

# COMPETENT LEADER AWARD APPLICATION



## TO APPLY:

**You must be a current member of the club listed below at the time your application is received at World Headquarters to be eligible for the award.**

- ▶ Complete all 10 projects in *Competent Leadership* (Item 265).
- ▶ Complete this application and attach the completed Project Completion Record.
- ▶ A current club officer must sign and date the application.
- ▶ Ask a current club officer to submit your application online at **www.toastmasters.org**.  
If no current officer has online access, email, mail **OR** fax (one method only please) the completed form to:

**Education Awards**  
**Toastmasters International**  
9127 South Jamaica Street, Suite 400, Englewood, CO 80112

**Fax: +1 303-799-7753**  
**Email: educationprogram@toastmasters.org**

## ATTACH PROJECT COMPLETION RECORD FROM MANUAL

### PLEASE PRINT OR TYPE:

Member No.  Club Name & No. \_\_\_\_\_ District \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT OR TYPE (AS YOU WOULD LIKE IT TO APPEAR ON CERTIFICATE)

Permanent Address Change?  Yes  No

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Email Address \_\_\_\_\_

Phone \_\_\_\_\_

### CLUB OFFICER VERIFICATION

The Toastmaster whose name appears above has completed all of the requirements for this award.

\_\_\_\_\_  
SIGNATURE PRINT NAME CLUB OFFICE HELD Date \_\_\_\_\_

*(Members may not sign their own application even if they are a current club officer.)*

**OPTIONAL:** Please send a letter about my award to my employer or supervisor listed below.

\_\_\_\_\_. By initialing here, I am confirming that I have written consent to provide Toastmasters International the below person's contact information for the purpose of sending confirmation of my education award achievement.

**(Type or print neatly and do not abbreviate company name.)**

Name of Employer/Supervisor \_\_\_\_\_

Company Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

# PROJECT COMPLETION RECORD

Use this form to keep track of your *Competent Leadership* (Item 265) projects as you complete them. When all 10 projects are complete, submit a copy of this record along with the Competent Leader Award Application (Item 1227) to receive your Competent Leader award.

PROJECT	ROLES	DATE	VPE INITIALS
<b>PROJECT 1: Listening</b> COMPLETE 3 OF 4	Ah-Counter		
	Speech Evaluator		
	Grammarian		
	Table Topics® Speaker		
<b>PROJECT 2: Critical Thinking</b> COMPLETE 2 OF 3	Speech Evaluator		
	Grammarian		
	General Evaluator		
<b>PROJECT 3: Giving Feedback</b> COMPLETE 3 OF 3	Speech Evaluator		
	Grammarian		
	General Evaluator		
<b>PROJECT 4: Time Management</b> COMPLETE TIMER +1	Timer		
	Toastmaster		
	Speaker		
	Topicsmaster		
	Grammarian		
<b>PROJECT 5: Planning and Implementation</b> COMPLETE 3 OF 4	Speaker		
	General Evaluator		
	Toastmaster		
	Topicsmaster		
<b>PROJECT 6: Organization and Delegation</b> COMPLETE 1 OF 6	Help Organize a Club Speech Contest		
	Help Organize a Club Special Event		
	Help Organize a Club Membership Campaign or Contest		
	Help Organize a Club PR Campaign		
	Help Produce a Club Newsletter		
	Assist the Club's Webmaster		
<b>PROJECT 7: Facilitation</b> COMPLETE 2 OF 4	Toastmaster		
	General Evaluator		
	Topicsmaster		
	Befriend a Guest		
<b>PROJECT 8: Motivation</b> COMPLETE 1 CHAIR + 2 OTHER	Membership Campaign or Contest Chair		
	PR Campaign Chair		
	Toastmaster		
	Speech Evaluator		
	General Evaluator		
<b>PROJECT 9: Mentoring</b> COMPLETE 1 OF 3	Mentor for a New Member		
	Mentor for an Existing Member		
	HPL Guidance Committee Member		
<b>PROJECT 10: Team Building</b> COMPLETE TOASTMASTER + GENERAL EVALUATOR  OR 1 OF THE FOLLOWING	Toastmaster		
	General Evaluator		
	Membership Campaign Chair		
	Club PR Campaign Chair		
	Club Speech Contest Chair		
	Club Special Event Chair		
	Club Newsletter Editor		
	Club Webmaster		