



**District 6
Area & Division Director Training**

Session #5

Thrive in the District Recognition Program

Session Agenda

- **Distinguished Cub Program**

- Everything builds from here

- **District Recognition Program**

- Club
- Area
- Division
- District

Objectives

- **Describe how Moments of Truth leads to Club Quality**
- **Define Roles of Area & Division Directors**
- **Describe the Distinguished Club Program**
- **Identify goals of Distinguished Area and Division programs**
- **Describe importance of Club, Area & Division success plans**
- **Identify District Recognition Program and Distinguished Club Program resources**

Moments of Truth

- First Impressions
- Membership Orientation
- Fellowship, Variety and Communication
- Program Planning & Meeting Organization
- Membership Strength
- Achievement Recognition

Distinguished Club Program

Qualifying Requirements:

- Membership of 20 by June 30 (year end)

OR

- A net growth of at least 5 new members by June 30, using base number of paid members on July 1.

DCP Education Goals

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Goal 6:



DCP Education Goals

Goal 1: Four members compete level 1

Goal 2: Two members complete level 2

Goal 3: Two more members complete level 2

Goal 4: Two members complete level 3

Goal 5: One member completes level 4

Goal 6: One member competes level 5



Remaining DCP Goals

- 4 New Members
- 4 More New Members
- Minimum of 4 Club Officers trained during each of two training periods.
- One Membership Dues - Renewal Report and 1 Club Officer List submitted on time

Distinguished Club Program

- ▶ Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Five of 10 goals	Distinguished Club
Seven of 10 goals	Select Distinguished Club
Nine of 10 goals	President's Distinguished Club



Distinguished Club Program

Goals Tracker

	Education (A Maximum of 6 will Count towards DCP Credit)		Goal	To Date
1	Level 1 Awards	All Education Awards must be submitted in both Base Camp and Club Central	4	
2	Level 2 Awards	All Education Awards must be submitted in both Base Camp and Club Central	2	
3	More Level 2 Awards	All Education Awards must be submitted in both Base Camp and Club Central	2	
4	Level 3 Awards	All Education Awards must be submitted in both Base Camp and Club Central	2	
5	Level 4, Level 5 or DTM Award	All Education Awards must be submitted in both Base Camp and Club Central	1	
6	More Level 4, Level 5 or DTM Awards	All Education Awards must be submitted in both Base Camp and Club Central	1	
Membership				
7	New Members		4	
8	More New Members		4	
Training				
9	Club Officers Trained June - August		4	
	Club Officers Trained December - February		4	
Administration				
10	Membership Renewals - Dues On Time		Y	
	Club Officer List On Time		Y	

Distinguished
5 Goals Met

Select Distinguished
7 Goals Met

Presidential Distinguished
9 Goals Met

Distinguished Area Program

Qualifying Requirements:

1. No Net Club Loss as of June 30

- Using base of assigned clubs on July 1
- Clubs are considered paid when they submit the April Dues Renewal Report

2. Submit the Area Director's Club Visit Report for 75% of Club Base

- First Round Visits by October 31
- Second Round Visits by May 31

Area Directors Club Visit Report

Complete
visits by
October
31



Area Directors Club Visit Report

CLUB NO.	VISIT DATE	AREA	DIVISION	DISTRICT
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Club visits are opportunities for the District, through the Area Director, to support clubs and improve club quality. The Area Director's Club Visit Report guides Area Directors in evaluating club quality during these visits by assessing the club at each of the **Moments of Truth** (Item 290). Area Directors identify opportunities for improvement and specify the support that clubs need from the District, helping clubs retain and build membership through positive member experiences. This important contribution on the part of Area Directors helps clubs earn Distinguished recognition.

First Impressions

First impressions are important to club success because guests' positive experiences and observations determine if they return and become members.

In this section, consider the questions as they relate to first impressions.

Describe the atmosphere of the meeting. (Consider meeting set-up, location, friendliness of members, etc.)

Are guests warmly welcomed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are guests invited to address the club?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are guests given information?	<input type="checkbox"/>		<input type="checkbox"/>		Are guests invited back?	<input type="checkbox"/>		<input type="checkbox"/>	
Are guests introduced to club members?	<input type="checkbox"/>		<input type="checkbox"/>						

What current branded material does the club use? (Consider the meeting agenda, signage, guest packets, banner, etc.)

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the District and I do
to help the club improve?

Membership Orientation

In order to offer members the greatest benefit from the Toastmasters experience, the club must acquaint new members with the Toastmasters education and recognition programs and make members aware of their responsibility to the club and the club's responsibility to the member.

In this section, consider the questions as they relate to membership orientation.

How does the club orient new members? (Consider whether the club has a formal induction ceremony, assigns mentors to new members, discusses the education program, assesses the learning needs of new members, etc.)

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the District and I do
to help the club improve?

Distinguished Area Program

▶ Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Distinguished clubs equal to at least 50 percent of the area's club base	Distinguished Area
Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club	Select Distinguished Area
Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club and a net club growth of one	President's Distinguished Area

Distinguished Division Program

Qualifying Requirements:

1. No Net Club Loss as of June 30

- Using base of assigned clubs on July 1
- Clubs are considered paid when they submit the April Dues Renewal Report

Distinguished Division Program

► Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Distinguished clubs equal to at least 40 percent of the division's club base	Distinguished Division
Distinguished clubs equal to at least 45 percent of the division's club base	Select Distinguished Division
Distinguished clubs equal to at least 50 percent of the division's club base plus net growth of one	President's Distinguished Division

Club Success Plan

CLUB SUCCESS PLAN

Club Number _____

TEAM COMPOSITION

Name the members of the club executive committee (all seven officers and the immediate past president):

VALUES

Toastmasters International's values are integrity, respect, service and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' values provide a means of guiding and evaluating the organization's operations, planning and envisioned future.

What are the club executive committee's values?

TEAM OPERATING PRINCIPLES

What principles does the club executive committee hold? (These principles might include trust, safe learning, collaboration, etc.)

16 WHERE LEADERS ARE MADE

www.toastmasters.org/1111_dcp

Distinquished Club Program and Club Success Plan (Item 1111)

Area and Division Success Plans

Area Success Plan		Area _____
District Mission The mission of the district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:		
<ul style="list-style-type: none">▶ Focusing on the critical success factors as specified by the district educational and membership goals.▶ Ensuring that each club effectively fulfills its responsibilities to its members.▶ Providing effective training and leadership-development opportunities for club and district officers.		
Area Governor Role As area governor, you serve as the direct liaison between the district and clubs. You identify opportunities for clubs in your area to improve and provide support from the district, helping clubs retain and build membership through positive member experiences. To do this, you perform club visits, maintain regular contact with club presidents, and help your area and the clubs in it earn Distinguished recognition. To accomplish all this, area governors build teams, which often include area council members among others.		
Team Composition Name the members of the area's core team. (These include the area governor, area council members, and others.)	Team Composition Name the members of the area's extended team. (These may include such people as the assistant area governor and club-building committee members.)	
<input type="text"/>	<input type="text"/>	
Values Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future. What are the area's core values?		
<input type="text"/>		
Team Operating Principles What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)		
<input type="text"/>		

Division Success Plan		Division _____
District Mission The mission of the district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:		
<ul style="list-style-type: none">▶ Focusing on the critical success factors as specified by the district educational and membership goals.▶ Ensuring that each club effectively fulfills its responsibilities to its members.▶ Providing effective training and leadership-development opportunities for club and district officers.		
Division Governor Role As division governor, you support clubs by supporting area governors. One of your primary goals as division governor is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, you coordinate activities within the division, set division goals, and motivate and guide area governors. To accomplish all this, division governors build teams, which often include division council members among others.		
Team Composition Name the members of the division's core team. (These include the division governor, division council members, and others.)	Team Composition Name the members of the division's extended team. (These may include such people as the assistant division governor.)	
<input type="text"/>	<input type="text"/>	
Values Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future. What are the division's core values?		
<input type="text"/>		
Team Operating Principles What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)		
<input type="text"/>		

www.toastmasters.org/recognitionmanual

Toastmasters International District Recognition Program (Item 1490)

Consider “Stretch” Goals

Increase % of
Distinguished
Clubs

Start More
New Clubs





- Describe HOW Moments of Truth leads to Club Quality
- Define Roles of Area and Division Directors
- Describe the Distinguished Club Program
- Identify Goals of Distinguished Area and Division Programs
- Describe Importance of Club, Area, and Division Success Plans
- Identify District Recognition Program and Distinguished Club Program Resources

Conclusion: Closing Remarks



- The DCP is the foundation of the District Recognition Program.
- The Distinguished Area, Division, and District programs align with the DCP.
- Area and division directors should be aware of club goals.
- Completing success plans helps clubs, areas, and divisions stay on track.
- There are resources available for tracking Distinguished goal progress.

—Your Comments from Our Sessions Today?



High 5 Take Aways!

1. Club Officers trained by August 31
2. Complete Area Visits and submit reports by October 31
3. Complete SWOT and bring to DEC/DOT Training October 17
4. Evaluate this Session
5. Thank you for attending!

