

Toastmaster of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting a Toastmaster of the Year. This award recognizes one Toastmaster whose dedication, commitment, and efforts 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 or frequency 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 _____

Membership Building and Retention

- New members sponsored — Number sponsored _____
- Guest(s) brought to club — Number of guests _____
- Club coach _____
- Club rescue _____
- Conducted training to promote retention (e.g., effective evaluations, etc.) _____
- Conducted/coordinated membership campaign at club, area or division level _____
- Club extension _____
- Club sponsor _____
- Club mentor _____
- Community contact team _____
- Participated in demo meeting(s) — Number of meetings _____
- Attended charter presentation(s) — Number attended _____

Education and Training

- Conducted an educational/training session at an area event _____
- Conducted an educational/training session at a division event _____
- Conducted an educational/training session at a district event _____
- Conducted/coordinated division director training _____
- Conducted/coordinated area director training _____
- Conducted/coordinated club officer training _____
- Conducted/coordinated other training for district officers _____
- Manual speeches — Number given _____
- Advanced manual(s) completed — Number given _____
- Competent Communicator (CC) award _____
- Advanced Communicator Bronze (ACB) award _____
- Advanced Communicator Silver (ACS) award _____
- Advanced Communicator Gold (ACG) award _____
- Competent Leader (CL) award _____
- Advanced Leader Bronze (ALB) award _____
- Advanced Leader Silver (ALS) award _____
- Distinguished Toastmaster (DTM) award _____
- Speaker/evaluator exchange _____
- Speechcraft coordinator — Number coordinated _____
- Success/leadership or success/communication coordinator — Number coordinated _____
- Youth leadership coordinator — Number coordinated _____

In order to recognize the deserving Toastmasters, clubs submit this form to your Area Director; Area Directors submit this form to your Division Director; Division Directors submit this form to the District Director and the District Toastmasters of the Year Chair.

Leadership

- Chairman of a district committee _____
- Served on a district committee _____
- Assistant to a division director _____
- Chairman of a division committee _____
- Served on a division committee _____
- Attended division meeting(s) — Number attended _____
- Assistant to an area director _____
- Chairman of an area committee _____
- Served on an area committee _____
- Attended area meeting(s) — Number attended _____
- Club officer of the current year _____
- Attended club officer training _____

Public Relations

- Organized or made (a) publication(s) in a newspaper or magazine — Number of publications _____
- Organized or made (a) publication(s) on radio — Number of publications _____
- Organized or made (an) appearance(s) on television — Number of appearances _____
- Visited or appeared outside the organization as a representative of Toastmasters International — Number of appearances _____
- Speakers bureau chairman/coordinator _____
- Speakers bureau member _____
- Wears Toastmasters name badge _____ Wears Toastmasters pin _____
- District newsletter editor _____
- Club newsletter editor _____

Commitment and Support

- Toastmasters International Activities _____
- District conference chairman/conveyor _____
- Other conference or district event chairman/conveyor _____
- Participated in planning, set-up, or presentation of a district event _____
- Attended district conferences — Number attended _____
- Attended division events other than meetings — Number attended _____
- Attended area events other than meetings — Number attended _____
- Attended own club meetings — Number attended _____
- Attended a Toastmasters district conference(s) _____
- Attended the Toastmasters International Convention _____
- District speech contest winner _____
- District speech contest participant _____
- District speech contest judge _____
- District speech contest Toastmaster _____
- District speech contest chairman/coordinator _____
- Area speech contest winner _____
- Area speech contest participant _____
- Area speech contest judge _____
- Area speech contest Toastmaster _____
- Area speech contest chairman/coordinator _____

Summarize why this candidate has earned the Toastmaster of the Year recognition:

Submitted by: Name: _____