

# 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: \_\_\_\_\_