

# 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 the Division Director of the Year recognition:**

**Submitted by:** Name: \_\_\_\_\_