



KEY DATES: Second Round Officer Training

December 1 - February 28:

- Attend a Divisional TLI (Toastmaster Leadership Institute). You may attend any Divisional TLI.
- Attend Make-up COT (Club Officer Training), if not attending a TLI
- Review Club Success Plan
- Clubs with Semiannual terms, update club officer information at Toastmasters International by 12/31
- Conduct Moments of Truth, if not already done

January - March

- Hold your Club Speech Contest (prior to your area contest)--International and Evaluation
 - Club Contest date: _____
 - Area Contest date: _____
 - Division Contest date: _____
- Schedule a Club Visit with your Area Director

February 1 - March 31

Membership Contest: Talk Up Toastmasters! Add 5 new, dual or reinstated members and receive a ribbon for your banner, 10 percent off a Toastmasters order and a special District 6 incentive!

February 28: End of Second Round Officer Training

Clubs that have 4 or more club officers trained in both rounds receive Distinguished Club Credit. Clubs that have 7 club officers trained in both rounds receive a "Magnificent 7 Ribbon" from the district.

Feb-April: Club Dues

- February – Collect Club Dues!
- March 1 – Start submitting club dues to Toastmasters International
- **April 1 – Deadline for Club dues** (at least 8 members' dues submitted by April 1). **No Grace period.**

May 1-June 30: Beat the Clock membership-building program

May 5-6 Spring Convention, Crown Plaza, Plymouth. Assign Proxies if not attending the business meeting.

May: Elect Club Officers at the first meeting in May (per your club constitution) and within a week, submit your club officer list to Toastmasters International.

June: Prepare your successor for a smooth transition

June 30: Deadline for Club Officer List submission to Toastmasters International (do ASAP, don't wait!)