



### ➤ What are some of the responsibilities of the VP of Education?

- Promote and ensure that members understand the Toastmasters educational program (Communication Track & Leadership track of the traditional program, and Pathways).
- Encourage members to start their educational program on Pathways. Follow up by marking their Pathways Level as “completed” promptly.
- Serve as the Base Camp manager, with support from the club President and Secretary. The VPE is responsible for conducting several tasks in Base Camp to ensure members are fully supported on their Pathways journey.
- Encourage members to earn Competent Communicator (CC), Advanced Communicator (AC), Competent Leader (CL) and Advanced Leader (AL) awards and monitor their progress. Members who joined Toastmasters prior to September 19, 2017 can earn educational credit until June 2020 under the traditional program.
- Understand the Toastmasters ***Distinguished Club Program (DCP)*** and help the club become a distinguished club.
- Serve as a resource for members about Toastmasters.

### ➤ Bringing out the best in meetings

- Schedule the meeting roles at least four weeks in advance - review the scheduled roles of the following week at the end of each meeting and make sure speakers and other role-bearers are still committed to their roles
- Schedule ahead of time to ensure members get different roles
- Add variety to meetings - themed meetings, guest speakers, reverse meetings, PowerPoint karaoke
- Organize speech contests – announce ahead of time to ensure good participation
  - Download contest materials from
    - The District 101 website: <http://d101tm.org/contest-resources/#>
    - Toastmasters.org website: <https://www.toastmasters.org/leadership-central/speech-contests#>
- Arrange for a replacement whenever you have to miss a meeting

### ➤ Orienting new members

- Have an effective new-member orientation technique and constantly work on improving it
- Help a new member ease in by matching with a mentor
- Give new members a chance to take on all roles

### ➤ **Monitoring progress**

- Find out members' goals – schedule accordingly
- Ensure each member has the support they need
- Maintain progress of all members – helpful in understanding club progress towards DCP
- Encourage members to bring their Competent Leadership manuals to the meetings and have someone to evaluate them.
- Remind the members who are working on Pathways to inform their Evaluator of the project's goals. The evaluation sheet can be downloaded from Base Camp.
- Initial the projects in the various manuals (Communication AND Leadership) for credit
- Submit education awards for the eligible members in a timely manner

### ➤ **Encouraging and motivating members**

- Recognize achievements; this is an important part of a member's growth and development – ice-breaker, half CC, contest participant, etc.
- Recognize completion of CC, CL, Pathways Level completion, and other awards
- Ensure a member from your club conducts a presentation from ***The Successful Club Series*** at least once during your term. The suggested programs are -
  - a. Evaluate to Motivate (ideas to improve evaluation process & techniques)
  - b. Moments of Truth (improving member service)
  - c. Mentoring (how mentoring benefits mentors & mentees)
  - d. Finding New Members for Your Club (we could all learn more about this!)

### ➤ **Administrative work**

- Attend Club Executive Committee meetings (held monthly, depends on your club)
- Attend Area Council meetings (held by your Area Director)
- Vote at the District Business meeting online in the Fall
- Attend District Business Council meetings (at the Annual Conference)

### ➤ **Other important roles**

- Preside over club meeting when the President is absent
- Prepare a successor for the office
- Report your club's performance at the club Executive Committee meetings
- Share the new information learned at COT with your club members

## ➤ How-to's and other useful resources

- **To conduct club business online**

1. Go to [www.toastmasters.org](http://www.toastmasters.org)
2. Click on the “Leadership Central” tab and select “Club Central”

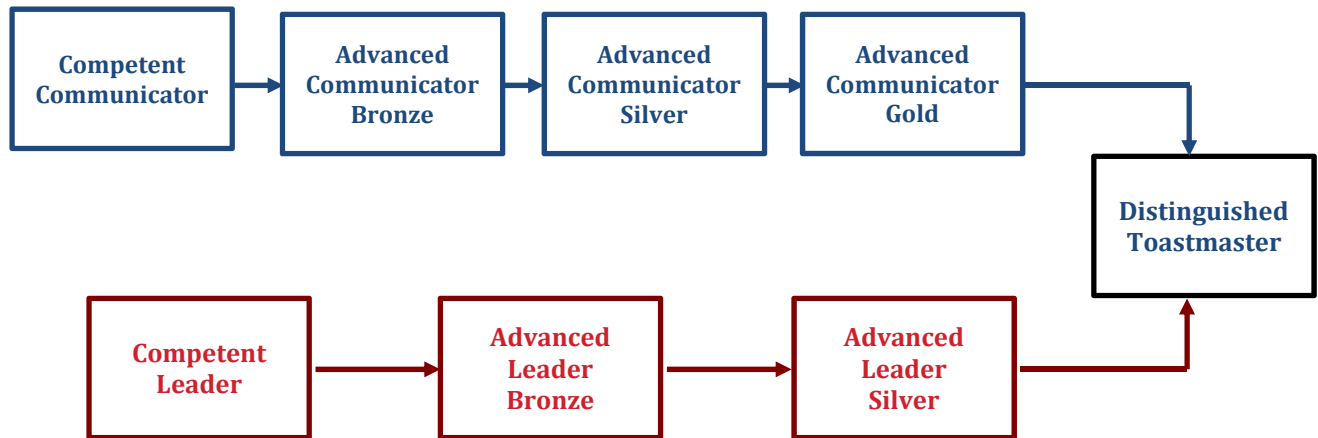


3. Enter your username and password

A screenshot of the Toastmasters login form. It features two input fields: 'Username' and 'Password'. Below the password field is a red 'Login' button. At the bottom of the form, there is a link that says 'Forgot your password?'. A blue arrow from the previous screenshot points to the 'Club Central' link in the dropdown menu, which is the step immediately preceding this login screen.

4. If you are a first- time user, click on “Forgot your Password?” to create a new account or contact World Headquarters by following the “Contact Us” link at the top of the page
- Visit often the District website <http://d101tm.org/> for information about contests, district events, special events and happenings
  - Find useful material: Club Officers Checklist: <http://d101tm.org/club-officer-resources/>
  - Check the Toastmasters International website [www.toastmasters.org](http://www.toastmasters.org) as a one stop for anything related to Toastmasters
  - Read **The Leader Letter** sent via email about deadlines, International Convention and TI details
  - Join **Speakers for Stagetime** Google Groups, a great place to request for a speaker or an evaluator if you need volunteers for your club meetings. Check <http://d101tm.org/speakers-for-stagetime/> to sign up.
  - Download the Club Leadership Handbook if you don't have your copy <http://www.toastmasters.org/CLH>
  - Check the DCP status of your club on Dashboard: go to **www.toastmasters.org**. Click on the **Leadership Central** tab then click on the **Distinguished Performance Reports** link. On the new page enter your club number (or search by name) on the upper left side of the page and hit enter. This new page will give the details of your club's DCP to date.
  - Post club events on Meetup (members register individually from the District 101 website) and have at least 3 members join the post to make it public.

## ❖ The Traditional Educational Program



### ➤ THE COMMUNICATION TRACK

1. **Competent Communicator (CC)**
  - First 10 speeches
2. **Advanced Communicator Bronze (ACB)**
  - Complete CC
  - Complete 2 unique advanced manuals (5 speeches each)
3. **Advanced Communicator Silver (ACS)**
  - Complete ACB
  - Complete 2 more unique advanced manuals (5 speech each)
  - 2 presentations from Successful Club Series and/or Better Speaker Series
4. **Advanced Communicator Gold (ACG)**
  - Complete ACS
  - Complete 2 more unique advanced manuals (5 speech each)
  - 1 presentation from Success/Leadership or Success/Communication or Youth Leadership Program
  - Coach a member on first 3 speeches

### ➤ ADVANCED SPEECH MANUALS

- |                            |                               |
|----------------------------|-------------------------------|
| • The Entertaining Speaker | • Persuasive Speaking         |
| • Speaking to Inform       | • Communicating on Television |
| • Public Relations         | • Storytelling                |
| • The Discussion Leader    | • Interpretive Reading        |
| • Specialty Speeches       | • Interpersonal Communication |
| • Speeches by Management   | • Special Occasion Speeches   |
| • The Professional Speaker | • Humorously Speaking         |
| • Technical Presentations  |                               |

➤ **THE LEADERSHIP TRACK**

**1. Competent Leader (CL)**

- 10 projects focusing on various skills

**2. Advanced Leader Bronze (ALB)**

- Complete CC, CL
- Serve as a club officer for 6 months and participate in the preparation of a Club Success Plan while serving in this office
- Complete District sponsored officer training
- 2 presentations from The Successful Club Series and/or The Leadership Excellence Series

**3. Advanced Leader Silver (ALS)**

- Complete ALB
- Complete a 1 year term as District Officer
- Serve as a Club Mentor/Coach/Sponsor
- Complete a High Performance Leadership Program (HPL)

➤ **DISTINGUISHED TOASTMASTER**

- Complete both ACG and ALS

**Tips for using the CL manual**

1. Assign CL evaluations at every meeting.
2. Increase member awareness by requiring that members bring their Competent Leadership manuals to every club meeting.
3. Display the Competent Leadership manual at every meeting.
4. Recognize members when they complete CL manuals Project. Ribbons for each project are available from the Toastmasters store.
5. Work with other leaders of the club to promote CL at each club meeting. Emphasize how the manual functions as a valuable learning tool, training each member on the different roles of the meeting and helping them build beneficial skills for the working world and daily life.
6. Place equal importance on the leadership and communication tracks by including accreditations for both tracks in all correspondence, agendas and programs for your club.
7. Post the Competent Leadership Achievement Chart during meetings and keep it up-to-date. Draw attention to the successes listed on the chart.
8. Ask members to perform and receive evaluations on at least three meeting roles for each speech he or she presents.
9. Use the club website and/or newsletter to remind members to bring their CL manual to the meeting.
10. Post a congratulatory list to those who have completed the manual.
11. Ask each member who achieves the CL award to mentor a new member in the manual.

## ❖ **Pathways Learning Experience**

10 paths to choose from your online Base Camp (log in to Toastmasters.org):

- Motivational Strategies
- Presentation Mastery
- Leadership Development
- Innovative Planning
- Visionary Communication
- Strategic Relationships
- Dynamic Leadership
- Persuasive Influence
- Effective Coaching
- Team Collaboration

Each path is made up of five levels of increasing complexity. The program is designed this way so you're always building on what you learned in the previous level. All learning paths contain the following levels:

- Level 1: Mastering Fundamentals
- Level 2: Learning Your Style
- Level 3: Increasing Knowledge
- Level 4: Building Skills
- Level 5: Demonstrating Expertise

### ➤ **DISTINGUISHED TOASTMASTER**

1. Complete two learning paths.
2. Serve as a club officer for 12 months and attend training for each training cycle.  
If your club has six-month terms for officers, you can fulfill this requirement by serving as a club officer twice, but you don't have to do it in consecutive terms.
3. Serve as a club mentor or coach.
4. Serve as a club sponsor or conduct a Speechcraft or Youth Leadership program.
5. Serve as a district officer for one year.
6. Complete the capstone DTM project. Members are required to create and implement a project of their own design, in which they demonstrate the skills and expertise they have gained.

## **DISTINGUISHED CLUB PROGRAM (DCP)**

This is a program that helps clubs promote quality, ensure productive meetings, provide structure and guidance, and increase the enthusiasm of the club. It is one *measure* of the quality of your club; it is not a set of check-boxes to be checked off for their own sake.

Pathways is running concurrently with the traditional education program. The transition period lasts for two years after all regions have been included in the Pathways rollout. During this period, clubs have flexibility when it comes to the DCP. They can still aim for completing six educational goals—but they can choose from 12 options.

Transition DCP		
Education Goals (Select 6 of 12 Goals)		
1.	Two CCs	Four Level 1s
2.	Two more CCs	Two Level 2s
3.	One ACB, ACS or ACG	Two more Level 2s
4.	One more ACB, ACS or ACG	Two Level 3s
5.	One CL, ALB, ALS or DTM	One Level 4
6.	One more CL, ALB, ALS or DTM	One Level 5
Membership Goals		
7.	Four new members	
8.	Four more new members	
Club Management Goals		
9.	Minimum of four Club Officers trained during each of the two training periods	
10.	One membership dues renewal report and one Club Officers list submitted on time	

To be considered for recognition, your club must either have at least 20 members or a net growth of at least five new members by June 30<sup>th</sup>.

**Transfer and charter members do not count toward your club's membership goals.**

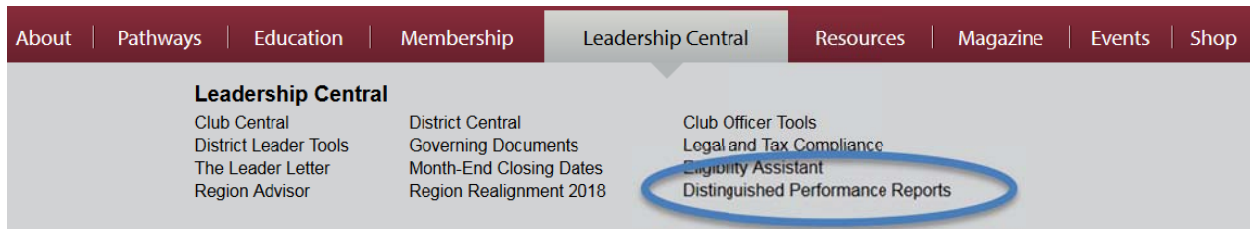
### **Recognition earned**

At the end of a Toastmasters year, ie. on June 30<sup>th</sup>, depending on the number of goals achieved, a club is recognized with the following awards:

1. ***Distinguished Club*** status if the club achieves **5-6 goals**
2. ***Select Distinguished Club*** status if the club achieves **7-8 goals**
3. ***President's Distinguished Club*** status if the club achieves **9-10 goals**

## The Distinguished Performance Report Dashboard

1. Go to **www.toastmasters.org**
2. Click on the **Leadership Central** tab (no login required)
3. Click on the **Distinguished Performance Reports** link
4. On the new page enter your club number (or search by name) on the upper left side of the page and hit enter. This new page will give the details of your club's DCP to date
5. Bookmark the page as a Favorite for your convenience



**TOASTMASTERS INTERNATIONAL**

These reports reflect business processed from July 1, 2018 to July 31, 2018 and are not yet final. For more information please refer to our [Month End Closing Dates page in Leadership Central](#).

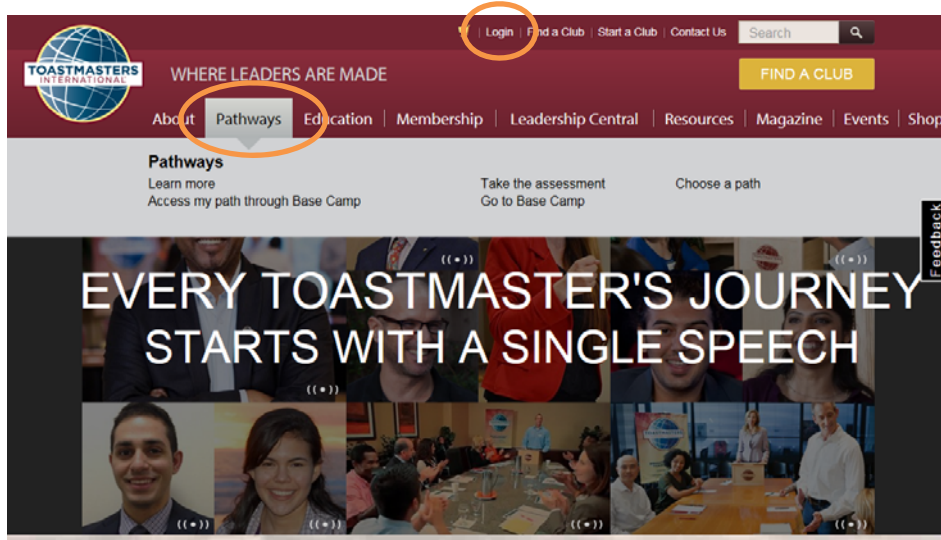
Club Search: Name or Number  Select a District  2018-2019  Jul  As of 2-Aug-2018  Export

**Search**

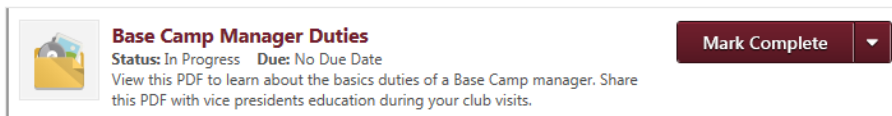
			Membership Payments						Club Growth			Distinguished Clubs	
Region			New	Renewals	Charter	YTD	Base	Growth	YTD	Base	Growth	YTD	%
▼ Region 01	DSP	Training	549	187	0	736	45,946		1,188	1,187		0	
District 02	N	Y	97	36	0	133	7,671	-98.27%	176	176	0%	0	0%
District 07	N	Y	72	27	0	99	6,301	-98.43%	170	170	0%	0	0%
District 09	N	Y	24	6	0	30	2,221	-98.65%	66	66	0%	0	0%
District 15	N	Y	32	32	0	64	3,278	-98.05%	88	88	0%	0	0%
District 21	N	Y	50	13	0	63	5,315	-98.81%	145	145	0%	0	0%
District 32	N	Y	31	7	0	38	3,460	-98.9%	100	100	0%	0	0%
District 39	N	Y	67	27	0	94	5,866	-98.4%	160	159	0.63%	0	0%
District 57	N	N	87	17	0	104	5,964	-98.26%	143	143	0%	0	0%
District 96	N	Y	89	22	0	111	5,870	-98.11%	140	140	0%	0	0%
▼ Region 02	DSP	Training	663	303	60	1,026	49,765		1,192	1,191		0	
District 01	N	N	88	22	0	110	6,990	-98.43%	169	169	0%	0	0%
District 04	N	Y	91	106	60	257	6,923	-96.29%	136	134	1.49%	0	0%
District 12	N	Y	49	15	0	64	3,514	-98.18%	99	99	0%	0	0%
District 33	N	Y	112	28	0	140	8,291	-98.31%	243	243	0%	0	0%
District 49	N	N	23	20	0	43	2,688	-98.4%	65	65	0%	0	0%
District 52	N	N	66	34	0	100	5,181	-98.07%	114	115	-0.87%	0	0%
District 100	N	Y	40	4	0	44	3,472	-98.73%	85	85	0%	0	0%
District 101	N	N	109	56	0	165	6,801	-97.57%	143	143	0%	0	0%
District F	N	Y	85	18	0	103	5,905	-98.26%	138	138	0%	0	0%



To access your Base Camp in Pathways, you will need to log in to toastmasters.org:



Select your club and go to “education transcript” to find a tutorial to use Base Camp Manager.



Example of tutorial available:

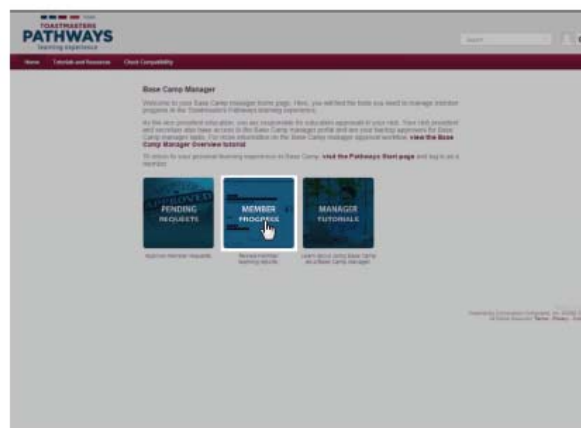


## BASE CAMP MANAGER Tutorial Quick Reference Guide

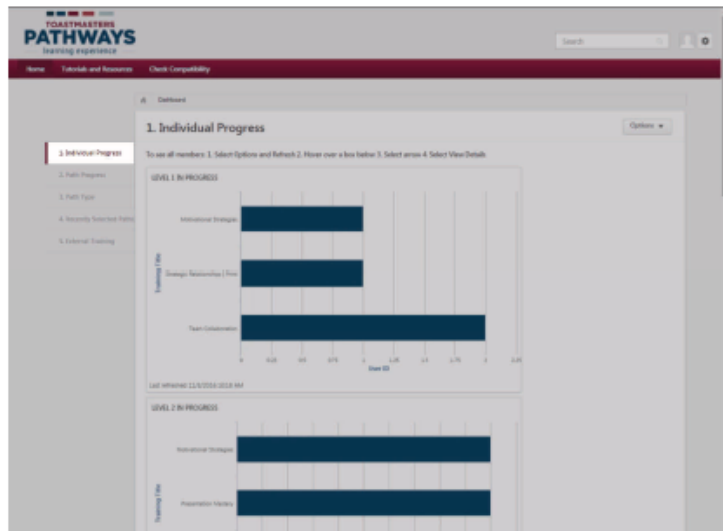
### Individual Progress Dashboard

Use the Individual Progress dashboard to review each individual member's progress through their path by level.

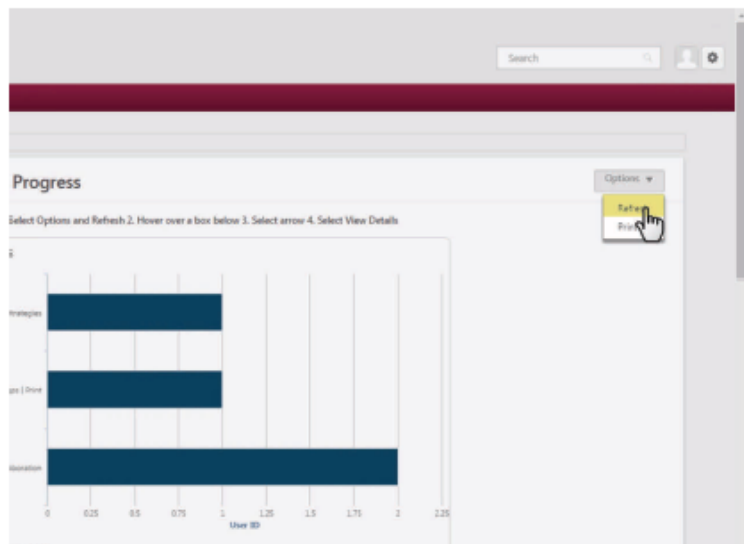
Begin by selecting the Member Progress tile from the Base Camp Manager home page.



Select the “1. Individual Progress” tab.

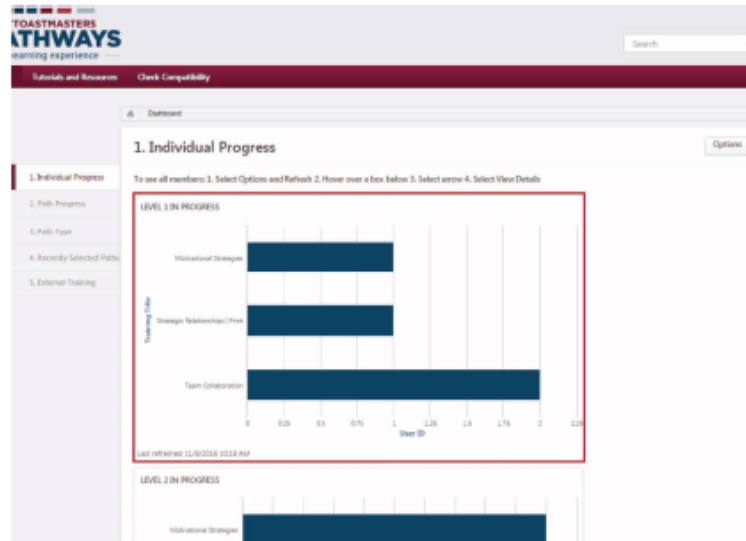


To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



Each graph on the page shows individual member progress by path.

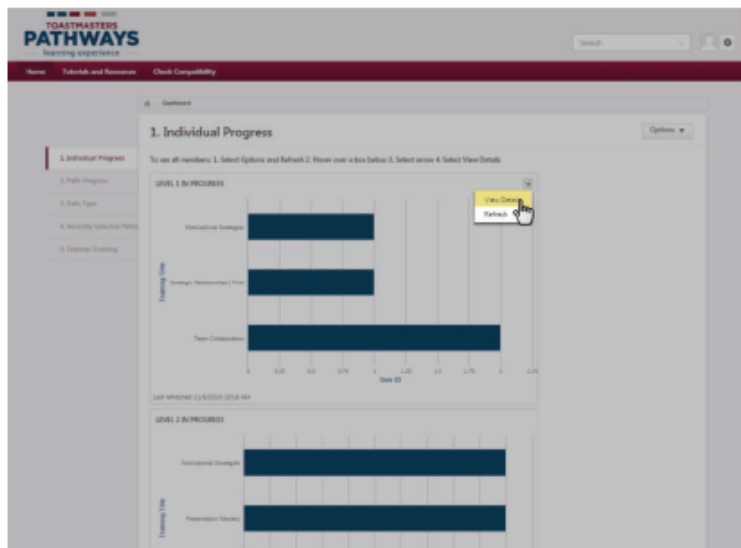
There are five graphs, one for each level.



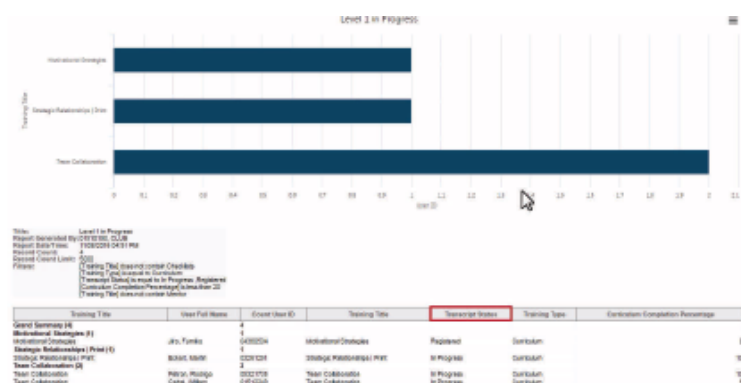
In this example, there are members working in projects in Levels 1, 2 and 3. The bar indicates the number of members in each path. In Level 1, there is one member in Motivational Strategies, one member in Strategic Relationships | Print and two members in Team Collaboration.



Select View Details to see which members are progressing through the level.

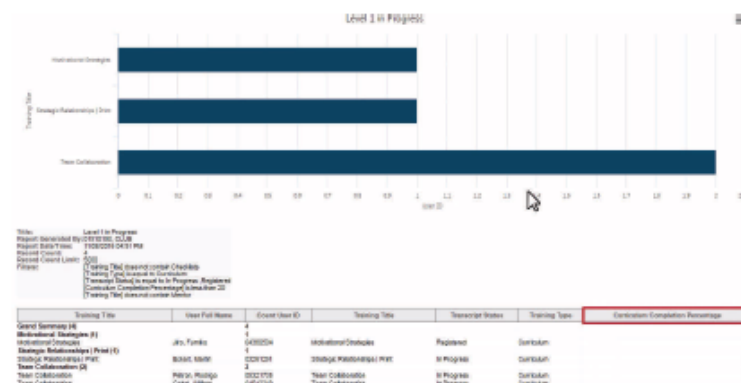


Under the Transcript Status heading, you will see “Registered” when a member has added the path to their transcript. You will see “In Progress” when a member has launched projects in the path. You will only see “Registered” in Level 1.



You can also see the percentage of the path a member has completed under the Curriculum Completion Percentage heading.

This information is especially helpful when you are determining which education goals your members are working to achieve.





# MEMBER ACHIEVEMENT RECORD

Member Achievement Record for:

NAME

Use this form to track your progress in Toastmasters' educational programs. By recording manual completions and other activities, you can monitor progress toward the CC, ACB, ACS, ACG, CL, ALB, ALS and DTM awards.

My club has assigned a mentor to help me. My mentor is:

LAST NAME

FIRST NAME

EMAIL ADDRESS

ADDRESS

TELEPHONE NUMBER (DAY)

CITY

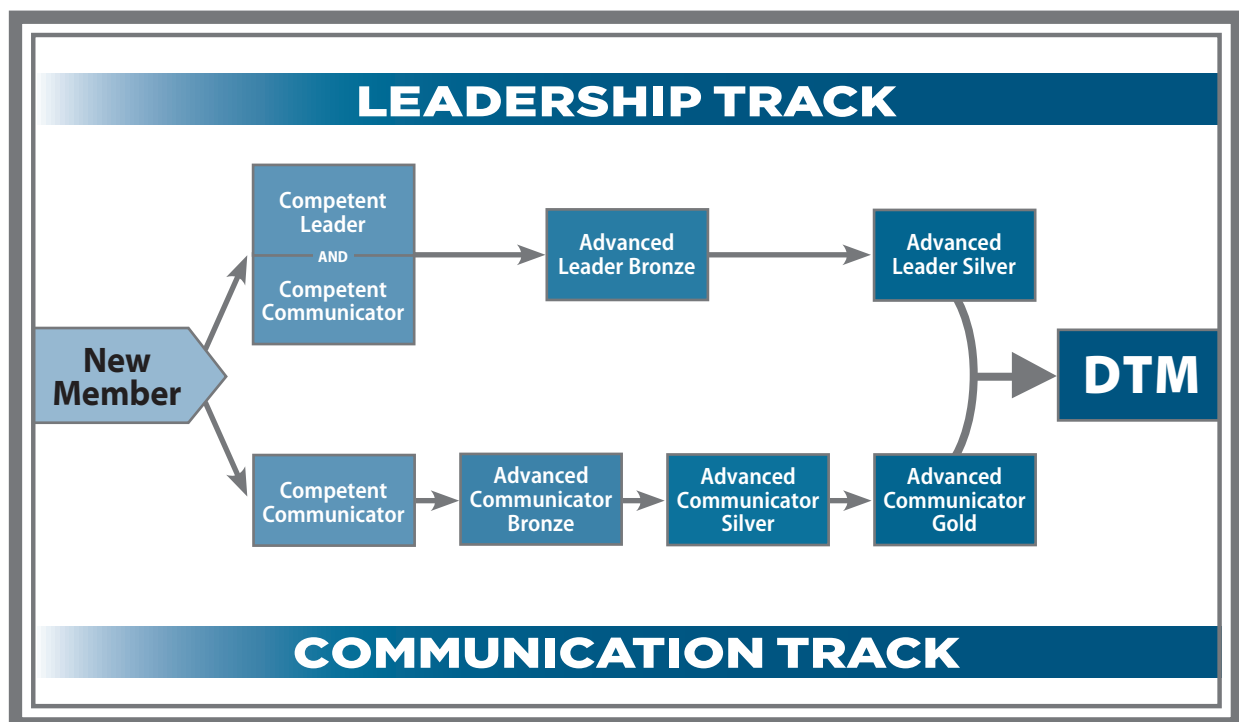
STATE/PROVINCE

ZIP

TELEPHONE NUMBER (EVENING)

## TOASTMASTERS INTERNATIONAL COMMUNICATION AND LEADERSHIP TRACKS

The Toastmasters educational program consists of two tracks: a communication track and a leadership track. You can participate in both tracks at the same time or choose just one to start. Both tracks provide recognition for specific accomplishments. The diagram below shows the award progression in each track. Following pages provide more detail.



## COMMUNICATION TRACK

### Competent Communicator (CC)

To be eligible for this award, a member must have completed the 10 speeches in the *Competent Communication* manual. Check the appropriate box below after you complete each project.

For details see the CC award application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members). Use the CC application to apply for your award, not this record!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10

### Advanced Communicator Bronze (ACB)

To be eligible for this award, a member must have:

- ▶ Achieved Competent Communicator award
- ▶ Completed two *Advanced Communication Series* manuals

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Communicator Silver (ACS)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Bronze award  
(or achieved Able Toastmaster or Advanced Toastmaster Bronze award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted any two presentations from *The Better Speaker Series* and/or *The Successful Club Series*

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Communicator Gold (ACG)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Silver award  
(or achieved Able Toastmaster Bronze or Advanced Toastmaster Silver award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted a presentation from the *Success/Leadership Series*, *Success/Communication Series* or a *Youth Leadership*
- ▶ Coached a new member with the first three speech projects

For details see the AC awards application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### The Entertaining Speaker (226A)

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh and what to do when you're asked to speak after dinner.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Speaking To Inform (226B)

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Public Relations (226C)

This complete guide to preparing and delivering different types of public relations speeches will help you give goodwill speeches, appear on a radio talk show, "speak under fire" and give a crisis management speech.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Facilitating Discussion (226D)

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Specialty Speeches (226E)

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches and oral interpretations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Speeches by Management (226F)

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### The Professional Speaker (226G)

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Technical Presentations (226H)

The projects in this manual will help you prepare and present briefings, proposals, technical papers and enhance a technical talk with the Internet.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Persuasive Speaking (226I)

The ability to influence and persuade others to accept your ideas, products or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Communicating on Video (226J)

Television presentations differ from other presentations, and they require special considerations. With this manual you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference and use television to train.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Storytelling (226K)

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story and the historical story.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Interpretive Reading (226L)

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Interpersonal Communication (226M)

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance and expressing dissatisfaction effectively.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Special Occasion Speeches (226N)

Provides instruction in giving toasts, speaking in praise, "roasting" someone and presenting and accepting awards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

### Humorously Speaking (226O)

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

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**Use the Advanced Communicator (AC) application to apply for your award, not this record!**

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## LEADERSHIP TRACK

### Competent Leader (CL)

To be eligible for this award, a member must have completed the 10 projects in the *Competent Leadership* manual. Check the appropriate box below after you complete each project.

For details see the CL award application in your manual. Also available at [www.toastmasters.org/members](http://www.toastmasters.org/members).  
Use the CL application to apply for your award, not this record!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10

### Advanced Leader Bronze (ALB)

To be eligible for this award, a member must have:

- ▶ Achieved Competent Leader award
- ▶ Achieved Competent Communicator award (or Competent Toastmaster award)
- ▶ Served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participated in the preparation of a Club Success Plan while serving in this office
- ▶ While a club officer, participated in a district-sponsored club officer training program
- ▶ Conducted any two programs from *The Successful Club Series* and/or *The Leadership Excellence Series*

For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Advanced Leader Silver (ALS)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Leader Bronze award (or "old" Competent Leader award)
- ▶ Served a complete term as a district officer (district director, program quality director, club growth director, public relations manager, administration manager, finance manager, division director, area director)
- ▶ Completed the *High Performance Leadership* program
- ▶ Served successfully as a club sponsor, mentor or club coach

For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

### Distinguished Toastmaster (DTM)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Gold award (or Advanced Toastmaster Gold award)
- ▶ Achieved Advanced Leader Silver award (or "old" Advanced Leader award)

Distinguished Toastmaster is the highest recognition a member may receive. For details see the Leadership/Distinguished Toastmaster Awards application. Available at [www.toastmasters.org/members](http://www.toastmasters.org/members).

**Use the Advanced Communicator (AC) application to apply for your award, not this record!**

## HIGH PERFORMANCE LEADERSHIP PROGRAM

## COACH

Coached a new member with the first three speech projects:

DATE COMPLETED

NEW MEMBER'S NAME

DATE

## ORGANIZATIONAL GROWTH

Service as a co-sponsor or mentor (appointed by district director) of a new club. Name should appear on Application to Organize:

CLUB NAME / CLUB NUMBER

CHARTER DATE

Service as a club coach (appointed by district director) helping an existing club with 12 or fewer members to become a Distinguished Club. (Assignment form on file at World Headquarters.)

CLUB NAME / CLUB NUMBER

APPOINTMENT DATE

## CLUB OFFICES HELD

Service from July 1 through December 31 or January 1 through June 30 in the following club offices:

	DATE SERVED	DATE ATTENDED TRAINING	DATE HELPED PREPARE CLUB SUCCESS PLAN
President			
Vice President Education			
Vice President Membership			
Vice President Public Relations			
Secretary			
Treasurer			
Sergeant at Arms			

## DISTRICT OFFICES HELD

	DATE SERVED
Administration Manager/Finance Manager	
Public Relations Manager	
District Director	
Program Quality Director	
Club Growth Director	
Division Director	
Area Director	

## SUCCESS/COMMUNICATION

	DATE PRESENTED
Speechcraft	
How to Listen Effectively	
The Art of Effective Evaluation	
Building Your Thinking Power	
From Speaker to Trainer	

## SUCCESS/LEADERSHIP

DATE PRESENTED

How to Conduct Productive Meetings

Parliamentary Procedure in Action

Building Your Leadership Power

Improving Your Management Skills

## YOUTH LEADERSHIP PROGRAM

NUMBER OF PARTICIPANTS

DATE COMPLETED

## THE SUCCESSFUL CLUB SERIES

DATE PRESENTED

The Moments of Truth

Finding New Members for Your Club

Evaluate to Motivate

Closing the Sale

Creating the Best Club Climate

Meeting Roles and Responsibilities

Mentoring

Keeping the Commitment

Going Beyond our Club

How to be a Distinguished Club

The Toastmasters Education System

## THE BETTER SPEAKER SERIES

DATE PRESENTED

Beginning Your Speech

Concluding Your Speech

Controlling Your Fear

Impromptu Speaking

Selecting Your Topic

Know Your Audience

Organizing Your Speech

Creating an Introduction

Preparation and Practice

Using Body Language

## THE LEADERSHIP EXCELLENCE SERIES

DATE PRESENTED

Building a Team	_____
Delegate to Empower	_____
Developing a Mission	_____
Giving Effective Feedback	_____
Goal Setting and Planning	_____
Motivating People	_____
Resolving Conflict	_____
Service and Leadership	_____
The Leader as a Coach	_____
The Visionary Leader	_____
Values and Leadership	_____

## AWARDS RECEIVED

**Competent Communicator (CC) Award**

DATE CC RECEIVED

**Advanced Communicator Bronze (ACB) Award**

DATE ACB RECEIVED

**Advanced Communicator Silver (ACS) Award**

DATE ACS RECEIVED

**Advanced Communicator Gold (ACG) Award**

DATE ACG RECEIVED

**Competent Leader (CL) Award**

DATE CL RECEIVED

**Advanced Leader Bronze (ALB) Award**

DATE ALB RECEIVED

**Advanced Leader Silver (ALS) Award**

DATE ALS RECEIVED

**Distinguished Toastmaster (DTM) Award**

DATE DTM RECEIVED

**Note:** Before applying for Competent Communicator (CC), Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS), Advanced Communicator Gold (ACG), Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS), or Distinguished Toastmaster (DTM) awards, review the appropriate application form to ensure that all requirements have been met as given. Then complete the form and send it to World Headquarters.



**TOASTMASTERS**  
INTERNATIONAL

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