



Distinguished District Program

2007 – 2008

Toastmasters International

The Distinguished District Program

The Distinguished District Program recognizes those districts that meet Toastmasters International's growth and educational goals. The program, which begins July 1, 2007 and ends June 30, 2008, 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 also is 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 e-mail 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 number of member payments 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 membership payments for the previous year.
- **Advanced Communicator awards.** The number of ACs awarded must equal or exceed one percent of the district's membership payments 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 Web site, www.toastmasters.org.

This booklet is your guide to the goal-setting, point system and method of computation used in 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.

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, then 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, then 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, VI A21, *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, 2008, means that the notification to World Headquarters must be **postmarked** on or before **June 30, 2008**, and **received** at World Headquarters on or before **July 7, 2008**. 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 Web site, express mail, or other guaranteed delivery methods. No exceptions can be made to any program deadlines.

Membership at July 1, 2007 (Base)

Membership payments received from the district (dues renewals, new, charter, reinstate, etc.) for the period July 1, 2006 – June 30, 2007, plus any dues renewal payments received after July 1. An adjustment is made to exclude from the base any 2005-06 dues renewal payments received after July 1, 2006. 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 6/30/07	4000
Less: Dues Renewal Payments 4/1/06 - 9/30/06 Period	-25
Plus: Dues Renewal Payments 4/1/07 - 9/30/07 Period	+50
	<hr/>
Adjusted Base	4025

Membership Payments at June 30, 2008 (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, 2007 – June 30, 2008. This is the final year-end figure which will be used to measure your district's growth.

Total Number of Clubs – July 1, 2007 (Base)

The total number of clubs in the district as recorded at World Headquarters that have submitted an April 2007 dues renewals report, (including clubs paying dues renewals after July 1) plus the number of clubs chartered between April 1 and June 30, 2007. 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 2007 dues renewals after July 1. Clubs chartered between July 1 and September 30 are excluded from this count.

Number of Paid Clubs – June 30, 2008 (Year-End)

The "Number of paid clubs – June 30, 2008" is considered to be the total number of active clubs at June 30, less clubs that have not submitted their April 1 – September 30, 2008, dues renewals in full by June 30, 2008. Computation will be made as in the following example:

Total number of clubs active in the district 6/30	61
Less the number of clubs delinquent in submission of April dues renewals at 6/30	-7
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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. See deadlines below.

A. District Success Plan Matrix

2007-08 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, 2007 (on Form 1475) _____
5. Percent of area governors and division governors trained (line 4 ÷ line 3) _____ %

If line 5 is 85% or greater, enter “Yes” on page 9.

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 postmarked on or before September 30, 2007, and **received** at World Headquarters on or before October 10, 2007, for the district to be eligible for Distinguished District recognition. If the District Success Plan Matrix is submitted by e-mail or fax, it must be received no later than September 30, 2007 (please see District Success Plan for details). No points are awarded for this prerequisite.

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 (a member usually submits two membership payments each year, one membership payment for October dues renewal and one payment for April dues renewal); and (b) the net increase in the number of paid clubs from the beginning of the district year to June 30.

The July District Performance Report gives the official base figures and resulting goals. The report is posted on the Toastmasters International Web site at www.toastmasters.org. 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 7/1/07 – 6/30/08 _____
2. Membership Payments 7/1/06 – 6/30/07 (July 1, 2007, Membership Base).... _____
3. Add: Minimum Growth Goal (2% of Line 2) _____
4. Membership Goal – 6/30/08 (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: 1½ points x percent on Line 6 for exceeding goal _____
- Total Points – Enter here and on page 9 _____

Deadline: June 30, 2008, means that the notification to World Headquarters must be postmarked on or before June 30, 2008, and **received** at World Headquarters on or before July 7, 2008. Online membership submissions must be received on or before June 30, 2008, PT.

B. Net Club Growth

Points

- 1. Number of Paid Clubs 6/30/08 (Year-End) _____
- 2. Total Clubs 7/1/07 (Base) _____
- 3. Minimum Growth Goal 3% (of Line 2) _____
- 4. Club Goal 6/30/08 (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 9* _____

Deadline: June 30, 2008, means that the notification to World Headquarters must be postmarked on or before June 30, 2008, and **received** at World Headquarters on or before July 7, 2008, PT.

Section III

Educational Accomplishments

A. Competent Communicator Awards

Points

1. 2007-2008: No. of CC Certificates Awarded _____
2. Membership Base (Membership Payments) at 7/1/07 _____
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 $\frac{1}{10}$ 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 9 _____

Deadline: June 30, 2008, means that the notification to World Headquarters must be postmarked on or before June 30, 2008, and **received** at World Headquarters on or before July 7, 2008. Online award submissions must be received on or before June 30, 2008, PT. Districts receive credit for only one type of educational award per member in a club per year.

B. Advanced Communicator Awards

1. 2007-08: No. of AC Certificates
 (AC Bronze, AC Silver, AC Gold) Awarded _____
2. Membership Base (Membership Payments) at 7/1/07 _____
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: $\frac{1}{2}$ point for each $\frac{1}{10}$ 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 9 _____

Deadline: June 30, 2008, means that the notification to World Headquarters must be postmarked on or before June 30, 2008, and **received** at World Headquarters on or before July 7, 2008. Online award submissions must be received on or before June 30, 2008, PT. 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 – 7/1/07 (Base) _____
- 2. Total Distinguished Clubs (including Select and President's Distinguished Clubs) 6/30/08 _____
- 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 9 _____

B. Distinguished Area Program

Points

- 1. Total areas in district _____
- 2. Total Distinguished Areas (including Select and President's Distinguished Areas) 6/30/08 _____
- 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 9 _____

C. Leadership Awards

Points

- 1. Total clubs in district 7/1/07 (Base) _____
- 2. Total Competent Leader, AL Bronze, AL Silver and DTM Awards – 7/1/07 – 6/30/08 _____
- 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 9 _____

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 _____