



# MEMBER ACHIEVEMENT RECORD

Member Achievement Record for:

NAME

Use this form to track your progress in Toastmasters' educational programs. By recording manual completions and other activities, you can monitor progress toward the CC, ACB, ACS, ACG, CL, ALB, ALS and DTM awards.

My club has assigned a mentor to help me. My mentor is:

LAST NAME

FIRST NAME

EMAIL ADDRESS

ADDRESS

TELEPHONE NUMBER (DAY)

CITY

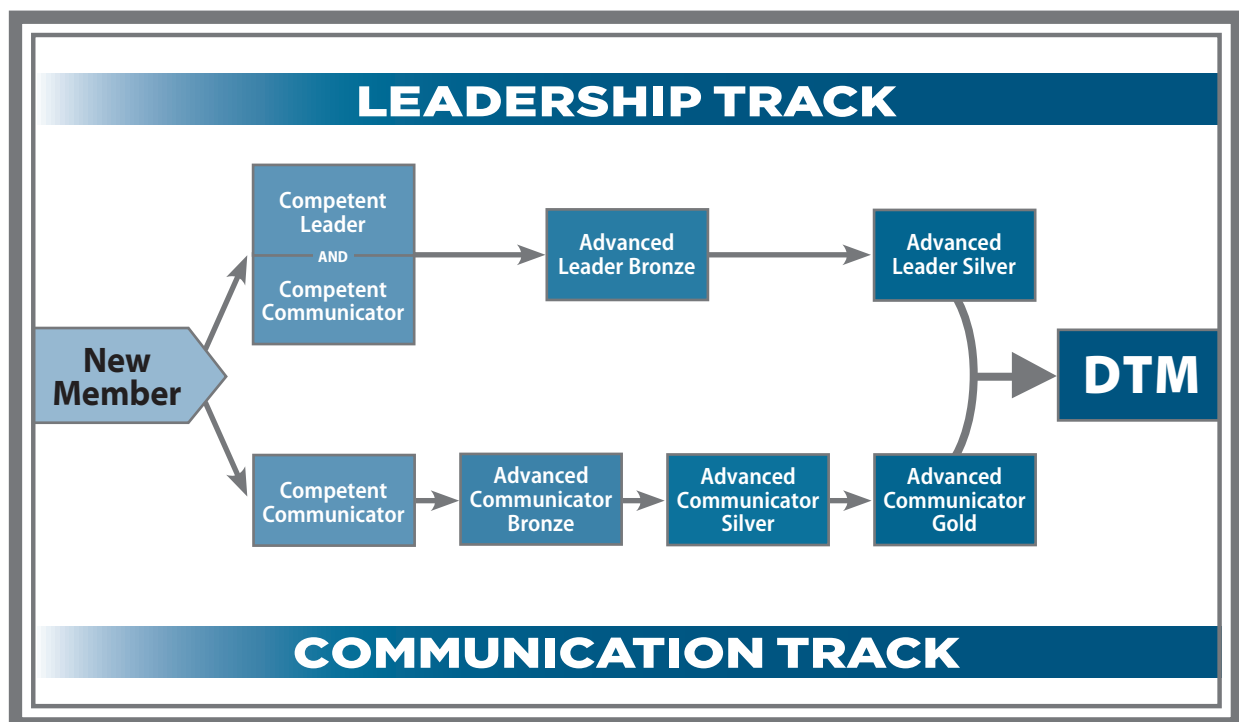
STATE/PROVINCE

ZIP

TELEPHONE NUMBER (EVENING)

## TOASTMASTERS INTERNATIONAL COMMUNICATION AND LEADERSHIP TRACKS

The Toastmasters educational program consists of two tracks: a communication track and a leadership track. You can participate in both tracks at the same time or choose just one to start. Both tracks provide recognition for specific accomplishments. The diagram below shows the award progression in each track. Following pages provide more detail.



## COMMUNICATION TRACK

### Competent Communicator (CC)

To be eligible for this award, a member must have completed the 10 speeches in the *Competent Communication* manual. Check the appropriate box below after you complete each project.

For details see the CC award application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members). Use the CC application to apply for your award, not this record!

1     2     3     4     5     6     7     8     9     10

### Advanced Communicator Bronze (ACB)

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

- ▶ Achieved Competent Communicator award
- ▶ Completed two *Advanced Communication Series* manuals

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Communicator Silver (ACS)

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

- ▶ Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster or Advanced Toastmaster Bronze award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted any two presentations from *The Better Speaker Series* and/or *The Successful Club Series*

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Communicator Gold (ACG)

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

- ▶ Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze or Advanced Toastmaster Silver award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted a presentation from the *Success/Leadership Series*, *Success/Communication Series* or a *Youth Leadership*
- ▶ Coached a new member with the first three speech projects

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### The Entertaining Speaker (226A)

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh and what to do when you're asked to speak after dinner.

1     2     3     4     5

### Speaking To Inform (226B)

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

1     2     3     4     5

### Public Relations (226C)

This complete guide to preparing and delivering different types of public relations speeches will help you give goodwill speeches, appear on a radio talk show, "speak under fire" and give a crisis management speech.

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### Facilitating Discussion (226D)

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

- 1
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### Specialty Speeches (226E)

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches and oral interpretations.

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### Speeches by Management (226F)

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

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### The Professional Speaker (226G)

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

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### Technical Presentations (226H)

The projects in this manual will help you prepare and present briefings, proposals, technical papers and enhance a technical talk with the Internet.

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### Persuasive Speaking (226I)

The ability to influence and persuade others to accept your ideas, products or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

- 1
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### Communicating on Video (226J)

Television presentations differ from other presentations, and they require special considerations. With this manual you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference and use television to train.

- 1
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### Storytelling (226K)

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story and the historical story.

- 1
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### Interpretive Reading (226L)

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

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### Interpersonal Communication (226M)

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance and expressing dissatisfaction effectively.

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### Special Occasion Speeches (226N)

Provides instruction in giving toasts, speaking in praise, "roasting" someone and presenting and accepting awards.

- 1
- 2
- 3
- 4
- 5

### Humorously Speaking (226O)

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

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- 2
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**Use the Advanced Communicator (AC) application to apply for your award, not this record!**

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## LEADERSHIP TRACK

### Competent Leader (CL)

To be eligible for this award, a member must have completed the 10 projects in the *Competent Leadership* manual. Check the appropriate box below after you complete each project.

For details see the CL award application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

Use the CL application to apply for your award, not this record!

1    2    3    4    5    6    7    8    9    10

### Advanced Leader Bronze (ALB)

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

- ▶ Achieved Competent Leader award
- ▶ Achieved Competent Communicator award (or 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 a club officer, participated in a district-sponsored club officer training program
- ▶ Conducted any two programs from *The Successful Club Series* and/or *The Leadership Excellence Series*

For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Leader Silver (ALS)

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

- ▶ Achieved Advanced Leader Bronze award (or "old" Competent Leader award)
- ▶ Served a complete term as a district officer (district director, program quality director, club growth director, public relations manager, administration manager, finance manager, division director, area director)
- ▶ Completed the *High Performance Leadership* program
- ▶ Served successfully as a club sponsor, mentor or club coach

For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Distinguished Toastmaster (DTM)

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

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

Distinguished Toastmaster is the highest recognition a member may receive. For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

**Use the Advanced Communicator (AC) application to apply for your award, not this record!**

## HIGH PERFORMANCE LEADERSHIP PROGRAM

## COACH

Coached a new member with the first three speech projects:

\_\_\_\_\_  
DATE COMPLETED

\_\_\_\_\_  
NEW MEMBER'S NAME

\_\_\_\_\_  
DATE

## ORGANIZATIONAL GROWTH

Service as a co-sponsor or mentor (appointed by district director) of a new club. Name should appear on Application to Organize:

\_\_\_\_\_  
CLUB NAME / CLUB NUMBER

\_\_\_\_\_  
CHARTER DATE

Service as a club coach (appointed by district director) helping an existing club with 12 or fewer members to become a Distinguished Club. (Assignment form on file at World Headquarters.)

\_\_\_\_\_  
CLUB NAME / CLUB NUMBER

\_\_\_\_\_  
APPOINTMENT DATE

## CLUB OFFICES HELD

Service from July 1 through December 31 or January 1 through June 30 in the following club offices:

	DATE SERVED	DATE ATTENDED TRAINING	DATE HELPED PREPARE CLUB SUCCESS PLAN
President	_____	_____	_____
Vice President Education	_____	_____	_____
Vice President Membership	_____	_____	_____
Vice President Public Relations	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Sergeant at Arms	_____	_____	_____

## DISTRICT OFFICES HELD

	DATE SERVED
Administration Manager/Finance Manager	_____
Public Relations Manager	_____
District Director	_____
Program Quality Director	_____
Club Growth Director	_____
Division Director	_____
Area Director	_____

## SUCCESS/COMMUNICATION

	DATE PRESENTED
Speechcraft	_____
How to Listen Effectively	_____
The Art of Effective Evaluation	_____
Building Your Thinking Power	_____
From Speaker to Trainer	_____

## SUCCESS/LEADERSHIP

DATE PRESENTED

How to Conduct Productive Meetings

\_\_\_\_\_

Parliamentary Procedure in Action

\_\_\_\_\_

Building Your Leadership Power

\_\_\_\_\_

Improving Your Management Skills

\_\_\_\_\_

## YOUTH LEADERSHIP PROGRAM

NUMBER OF PARTICIPANTS

DATE COMPLETED

## THE SUCCESSFUL CLUB SERIES

DATE PRESENTED

The Moments of Truth

\_\_\_\_\_

Finding New Members for Your Club

\_\_\_\_\_

Evaluate to Motivate

\_\_\_\_\_

Closing the Sale

\_\_\_\_\_

Creating the Best Club Climate

\_\_\_\_\_

Meeting Roles and Responsibilities

\_\_\_\_\_

Mentoring

\_\_\_\_\_

Keeping the Commitment

\_\_\_\_\_

Going Beyond our Club

\_\_\_\_\_

How to be a Distinguished Club

\_\_\_\_\_

The Toastmasters Education System

\_\_\_\_\_

## THE BETTER SPEAKER SERIES

DATE PRESENTED

Beginning Your Speech

\_\_\_\_\_

Concluding Your Speech

\_\_\_\_\_

Controlling Your Fear

\_\_\_\_\_

Impromptu Speaking

\_\_\_\_\_

Selecting Your Topic

\_\_\_\_\_

Know Your Audience

\_\_\_\_\_

Organizing Your Speech

\_\_\_\_\_

Creating an Introduction

\_\_\_\_\_

Preparation and Practice

\_\_\_\_\_

Using Body Language

\_\_\_\_\_

## THE LEADERSHIP EXCELLENCE SERIES

DATE PRESENTED

Building a Team	_____
Delegate to Empower	_____
Developing a Mission	_____
Giving Effective Feedback	_____
Goal Setting and Planning	_____
Motivating People	_____
Resolving Conflict	_____
Service and Leadership	_____
The Leader as a Coach	_____
The Visionary Leader	_____
Values and Leadership	_____

## AWARDS RECEIVED

**Competent Communicator (CC) Award**

\_\_\_\_\_ DATE CC RECEIVED

**Advanced Communicator Bronze (ACB) Award**

\_\_\_\_\_ DATE ACB RECEIVED

**Advanced Communicator Silver (ACS) Award**

\_\_\_\_\_ DATE ACS RECEIVED

**Advanced Communicator Gold (ACG) Award**

\_\_\_\_\_ DATE ACG RECEIVED

**Competent Leader (CL) Award**

\_\_\_\_\_ DATE CL RECEIVED

**Advanced Leader Bronze (ALB) Award**

\_\_\_\_\_ DATE ALB RECEIVED

**Advanced Leader Silver (ALS) Award**

\_\_\_\_\_ DATE ALS RECEIVED

**Distinguished Toastmaster (DTM) Award**

\_\_\_\_\_ DATE DTM RECEIVED

**Note:** Before applying for Competent Communicator (CC), Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS), Advanced Communicator Gold (ACG), Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS), or Distinguished Toastmaster (DTM) awards, review the appropriate application form to ensure that all requirements have been met as given. Then complete the form and send it to World Headquarters.



**TOASTMASTERS**  
INTERNATIONAL

P. O. Box 9052 • Mission Viejo, CA 92690 USA • 949-858-8255 • [www.toastmasters.org/members](http://www.toastmasters.org/members)

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