



# 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		