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: _________________________________________________________________________________

Submit this form to your District Director in order to recognize this deserving Toastmaster.
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: _________________

Submit this form to your District Director in order to recognize this deserving Toastmaster.
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:

Submit this form to your District Director in order to recognize this deserving Toastmaster.