

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: _____

District _____ Division _____ Area _____ Club Number _____ Date _____

Club Name _____

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/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 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: Name: _____