



SESSION 5: Thrive in the District Recognition Program

AREA AND DIVISION DIRECTOR **TRAINING**

FACILITATOR GUIDE

TOASTMASTERS INTERNATIONAL
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Item 206FG Rev. 06/2020

SESSION 5: THRIVE IN THE DISTRICT RECOGNITION PROGRAM

The focus of the District Recognition Program is on club quality and the member experience. Area and division directors play an essential role in earning Distinguished recognition for the district, division, and area, beginning with the club. In this session, area and division directors examine how Moments of Truth and the Distinguished Club Program serve as the foundation for the District Recognition Program. They learn how to create success plans based on their area and division Distinguished goals and how to track progress toward those goals.

Overview

In this session, the following topics are presented:

- ▶ Distinguished Club Program
- ▶ District Recognition Program

Objectives

After completing this session, area and division directors will be able to do the following:

- ▶ Describe how implementing Moments of Truth leads to club quality and a positive member experience
- ▶ Define the roles of area and division directors in the District Recognition Program
- ▶ Describe the Distinguished Club Program
- ▶ Identify the goals of the Distinguished Area and Distinguished Division programs
- ▶ Describe the importance of club, area, and division success plans
- ▶ Identify resources to find answers to questions about the District Recognition Program and Distinguished Club Program and to track progress in each

Materials

- ▶ Flipchart
- ▶ Markers
- ▶ PowerPoint presentation
- ▶ *One Serving Clubs through Visits: A Guide for Area Directors* (Item 219) per area and division director

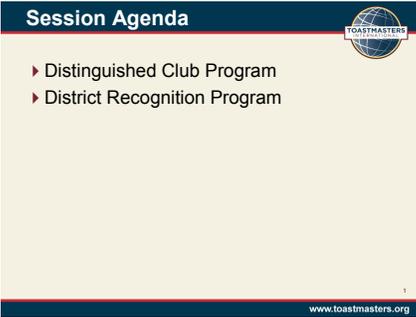
Duration

One hour and 15 minutes



INTRODUCTION

1. **SHOW** the Session Agenda slide.



The slide is titled "Session Agenda" and features the Toastmasters logo in the top right corner. It lists two items:

- ▶ Distinguished Club Program
- ▶ District Recognition Program

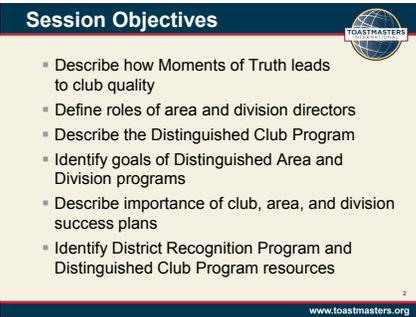
The slide number "1" is in the bottom right corner, and the URL "www.toastmasters.org" is at the bottom.

2. **PRESENT** the session agenda.

- ▶ Distinguished Club Program
- ▶ District Recognition Program



3. **SHOW** the Session Objectives slide.



The slide is titled "Session Objectives" and features the Toastmasters logo in the top right corner. It lists seven objectives:

- Describe how Moments of Truth leads to club quality
- Define roles of area and division directors
- Describe the Distinguished Club Program
- Identify goals of Distinguished Area and Division programs
- Describe importance of club, area, and division success plans
- Identify District Recognition Program and Distinguished Club Program resources

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4. **PRESENT** the session objectives:

- ▶ Describe how implementing Moments of Truth leads to club quality and a positive member experience
- ▶ Define the roles of area and division directors in the District Recognition Program
- ▶ Describe the Distinguished Club Program
- ▶ Identify the goals of the Distinguished Area and Distinguished Division programs
- ▶ Describe the importance of club, area, and division success plans
- ▶ Identify resources to find answers to questions about the District Recognition Program and Distinguished Club Program and to track progress in each

DISTINGUISHED CLUB PROGRAM

(30 minutes)

NOTE TO FACILITATOR

The purpose of this section is for area and division directors to recognize the Moments of Truth as standards of quality in clubs and the Distinguished Club Program as the foundation of the District Recognition Program.

In this section, area and division directors identify the characteristics that successful clubs share and are introduced to the six Moments of Truth.

After completing this section, area and division directors will be able to use the Moments of Truth to consider the quality of clubs in their areas and divisions, and they will be able to describe the Distinguished Club Program.

1. PRESENT

- ▶ Clubs are the heart of Toastmasters.
- ▶ They provide the environment and support members need to meet their communication and leadership goals.

2. INSTRUCT area and division directors to arrange themselves in groups of four.

3. INSTRUCT groups to spend five minutes brainstorming characteristics that successful clubs share and recording these characteristics in the Distinguished Club Program section of the participant workbook.

4. TIME five minutes.

5. INSTRUCT one person from each group to share the group's answers.

6. INSTRUCT area and division directors to add to the participant workbook any additional characteristics that other groups share.

Moments of Truth

1. SHOW the Moments of Truth slide.



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5 minutes



Page 5:4



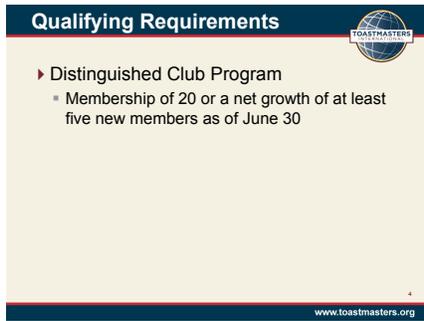


2. **PRESENT**
 - ▶ The six Moments of Truth are explained in the *Successful Club Series* manual, *Moments of Truth* (Item 290).
 - ▶ They are the opportunities through which a club can exhibit quality, thereby impacting the member experience.
3. **PRESENT** the Moments of Truth:
 - ▶ **First Impressions:** Clubs ensure that guests' experiences and observations become first impressions that encourage them to return.
 - ▶ **Membership Orientation:** Clubs acquaint new members with the Toastmasters education and recognition programs, their responsibility to the club, and the club's responsibility to the member.
 - ▶ **Fellowship, Variety, and Communication:** Clubs offer a warm, friendly, and supportive environment that encourages enjoyable learning.
 - ▶ **Program Planning and Meeting Organization:** Club meetings are carefully planned, with well-prepared speakers and useful evaluations.
 - ▶ **Membership Strength:** Clubs have sufficient numbers of members to provide leadership and fill meeting and committee assignments. Clubs participate in membership-building and retention practices.
 - ▶ **Achievement Recognition:** Clubs monitor members' progress toward goals, submit completed award applications immediately, and consistently recognize member achievement.
4. **INSTRUCT** area and division directors to return to their groups of four.
5. **INSTRUCT** area and division directors to spend 10 minutes completing Moments of Truth in the Distinguished Club Program section of the participant workbook.
6. **TIME** 10 minutes.
7. **INSTRUCT** one person from each group to share how they categorized each characteristic of successful clubs.

Qualifying Requirements of the Distinguished Club Program

1. **PRESENT**
 - ▶ All of the Distinguished programs have at least one qualifying requirement.
 - ▶ The qualifying requirement must be met in order to be eligible for Distinguished recognition.
 - ▶ Even if all other Distinguished goals are met, if the qualifying requirement is not met, the club cannot be recognized as Distinguished.

2. **SHOW** the Qualifying Requirements of the Distinguished Club Program slide.



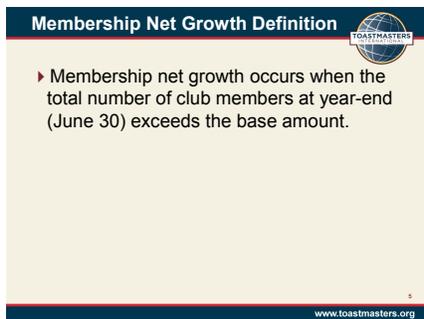
3. **ASK**

- ▶ What must clubs accomplish, outside of the 10 Distinguished Club Program goals, to be considered for recognition?
 - ▶ Membership of 20 or a net growth of at least five new members as of June 30

4. **ASK**

- ▶ What is meant by net growth?
 - ▶ Membership net growth occurs when the total number of club members at year-end (June 30) exceeds the base amount.

5. **SHOW** the Membership Net Growth Definition slide.



6. **ASK**

- ▶ What is meant by the base amount?
 - ▶ The membership base amount refers to the number, on July 1, of club members (renewing, new, charter, dual, and reinstated) who paid April dues, even if the April dues were paid late.





7. **SHOW** the Membership Base Definition slide.

Membership Base Definition

▶ The membership base amount refers to the number, on July 1, of club members (renewing, new, charter, dual, and reinstated) who paid April dues.

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8. **INSTRUCT** area and division directors to arrange themselves in groups of four.



9. **INSTRUCT** groups to spend 10 minutes completing the Qualifying Requirements of the Distinguished Club Program section in the participant workbook.

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PARTICIPANT WORKBOOK: QUALIFYING REQUIREMENTS OF THE DISTINGUISHED CLUB PROGRAM

Scenario

On July 1 of last year, the Jovial Jabberers Club had 15 members. By August, one of them — Jovial Jabberer Jerry — had taken a job in a new city. In September, university students Serge and Selma, who had been studying outside the country, and who had been active members of the Jovial Jabberers two years before, renewed their membership. Fiona, a financial analyst wanting to improve her presentation skills, joined the Jovial Jabbers Club as a first-time Toastmaster in February. Math teacher Manolo and his brother Marco, a mechanic, of the Magnificent Monologues Club joined the Jovial Jabberers in March so they could reap the benefits of both clubs. In May, a lady named Basanti and her husband, Bhavya, from Bombay’s Bombastic Barkers Club transferred to the Jovial Jabberers. Today is June 30.

Question

Does the Jovial Jabberers Club meet the qualifying requirement for recognition in the Distinguished Club Program? Explain.



10 minutes

10. **TIME** 10 minutes.



11. **ASK**
 - ▶ Does the Jovial Jabberers Club meet the qualifying requirement for recognition in the Distinguished Club Program?

- ▶ No.
 - ▶ On July 1, the club has 19 members and a net growth of four.
 - ▶ (Basanti and Bhavya are not counted because — assuming everyone pays on time — they are transfer members who would have paid their April dues to Bombay’s Bombastic Barkers Club.)
 - ▶ To qualify for the Distinguished Club Program, the Jovial Jabberers Club needs either 20 members or a net growth of five.

Distinguished, Select Distinguished, and President’s Distinguished Clubs

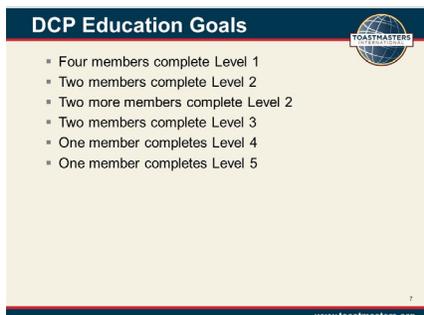
NOTE TO FACILITATOR

Area and division directors are not required to memorize the goals of the Distinguished Club Program. However, having a base knowledge of them will help area and division directors to read reports and understand how to best assist clubs.

1. **ASK**

- ▶ What are the education goals clubs should strive to achieve in the Distinguished Club Program?
 - ▶ Four members complete Level 1
 - ▶ Two members complete Level 2
 - ▶ Two members complete Level 3
 - ▶ One member completes Level 4
 - ▶ One member completes Level 5

2. **SHOW** the DCP Education Goals slide.



The slide is titled "DCP Education Goals" and features the Toastmasters logo. It lists the following goals:

- Four members complete Level 1
- Two members complete Level 2
- Two more members complete Level 2
- Two members complete Level 3
- One member completes Level 4
- One member completes Level 5

The slide also includes the website address www.toastmasters.org at the bottom.





3. **ASK**

- ▶ What are the remaining goals clubs should strive to achieve in the Distinguished Club Program?
 - ▶ Four new members
 - ▶ Four more new members
 - ▶ At least four club officers trained during each of the two training periods (June 1 to August 31 and December 1 to February 28/29)
 - ▶ One club membership dues-renewal report and one club officer list submitted on time



4. **SHOW** the Remaining Distinguished Club Program Goals slide.

Remaining DCP Goals

- Four new members
- Four more new members
- Minimum of four club officers trained during each of two training periods
- One membership dues-renewal report and one club officer list submitted on time

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5. **SHOW** the Distinguished, Select Distinguished, President's Distinguished Club slide.

Distinguished Club Program

- ▶ Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Five of 10 goals	Distinguished Club
Seven of 10 goals	Select Distinguished Club
Nine of 10 goals	President's Distinguished Club

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6. **PRESENT**

- ▶ To become Distinguished, a club must reach five of these goals.
- ▶ To become Select Distinguished, a club must reach seven of these goals.
- ▶ To become President's Distinguished, a club must reach nine of these goals.

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7. **TELL** area and division directors that they may prefer to read the following three slides in the participant workbook, in the Distinguished, Select Distinguished, and President's Distinguished Clubs section.

8. **SHOW** the Club Timeline (Select Distinguished) slide.



Club Timeline

Vocal Violinists of Vienna

July	Club officers Gunther, Gisela, Gustav, and Gretchen are trained.
August	Carolina earns her Level 1 Pathways award and Gisela earns her Level 2 Pathways award.
September	New member Novak joins the club, and the member dues-renewal report is submitted.
October	Casper earns his Level 1 Pathways award.
November	New members Nick and Nide join the club.
December	New member Nan joins the club.
January	Karl earns his Level 4 Pathways award, and new member Nadia joins the club.
February	Club officers Gunther, Gisela, Gustav, and Gretchen are trained.
March	New member Norbert joins the club and Gretchen earns her Level 2 Pathways award.
April	Adolf earns his Level 5 Pathways award, and new member Neil joins the club.
May	New member Naven joins the club, and the club officer list is submitted.
June	On June 30, the Vocal Violinists of Vienna Club has 25 members.

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9. **ASK**

- ▶ What recognition in the Distinguished Club Program has the Vocal Violinists of Vienna Club earned?
- ▶ Select Distinguished Club

10. **SHOW** the Club Timeline (Distinguished) slide.



Club Timeline

Linguistic Leaders of Lipari

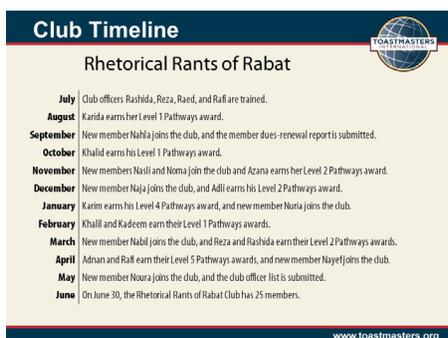
July	Club officers Lina, Luigi, Luciano, and Leonora are trained.
August	Cara earns her Level 1 Pathways award, and membership dues-renewal report is submitted.
September	Carlo and Lena earn their Level 1 Pathways awards.
November	New members Natalia and Nevio join the club.
December	New member Nico joins the club.
January	Club officers Lina, Luigi, Luciano, and Leonora are trained.
February	New member Nunzio joins the club and Amara earns her Level 2 Pathways award.
March	Adolfo earns his Level 2 Pathways award.
April	Columbo earns his Level 1 Pathways award, and the club officer list is submitted.
May	On June 30, the Linguistic Leaders of Lipari Club has 21 members.

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11. **ASK**

- ▶ What recognition in the Distinguished Club Program has the Linguistic Leaders of Lipari Club earned?
- ▶ Distinguished Club

12. **SHOW** the Club Timeline (President's Distinguished) slide.



Club Timeline

Rhetorical Rants of Rabat

July	Club officers Rashida, Reza, Raed, and Rafi are trained.
August	Karida earns her Level 1 Pathways award.
September	New member Nahla joins the club, and the member dues-renewal report is submitted.
October	Khalid earns his Level 1 Pathways award.
November	New members Nasli and Noma join the club and Acana earns her Level 2 Pathways award.
December	New member Naja joins the club, and Adli earns his Level 2 Pathways award.
January	Karim earns his Level 4 Pathways award, and new member Nuria joins the club.
February	Khalid and Kadeem earn their Level 1 Pathways awards.
March	New member Nabli joins the club, and Reza and Rashida earn their Level 2 Pathways awards.
April	Adnan and Rafi earn their Level 5 Pathways awards, and new member Nayef joins the club.
May	New member Noura joins the club, and the club officer list is submitted.
June	On June 30, the Rhetorical Rants of Rabat Club has 25 members.

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13. **ASK**

- ▶ What recognition in the Distinguished Club Program has the Rhetorical Rants of Rabat Club earned?
- ▶ President's Distinguished Club



DISTRICT RECOGNITION PROGRAM

(30 minutes)

NOTE TO FACILITATOR

The purpose of this section is for area and division directors to become familiar with the qualifying requirements and goals of the Distinguished Area and Distinguished Division programs as components of the District Recognition Program.

In this section, area and division directors discuss their roles in the District Recognition Program and identify actions that successful area and division directors take by completing an activity in the participant workbook. No answers are provided for this activity because several answers are possible.

After completing this section, area and division directors will be able to contribute to the success of their areas or divisions in earning Distinguished recognition.

1. PRESENT

- ▶ The District Recognition Program is based on and aligns with the Distinguished Club Program.
- ▶ It consists of the Distinguished Area, Division, and District programs.

2. INSTRUCT area and division directors to arrange themselves in groups of four.

3. INSTRUCT groups to spend 10 minutes completing the District Recognition Program section of the participant workbook.



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PARTICIPANT WORKBOOK: DISTRICT RECOGNITION PROGRAM

District Recognition Program

Area Director Roles

Match the District Recognition Program roles that area directors fulfill, in the Role column, with the ways those roles are fulfilled, in the How column.

	ROLE	HOW
_____	1. Support clubs	a. Visiting each club in the area at least twice a year and submitting the Area Director's Club Visit Report (Item 1471)
_____	2. Encourage club growth	b. Maintaining regular contact with club presidents
_____	3. Encourage member achievement	c. Soliciting the help of other district leaders to support clubs

- | | | |
|-------|---|---|
| _____ | 4. Help areas, divisions, and districts succeed | d. Keeping current with club progress in the Distinguished Club Program |
| _____ | 5. _____ | e. Helping with club officer training |
| _____ | 6. _____ | f. Overseeing area speech contests |
| _____ | 7. _____ | g. Participating in area director training |
| _____ | 8. _____ | h. Tracking area progress in the Distinguished Area Program |
| | | i. _____ |
| | | j. _____ |
| | | k. _____ |

Division Director Roles

Match the District Recognition Program roles that division directors fulfill, in the Role column, with the ways those roles are fulfilled, in the How column.

- | | ROLE | HOW |
|-------|---|--|
| _____ | 1. Offer support to area directors in fulfilling their roles and responsibilities | a. Participating in division director training |
| _____ | 2. Motivate team members | b. Following up and providing assistance as needed with District Recognition goals and questions, club visits, and club officer training |
| _____ | 3. Provide guidance | c. Maintaining contact with area directors and other district leaders |
| _____ | 4. _____ | d. Overseeing division speech contests |
| _____ | 5. _____ | e. _____ |
| _____ | 6. _____ | f. _____ |
| _____ | 7. _____ | g. _____ |

4. **TIME** 10 minutes.

5. **INSTRUCT** one area or division director from each group to share how the group completed the Area Director Roles activity and the Division Director Roles activity.



10 minutes

Distinguished Area Program

1. **PRESENT**

- ▶ Areas with a club base of at least three are automatically contenders for Distinguished recognition.
- ▶ An area's club base increases if April club dues are paid after July 1.



2. **SHOW** the Qualifying Requirements of the Distinguished Area Program slide.

Qualifying Requirements

- ▶ Distinguished Area Program
 - No net club loss
 - Submit the Area Director's Club Visit Report for 75% of club base
 - First round visits by November 30th
 - Second round visits by May 31st

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3. **PRESENT** the Distinguished Area Program qualifying requirements:
 - ▶ To be considered for recognition, areas must have no net club loss.
 - ▶ Areas must submit the Area Director's Club Visit Report (Item 1471) for 75 percent of their club base for first-round visits by November 30 and for 75 percent of their club base for second-round visits by May 31.



4. **ASK**
 - ▶ What is meant by net club loss?
 - ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.



5. **SHOW** the Net Club Loss Definition slide.

Net Club Loss Definition

- ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

www.toastmasters.org

6. **PRESENT**
 - ▶ The Area Director's Club Visit Report (Item 1471) is a form that guides area directors in evaluating club quality during these visits by assessing the club at each of the Moments of Truth.
 - ▶ It can be found at www.toastmasters.org/ClubVisitRpt.

7. **SHOW** the Area Director's Club Visit Report slide.



The image shows a slide titled "Area Director's Club Visit Report" with the Toastmasters logo in the top right corner. The slide contains a form with several sections: "FIRST IMPRESSIONS", "MEMBERSHIP ORIENTATION", and "ACHIEVEMENT RECOGNITION". Each section has a heading and a table with columns for "Comments" and "Date". The form is designed for an area director to record observations and dates during a club visit. The website address "www.toastmasters.org" is visible at the bottom of the slide.

8. **INSTRUCT** area and division directors to arrange themselves in six groups and refer to *Supporting Clubs through Visits: A Guide for Area Directors* (Item 219).
9. **TELL** one group to spend 15 minutes reading Scenario 1: First Impressions and completing the First Impressions section of the Area Director's Club Visit Report (Item 1471) — included in *Supporting Clubs through Visits: A Guide for Area Directors* (Item 219) — for the club featured in the scenario.
10. **TELL** another group to spend 15 minutes reading Scenario 2: Membership Orientation and completing the Membership Orientation section of the Area Director's Club Visit Report (Item 1471) for the club featured in the scenario.
11. **TELL** another group to spend 15 minutes reading Scenario 3: Fellowship, Variety, and Communication and completing the Fellowship, Variety, and Communication section of the Area Director's Club Visit Report (Item 1471) for the club featured in the scenario.
12. **TELL** another group to spend 15 minutes reading Scenario 4: Program Planning and Meeting Organization and completing the Program Planning and Meeting Organization section of the Area Director's Club Visit Report (Item 1471) for the club featured in the scenario.
13. **TELL** another group to spend 15 minutes reading Scenario 5: Membership Strength and completing the Membership Strength section of the Area Director's Club Visit Report (Item 1471) for the club featured in the scenario.
14. **TELL** the remaining group to spend 15 minutes reading Scenario 6: Achievement Recognition and completing the Achievement Recognition section of the Area Director's Club Visit Report (Item 1471) for the club featured in the scenario.
15. **TIME** 15 minutes.
16. **INSTRUCT** one person from each group to summarize the scenario and explain the group's comments in the Area Director's Club Visit Report (Item 1471).



15 minutes



17. **PRESENT**

- ▶ Areas must submit the report for 75 percent of their club base for first-round visits by November 30 and for 75 percent of their club base for second-round visits by May 31.

18. **ASK**

- ▶ What is meant by club base?
 - ▶ The area’s club base is the number of paid clubs assigned to the area as of July 1. Clubs are considered to be paid when they have submitted a complete April dues-renewal report. These and new clubs chartered between April 1 and June 30 are counted in the club base.



18. **SHOW** the Area’s Club Base Definition slide.

Area’s Club Base Definition 

- ▶ The area’s club base is the number of paid clubs assigned to the area as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
 - These and new clubs chartered between April 1 and June 30 are counted in the club base.

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19. **SHOW** the Distinguished, Select Distinguished, President’s Distinguished Area slide.

Distinguished Area Program 

- ▶ Distinguished, Select Distinguished, President’s Distinguished

Achievement	Recognition Earned
Distinguished clubs equal to at least 50 percent of the area’s club base	Distinguished Area
Distinguished clubs equal to at least 50 percent of the area’s club base plus one more Distinguished club	Select Distinguished Area
Distinguished clubs equal to at least 50 percent of the area’s club base plus one more Distinguished club and a net club growth of one	President’s Distinguished Area

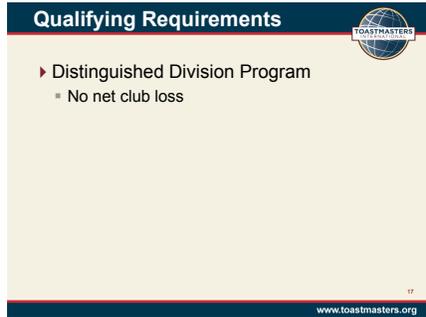
www.toastmasters.org

20. **PRESENT**

- ▶ An area with Distinguished clubs equal to at least 50 percent of its club base is Distinguished.
- ▶ An area with Distinguished clubs equal to at least 50 percent of its club base plus one more Distinguished club is Select Distinguished.
- ▶ An area with Distinguished clubs equal to at least 50 percent of its club base plus one more Distinguished club and a net club growth of one is President’s Distinguished.

Distinguished Division Program

1. **SHOW** the Qualifying Requirements of the Distinguished Division Program slide.



Qualifying Requirements

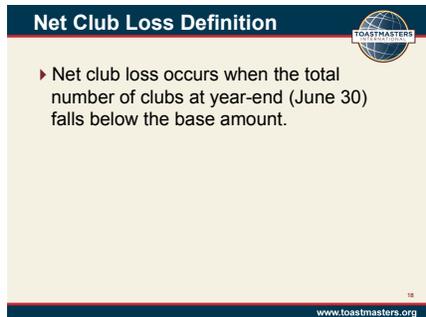
- ▶ Distinguished Division Program
 - No net club loss

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2. **PRESENT** the Distinguished Division Program qualifying requirement:

- ▶ To be considered for recognition, divisions must have no net club loss.
 - ▶ Remember: Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.
 - ▶ The division's club base amount is the number of paid clubs assigned to the division as of July 1. Clubs are considered to be paid when they have submitted a complete April dues-renewal report. These and new clubs chartered between April 1 and June 30 are counted in the club base.

3. **SHOW** the Net Club Loss Definition slide.

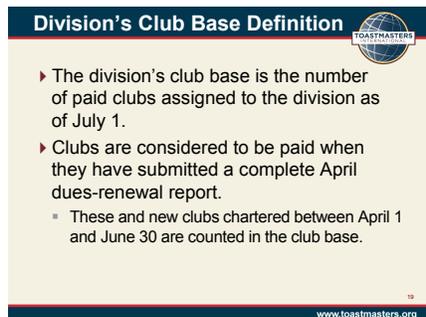


Net Club Loss Definition

- ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

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4. **SHOW** the Division's Club Base Definition slide.



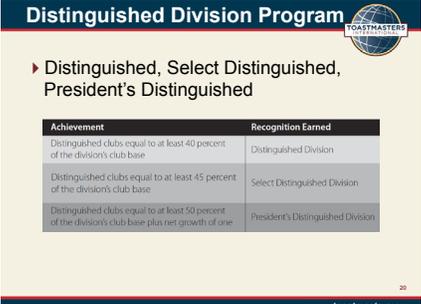
Division's Club Base Definition

- ▶ The division's club base is the number of paid clubs assigned to the division as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
 - These and new clubs chartered between April 1 and June 30 are counted in the club base.

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5. **SHOW** the Distinguished, Select Distinguished, President's Distinguished Division slide.



Distinguished Division Program

► **Distinguished, Select Distinguished, President's Distinguished**

Achievement	Recognition Earned
Distinguished clubs equal to at least 40 percent of the division's club base	Distinguished Division
Distinguished clubs equal to at least 45 percent of the division's club base	Select Distinguished Division
Distinguished clubs equal to at least 50 percent of the division's club base plus net growth of one	President's Distinguished Division

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6. **PRESENT**

- ▶ A division with Distinguished clubs equal to at least 40 percent of the division's club base is Distinguished.
- ▶ A division with Distinguished clubs equal to at least 45 percent of the division's club base is Select Distinguished.
- ▶ A division with Distinguished clubs equal to at least 50 percent of the division's club base plus net club growth of one is President's Distinguished.

Planning for Success

1. **SHOW** the Club Success Plan slide.



Club Success Plan

► CLUB SUCCESS PLAN

TEAM COMMITMENT

GOALS

TEAM OPERATING PROCEDURES

www.toastmasters.org/1111_dcp
Distinguished Club Program and Club Success Plan (Item 1111)

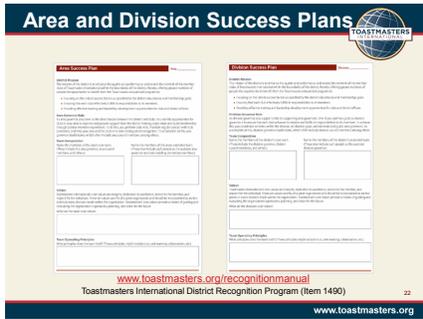
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2. **PRESENT**

- ▶ The Club Success Plan is a tool for clubs to guide them in setting goals.
 - ▶ The plan helps club officers determine assignments and timetables and track their goals.
 - ▶ The plan can be found at www.toastmasters.org/1111_dcp in *Distinguished Club Program and Club Success Plan* (Item 1111)
- ▶ When area directors conduct club visits, they should ask club officers about club progress according to the Club Success Plan.



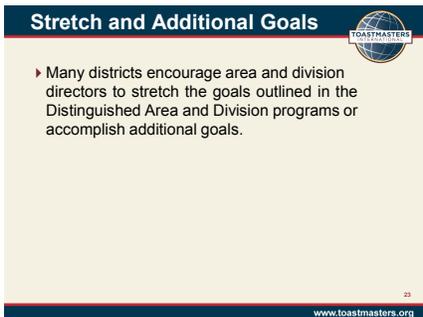
3. **SHOW** the Area and Division Success Plans slide.



4. **PRESENT**

- ▶ Planning is essential for success.
- ▶ The area and division success plans help evaluate current situations, establish specific goals, and develop strategies that can be used to achieve success.
- ▶ The plans identify resources to use in that effort.
- ▶ Finally, the plans call for area and division teams to identify assignments, develop timetables, and track accomplishments.

5. **SHOW** the Stretch Goals and Additional Goals slide.



6. **PRESENT**

- ▶ Many districts encourage area and division directors to stretch the goals outlined in the Distinguished Area and Division programs or accomplish additional goals.
- ▶ A stretch goal is one that extends a current goal further than required; for example, an area may strive toward 60 percent of its club base becoming Distinguished instead of 50 percent.
- ▶ Deciding to improve service to the member by promoting Moments of Truth in clubs with fewer than 10 members is an additional goal.



Resources and Progress Tracking

1. PRESENT

- ▶ Area and division goals are established for the year depending on their club bases.
- ▶ These goals are reflected in reports available on the Toastmasters International website at www.toastmasters.org/reports.
- ▶ Area and division directors can log in to District Central for details about their specific division or area goals and progress.

2. PRESENT

- ▶ Refer to *Toastmasters International District Recognition Program* (Item 1490) for further descriptions of the program.
- ▶ Direct questions about the District Recognition Program to districts@toastmasters.org.
- ▶ Email questions about the Distinguished Club Program to membership@toastmasters.org.
- ▶ Email questions about District Central or reports to reports@toastmasters.org.

CONCLUSION

1. **SHOW** the Review slide.



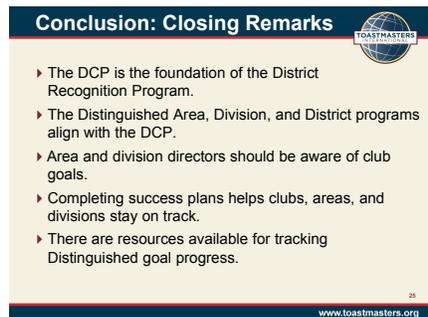
The slide is titled "Review" and features a list of six bullet points. It includes the Toastmasters logo in the top right corner and the website address "www.toastmasters.org" at the bottom. A small number "24" is visible in the bottom right corner of the slide content.

- Describe how Moments of Truth leads to club quality
- Define roles of area and division directors
- Describe the Distinguished Club Program
- Identify goals of Distinguished Area and Division programs
- Describe importance of club, area, and division success plans
- Identify District Recognition Program and Distinguished Club Program resources

2. **PRESENT** the session objectives:

- ▶ Describe how implementing Moments of Truth leads to club quality and a positive member experience
- ▶ Define the roles of area and division directors in the District Recognition Program
- ▶ Describe the Distinguished Club Program
- ▶ Identify the goals of the Distinguished Area and Distinguished Division programs
- ▶ Describe the importance of club, area, and division success plans
- ▶ Identify resources to find answers to questions about the District Recognition Program and Distinguished Club Program and to track progress in each

3. **SHOW** the Conclusion: Closing Remarks slide.



The slide is titled "Conclusion: Closing Remarks" and features a list of five bullet points. It includes the Toastmasters logo in the top right corner and the website address "www.toastmasters.org" at the bottom. A small number "25" is visible in the bottom right corner of the slide content.

- ▶ The DCP is the foundation of the District Recognition Program.
- ▶ The Distinguished Area, Division, and District programs align with the DCP.
- ▶ Area and division directors should be aware of club goals.
- ▶ Completing success plans helps clubs, areas, and divisions stay on track.
- ▶ There are resources available for tracking Distinguished goal progress.



4. **PRESENT**

- ▶ The Distinguished Club Program is the foundation of the District Recognition Program.
- ▶ The Distinguished Area, Division, and District programs align with the Distinguished Club Program.
- ▶ It is important for area and division directors to be aware of the goals of the clubs in their areas and divisions to know how best to support them.
- ▶ By completing the club, area, and division success plans and reviewing them throughout the year, clubs, areas, and divisions can more easily stay on track in the Distinguished programs.
- ▶ Area and division directors have access to a number of resources for tracking progress toward Distinguished goals.

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5. **INSTRUCT** area and division directors to spend five minutes completing the evaluation in the participant workbook.

5 minutes



6. **TIME** five minutes.