 2 ÷ Line 1) _____ %
Points are awarded according to the following scale:

Percentage	Points
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 10..... _____

C. LEADERSHIP AWARDS

POINTS

1. Total clubs in district July 1 (Base) _____

2. Total Competent Leader, AL Bronze, AL Silver
and DTM Awards – July1 – June 30 _____

3. Ratio of awards to clubs (Line 2 ÷ Line 1) _____

Points are awarded according to the following scale:

Ratio	Points
.50-.54	1
.55-.59	2
.60-.64	3
.65-.69	4
.70-.74	5
.75-.79	6
.80-.84	7
.85-.89	8
.90-.94	9
.95 or higher	10

Enter total points here and on page 10..... _____

► Point Totals

SECTION I - REQUIRED ACTIONS

YES/NO POINTS

- A. District Success Plan Matrix
(No points are awarded in this section. Indicate yes or no) _____
Remember to send a copy of your plan to the international directors assigned to your region.
- B. Division Governor/Area Governor Training Program
(No points are awarded in this section. Indicate yes or no) _____

SECTION II - DISTRICT GROWTH

- A. Net District Membership Growth (Membership Payments) – Were goals met? _____ _____
- B. Net Club Growth – Were goals met? _____ _____

SECTION III - EDUCATIONAL ACCOMPLISHMENTS

- A. Competent Communicator Awards – Were goals met? _____ _____
- B. Advanced Communicator Awards – Were goals met? _____ _____

You must indicate “yes” in all six subsections above for your district to qualify as a distinguished district.

SECTION IV - DISTINGUISHED CLUB, DISTINGUISHED AREA AND LEADERSHIP AWARD PERFORMANCE

- A. Distinguished Club Program (maximum 10 points) _____
- B. Distinguished Area Program (maximum 10 points) _____
- C. Leadership Awards (maximum 10 points) _____

GRAND TOTAL POINTS _____

▶ Sample Worksheets

This section is a repeat of pages 4-10 of the previous pages and includes sample numbers to show how points are calculated in the Distinguished District Program.

SECTION I

► Planning and Training (Prerequisites)

Note: Your district must submit a District Success Plan Matrix and Training Report (with a minimum of 85% of area governors and division governors trained) to be eligible for Distinguished District recognition. Both resources are available online at www.toastmasters.org/members. See deadlines below.

A. DISTRICT SUCCESS PLAN MATRIX

District Success Plan Matrix received at World Headquarters:

Yes	<u>Yes</u>
No	<u> </u>

Enter "Yes" or "No" on page 9

B. DIVISION GOVERNOR/AREA GOVERNOR TRAINING PROGRAM

1. Number of areas in district	<u>11</u>
2. Number of divisions in district	<u>3</u>
3. Total	<u>14</u>
4. Number of area governors and division governors trained and reported to World Headquarters by September 30	<u>13</u>
5. Percent of area governors and division governors trained (line 4 ÷ line 3)	<u>92.8</u> %

If line 5 is 85% or greater, enter "Yes" on page 10.

Your district must report a minimum of 85% of these officers trained to qualify for Distinguished District Recognition.

Deadline: District Success Plan Matrix and Division/Area Governor Training Report must be received at World Headquarters no later than September 30 for the district to be eligible for Distinguished District recognition. These resources can be submitted by email, fax, or regular mail. No points are awarded for these prerequisites.

SECTION II

▶ District Growth

District growth is based upon (a) the net increase in the total number of membership payments received from members from the beginning of the district year to June 30 and (b) the net increase in the number of paid clubs from the beginning of the district year to June 30. A member usually submits two membership payments each year, one membership payment for October dues renewal and one payment for April dues renewal.

The July District Performance Report gives the official base figures and resulting goals. The report is posted on the Toastmasters International website at www.toastmasters.org/members. Base figures will be adjusted upward to reflect April dues renewal payments received after July 1. See page 3 for an explanation of how base figures are calculated.

A. NET DISTRICT MEMBERSHIP GROWTH (MEMBERSHIP PAYMENTS)

POINTS

1. Total Membership Payments July 1 – June 30	<u>2,300</u>	
2. Membership Payments July 1 – June 30 (Membership Base)	<u>2,200</u>	
3. Add: Minimum Growth Goal (2% of Line 2)	<u>44</u>	
4. Membership Goal – June 30 (Line 2 plus Line 3)	<u>2,244</u>	
5. If Line 1 is equal to or greater than Line 4, district met its goal (subtract Line 4 from Line 1)	<u>56</u>	
6. Line 5 ÷ Line 4 = percent by which district exceeded goal	<u>2.49</u>	%

Point Computation:

A. If Line 5 is zero or greater, district met goal – 4 points	<u>4</u>	
If Line 5 indicated decrease – 0 points	<u> </u>	
B. Add: 11/2 points x percent on Line 6 for exceeding goal	<u>3.73</u>	
Total Points – Enter here and on page 10		<u>7.75</u>

B. NET CLUB GROWTH**POINTS**

1. Number of Paid Clubs June 30 (Year-End)	<u>75</u>
2. Total Clubs July 1 (Base)	<u>70</u>
3. Minimum Growth Goal 3% (of Line 2)	<u>2</u>
4. Club Goal June 30 (Line 2 plus Line 3)	<u>72</u>
5. If Line 1 is equal to or greater than Line 4, district met its goal (subtract Line 4 from line 1)	<u>3</u>
If line 4 is greater than Line 1, goal not met.	

Point Computation:

A. If Line 5 is zero or greater, district met goal – 4 points	<u>4</u>
If Line 5 indicated decrease – 0 points	<u> </u>
B. Add: 2 points x clubs on Line 5 for exceeding goal	<u>6</u>
Total Points – <i>Enter here and on page 10.</i>	<u> </u>

10

Sample

SECTION III

▶ Educational Accomplishments

A. COMPETENT COMMUNICATOR AWARDS

POINTS

1. No. of CC Certificates Awarded	<u>120</u>
2. Membership Base (Membership Payments) at July 1	<u>2,200</u>
3. Achievement Objective: 3.5% (of Line 2)	<u>77</u>
4. Percent Achievement (Line 1 ÷ Line 2)	<u>5.45</u> %

Point Computation:

A. If Line 4 is 3.5% or more, the following points are awarded: For attaining objective of 3.5% – 5 points.	<u>5</u>
B. Add: 2 points for each percent over 3.5% (calculated to 1/10 of one percent)	<u>3.90</u>
If Line 4 is less than 3.5%, district did not meet its minimum achievement: Zero points Enter points here and on page 10.	<u>8.90</u>

Districts receive credit for only one type of educational award per member in a club per year.

B. ADVANCED COMMUNICATOR AWARDS

1. No. of AC Certificates (AC Bronze, AC Silver, AC Gold) Awarded	<u>26</u>
2. Membership Base (Membership Payments) at July 1	<u>2,200</u>
3. Achievement Objective: 1% (.01 x Line 2)	<u>22</u>
4. Percent Achievement (Line 1 ÷ Line 2)	<u>1.18</u>

Point Computation:

A. If Line 4 is 1% or greater, the following points are awarded: For attaining objective of 1%: 5 points.	<u>5</u>
B. Add: 1/2 point for each 1/10 of 1% over goal	<u>.90</u>
If Line 4 is less than 1%, district did not meet its minimum achievement: Zero points Enter points here and on page 10.	<u>5.90</u>

Districts receive credit for only one type of educational award per member in a club per year.

SECTION IV

► Distinguished Club, Distinguished Area and Leadership Award Performance

Part of the district mission is to enhance the performance of clubs. The Distinguished Club Program and the Distinguished Area Program are valuable tools that help promote club quality. Achieving leadership awards also helps districts to better serve clubs and members. Districts should promote achievement in these programs. Using the District Success Plan, your district should set its own goals for accomplishment in this section. The goals in this section are not required for your district to be recognized as a Distinguished District. However, points accumulated in this section will be counted in the final computation and could play a significant part in determining President's and Select Distinguished District recognition.

A. DISTINGUISHED CLUB PROGRAM

POINTS

1. Total clubs in district – July 1 (Base)	<u>54</u>
2. Total Distinguished Clubs (including Select and President's Distinguished Clubs) June 30	<u>40</u>
3. Percentage of Distinguished Clubs (Line 2 ÷ Line 1)	<u>74.0</u> %

Points are awarded according to the following scale:

Percentage	Points
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 10..... 9

B. DISTINGUISHED AREA PROGRAM

POINTS

1. Total areas in district	<u>11</u>
2. Total Distinguished Areas (including Select and President's Distinguished Areas) June 30	<u>7</u>
3. Percentage of Distinguished Areas (Line 2 ÷ Line 1)	<u>63.6</u> %

Points are awarded according to the following scale:

Percentage	Points
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 10..... 7

C. LEADERSHIP AWARDS

POINTS

1. Total clubs in district July 1 (Base) 54

2. Total Competent Leader, AL Bronze, AL Silver
and DTM Awards – July1 – June 30 41

3. Ratio of awards to clubs (Line 2 ÷ Line 1)75

Points are awarded according to the following scale:

Ratio	Points
.50-.54	1
.55-.59	2
.60-.64	3
.65-.69	4
.70-.74	5
.75-.79	6
.80-.84	7
.85-.89	8
.90-.94	9
.95 or higher	10

Enter total points here and on page 10..... 6

► Point Totals

SECTION I - REQUIRED ACTIONS

YES/NO POINTS

A. District Success Plan Matrix (No points are awarded in this section. Indicate yes or no)	<u>Yes</u>	
<i>Remember to send a copy of your plan to the international directors assigned to your region.</i>		
B. Division Governor/Area Governor Training Program (No points are awarded in this section. Indicate yes or no)	<u>Yes</u>	

SECTION II - DISTRICT GROWTH

A. Net District Membership Growth (Membership Payments) – Were goals met?	<u>Yes</u>	<u>7.73</u>
B. Net Club Growth – Were goals met?	<u>Yes</u>	<u>10</u>

SECTION III - EDUCATIONAL ACCOMPLISHMENTS

A. Competent Communicator Awards – Were goals met?	<u>Yes</u>	<u>8.90</u>
B. Advanced Communicator Awards – Were goals met?	<u>Yes</u>	<u>5.90</u>

You must indicate “yes” in all six subsections above for your district to qualify as a distinguished district.

SECTION IV - DISTINGUISHED CLUB, DISTINGUISHED AREA AND LEADERSHIP AWARD PERFORMANCE

A. Distinguished Club Program (maximum 10 points)		<u>9</u>
B. Distinguished Area Program (maximum 10 points)		<u>7</u>
C. Leadership Awards (maximum 10 points)		<u>6</u>

GRAND TOTAL POINTS		<u>54.53</u>
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Notes

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