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: ___________________________________ Club Name _______________________________________
District __________ Division ___________ Area __________ Club Number __________ Date __________

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 officers, Area/Division/District leaders — Number __________
☐ Inter-club events/exchanges in Area — Number __________________________________________

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 ___________________________________________
Area Director of the Year Checklist

☐ 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: ____________________________________________________________
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: __________________________ Club Name: __________________________
District ______ Division ______ Area ______ Club Number ______ Date ______

**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 officers, Area/Division/District leaders — Number ______________________
- [ ] Inter-club events/exchanges in Area — Number ______________________________________________________

**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 ___________________________________________________
Division Director of the Year Checklist

☐ 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 — % ____________________________

☐ Area Director(s)/assistant(s) representation at District Council meeting — % ___________________

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 a 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: ___________________________ Club Name ___________________________
District __________ Division __________ Area __________ Club Number __________ Date __________

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 _________________________________
☐ Project 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 ______________________________________________
☐ Pathways mentor program ____________________________________________________________
## District Toastmaster of the Year Checklist

- **Level 1 completions**
- **Level 2 completions**
- **Level 3 completions**
- **Level 4 completions**
- **Level 5 completions**
- **Speaker/evaluator exchange**
- **Speechcraft coordinator — Number coordinated**
- **Success/leadership or success/communication coordinator — Number coordinated**
- **Youth leadership coordinator — Number coordinated**

### 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 Toastmaster of the Year Checklist

☐ 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.