



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 Division _____

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 _____

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: _____