

Division Director of the Year CHECKLIST DISTRICT 79 - 2019/2020



This award recognizes an area Director whose dedication, commitment, and area team significantly contributed towards 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.

Candidate Information:

Candidate Name:		Member ID:	
Division		Area	
Club Number		Club Name	
Mobile number		Email	

S/N	Criteria	Number	Criteria
A	Distinguished Division Achievements		Check what Apply
1	Distinguished Division		
2	Select Distinguished Division		
3	President's Distinguished Division		
B	Membership Building and Retention		
1	Conducted training from "The Successful Club Series Set" to promote retention by Division Director		Number of Sessions
2	Organized Speechcraft Program		Number of Programs
3	Gained Club Membership Campaign Awards (e.g. Smedley Award, Talk Up Toastmasters, Beat the Clock, etc.)		Number of Awards
4	Membership increased in Division (<i>Number of Member Base/Number of Members after June update</i>)		Percentage of Increase
C	Club Extension		No of clubs
1	Newly established club(s)		
2	Division Director participation in demo meeting(s)		
3	Division Director participation in charter presentation(s)		
D	Division Club Performance – Distinguished Club Program		
1	Distinguished clubs in Division (<i>Number of Distinguished clubs/Total clubs</i>)		Percentage

**Division Director of the Year
CHECKLIST
DISTRICT 79 - 2019/2020**



2	Select distinguished clubs in Division (Number of Select Distinguished clubs/Total clubs)		Percentage
3	President's distinguished clubs in Division (Number of President Distinguished clubs/Total clubs)		Percentage
E	Education and Training		
1	Club officers trained in July-August		Percentage
2	Club officers trained in December-February		Percentage
3	Conducted Club Education/Training Sessions from "The Leadership Excellence Series & Success Leadership and Success Communication Programs" by Division Director.		Number of Sessions
4	Conducted Education/Training Sessions At Division Events		Number of Sessions
5	Conducted other training for Club/Area/Division/District Officers Number		Number of Sessions
6	Inter-club events/exchanges in Division. (e.g. Joint Meetings between Clubs, etc.)		Number of Sessions
F	Leadership, Commitment and Support		
1	Attended Division Director Training		Yes/No
2	Attended other District Training		Number of meetings
3	Number of regular Division Council Meetings		Number of meetings
4	Area representation at Division council meetings		Number of Ads present
5	Chairman of (a) District committee(s)		Yes/No
6	Served on (a) District committee(s)		Yes/No
7	Attended District Executive Committee Meeting(s)		Number of meetings
8	Attended District Council Meeting(s)		Number of meetings
9	Attended other District Meeting(s) Including the virtual meetings/forums		Number of meetings
10	Areas competing in Division speech contests		% of total areas
11	Formal club officer installation		Number of Clubs Installation
12	Club representation at (or proxy submitted for) District 2 nd council meeting		Number of clubs
	Public Relations		
1	Division newsletter		Number of Newsletter
2	Division or Division club had (a) publication(s) in a newspaper or		Number of publications

**Division Director of the Year
CHECKLIST
DISTRICT 79 - 2019/2020**



	magazine		
3	Division or Division club had (a) publication(s) on radio -- Number of publications		Number of publications
4	Division or Division club had (a) publication(s) on television -- Number of publications		Number of publications
5	Visited or appeared outside the organization as a representative of Toastmasters		Number of appearances
6	Wears Toastmasters name badge/ Toastmasters pin out of Toastmasters events		
8	Articles written by Division Director		Number of Articles

Indicate any additional accomplishments not listed above:

Submitted by (Division Director): Name: _____ Date: _____

Please submit this form to your District Director to consider with the other Division submissions for the Division Director of the Year.

.....

This is for the official use by District Committee.

Summarize why this candidate has earned an Division Director of the Year recognition:

Recommended by: _____ Date: _____

Recommended by: _____ Date: _____

Approved by: _____ Date: _____