



District Toastmaster 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: _____ 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 an Division event _____

Conducted an educational/training session at an 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 _____
- 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 a 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 _____
- 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: _____

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