

**Division Director of the Year**

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 Division team significantly contributed towards 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.

**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**

\_\_ Number of newly established club(s)

\_\_ Number of Club sponsor(s) from division

\_\_ Club mentor(s) from division

\_\_ Number of Club coach(es) from division

\_\_ Division participation in demo meeting(s)

\_\_ Division participation in charter presentation(s)

**Division Club Performance – Distinguished Club Program**

\_\_ % Distinguished clubs in division

\_\_ % Select distinguished clubs in division

\_\_ % President’s distinguished clubs in division

**Education and Training**

\_\_ % Club officers trained in July-August

\_\_ % Club officers trained in December-February

\_\_ Number of Club Officer Training(s) hosted

\_\_ Number of special educational District event(s) hosted by Division

\_\_ Conducted other training for club/area/division/district officers

\_\_ Inter-club events/exchanges in division

**Leadership, Commitment and Support**

\_\_ Attended Division Director training

\_\_ Attended other district training

\_\_ Number of area council meetings held

\_\_ Area representation at division council meetings

\_\_ Number of DEC meetings attended

\_\_ % Areas competing in division/district speech contests

\_\_ % Club representation at (or proxy submitted for) district council meeting

**Public Relations**

\_\_ Number of Division newsletters

\_\_ Number of appearance(s) outside the organization as a representative of Toastmasters

\_\_ Number of publication(s) that Division or division club had on non-Toastmasters sites

\_\_ Number of publication(s) that Division or division club had in a newspaper/magazine

\_\_ Number of Division Toastmaster(s) participating in speakers bureau

\_\_ Number of appearance(s) on radio (or podcasts)

\_\_ Number of appearance(s) that Division or division club had on television

**Please share in 100 words or less why you believe this candidate should earn Division Director of the year award.**