

Division Director of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting a Division Director of the Year. This award recognizes a division director whose dedication, commitment, and district 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 Division Achievements

Distinguished Division: _____

Select Distinguished Division: _____

President's Distinguished Division: _____

Membership Building and Retention

Conducted training to promote retention (e.g., quality club meetings, etc.) _____

Organized division membership campaign _____

Membership increased in division — % increase _____

Club Extension

Newly established club(s) — Number _____

Club sponsor(s) from division — Number _____

Club mentor(s) from division — Number _____

Division participation in demo meeting(s) — Number of meetings _____

Division participation in charter presentation(s) — Number attended _____

Community contact team in division _____

Division Club Performance – Distinguished Club Program

Distinguished clubs in district — % of clubs _____

Select distinguished clubs in district — % of clubs _____

President's distinguished clubs in district — % 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 division director training _____
- Attended other district training _____
- Held regular area council meetings _____ Number of meetings _____
- Area representation at division council meetings _____
- Attended district executive committee meeting(s) — Number attended _____
- Attended district council meeting(s) — Number attended _____
- Attended other district meeting(s) — Number attended _____
- Area director(s)/assistant(s) representation at district council meeting — % _____
- Areas competing in division/district speech contests — % _____
- 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

- Division newsletter _____
- Division or division club had (a) publication(s) in a newspaper or magazine — Number of publications _____
- Division or division club had (a) publication(s) on radio — Number of publications _____
- Division or division club had (a) publication(s) on television — Number of publications _____
- Visited or appeared outside the organization as a representative of Toastmasters — Number of appearances _____
- Division 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 Division Director of the Year recognition:

Submitted by: Name: _____