



Procedures Manual

District 78

The Lewis & Clark District

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ARTICLE 1: TITLE AND OBJECT

District 78 shall establish and maintain a *District 78 Procedures Manual* which will be:

- 1.1** The permanent record of resolutions adopted by the District Executive Committee, where such resolutions are of a permanent nature;
- 1.2** the governing authority for District Procedures; and
- 1.3** at all times subordinate to the *District Constitution and Administrative Bylaws*, as well as the *Articles of Incorporation, Bylaws and Policies* of Toastmasters International.

ARTICLE 2: AMENDMENTS

- 2.1** These *District 78 Procedures* may be amended at any regular or special meeting of the District Executive Committee by a majority vote of the members present.
- 2.2** The District Director shall cause all resolutions adopted by the District Executive Committee to be reviewed:
 - 2.2.1** to ensure that such resolutions are not invalid by reason of conflict with *the District Constitution and Administrative Bylaws*, or the *Articles of Incorporation, Bylaws and Policies* of Toastmasters International, and
 - 2.2.2** to ascertain whether any further amendments to existing *District 78 Procedures* are required as a result of such new resolutions.
- 2.3** Where a dispute exists as to the validity of any article of these *District 78 Procedures*, by virtue of any perceived conflict described in paragraph 2.2.1, the question may be referred to the Board of Directors of Toastmasters International, whose written determination shall be binding.

ARTICLE 3: AWARDS

3.1 Selection Procedures

3.1.1 Eligibility

- a) Nominees for any award shall be members in good standing of District 78 clubs in good standing.
- b) The award winner at any level shall be that level's nominee for the same award at a subsequent and higher level, subject only to that nominee being disqualified for any cause, in which case the second place winner at the lower level will become the nominee for that award.
- c) No nominee shall be disqualified solely by virtue of having won the same or any other awards at any other time or place, other than specifically provided for in the rules for that award.

3.1.2 Nomination for Awards

- a) Club Level – Selection no later than May 31

Each club may select from its membership a winner in the following categories:

- i) Toastmaster of the Year

The club shall be responsible for advising its Area Director on or before May 31 of each year as to who the club winner is. Each winner must be selected in accordance

with prescribed rules and selection criteria for that award. (3.2.2)

b) Area Level – Selection no later than June 15

From the clubs within the area, each Area Director shall select a winner in the following categories:

i) Toastmaster of the Year

Each Area Director shall be responsible for advising the applicable Division Director on or before June 15 of each year as to who the area-level Toastmaster of the Year is. Each winner must be selected in accordance with the prescribed rules and selection criteria for that award and, where applicable, from the nominee determined at club level.

c) Division Level – Selection no later than June 30

From the areas within the division, each Division Director shall select a winner in the following categories:

i) Toastmaster of the Year

ii) Area Director of the Year

Each Division Director shall be responsible for advising the District Director on or before June 30 of each year as to who the division-level Toastmaster of the Year and Area Director of the Year is. Each winner must be selected in accordance with the prescribed rules and selection criteria for that award and, where applicable, from the nominees determined at area level. (3.2.2 & 3.3.2)

d) District Level – Selection no later than July 31

By July 31, a selection shall be made from the division award winners to determine a District winner in each of the following categories:

i) Toastmaster of the Year

ii) Area Director of the Year

iii) Division Director of the Year.

Each winner shall be selected in accordance with the prescribed rules and selection criteria for the award to be presented. (3.2.2, 3.3.2 & 3.4.2)

3.1.3 Selection Committee

a) The selection committee at District level shall be comprised of the District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Director, provided that no member of the committee shall be from a nominee's home club. Other past District Directors may be added to ensure that no fewer than three people form the committee.

For the Best Club Newsletter, the selection committee shall include the Public Relations Manager and the current *Peaks 'n Prairies* editor.

b) This committee shall base its final selection on the recommendations of the Division Directors and the supporting material provided. Additional supporting material may also be considered.

c) Selection procedures for each award are included in the appropriate sections below.

3.2 Toastmaster of the Year Award

3.2.1 Purpose

To recognize and honor that Toastmaster in District 78 who achieves and maintains the highest standard of excellence as a member of Toastmasters International. The winner will be that Toastmaster in District 78 who most exemplifies the ideal Toastmaster.

3.2.2 Eligibility

Any active member of a District 78 club in good standing, *with the exception of District Officers*.

A member may receive the District Toastmaster of the Year award only one time.

3.2.3 Selection

Selection will be based on the overall effectiveness and performance of the member as determined by the standards set forth below:

a) *Club selection no later than May 31*

Each club shall select a Toastmaster of the Year using the ***Outstanding Toastmaster Guidelines form*** provided in Appendix A, and shall forward such form, together with supporting material, including a narrative on why this candidate should be selected, to its Area Director no later than May 31.

b) *Area selection no later than June 15*

Each Area Director shall select the “Toastmaster of the Year – Area,” using the standards as outlined on the ***District Toastmaster of the Year form*** in Appendix A. The Area Director’s selection shall be based on the information provided by the clubs and supplemented where possible with personal observations and knowledge of the Toastmaster recommended. The Area Director may obtain whatever additional information or verification considered helpful in reaching a decision as to the “Toastmaster of the Year” for the area. Each Area Director shall forward their nomination for Toastmaster of the Year, along with supporting material, to the Division Director no later than June 15.

c) *Division selection no later than June 30*

Each Division Director shall select the “Toastmaster of the Year – Division,” from the nominations received from the Area Directors, using the standards as outlined in Appendix A, provided an Area nominee is not a member of the Division Directors home club. In this case the Division Director will recruit a neighboring Division to review the nominee selected.

The Division Director’s selection shall be based on the information provided by the Area Directors and supplemented where possible with personal observations and knowledge of the Toastmaster recommended. The Division Director may obtain whatever additional information or verification considered helpful in reaching a decision as to the “Toastmaster of the Year” for the division.

Each Division Director shall forward a nomination for District Toastmaster of the Year, along with supporting material, to the District Director no later than June 30.

d) *District selection no later than July 31*

The selection committee at District level shall be comprised of the District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Director, provided that no member of the committee shall be from a nominee’s home club. Other past District Directors may be added to ensure that no fewer than three people form the committee. This committee shall base its final

selection on the recommendations of the Division Directors, the Toastmaster of the Year form and any other supporting material provided.

3.2.4 Calendar

The “Toastmaster of the Year” award will be based on a period from July 1 to May 15 each year.

3.3 Area Director of the Year Award

3.3.1 Purpose

To recognize and honor that Area Director in District 78 who achieves and maintains the highest standards of excellence in the performance of duties in the office of Area Director.

3.3.2 Eligibility

All Area Directors in District 78 who have maintained active membership status in a club which has maintained active status with Toastmasters International.

3.3.3 Selection

Selection will be based on the overall effectiveness and performance of the Area Director as determined by the standards set forth below:

a) *Division selection no later than June 30*

Each Division Director shall select a nominee from the Area Directors in that division. The selection shall be based on personal knowledge of the Area Directors’ activities within the division and the standards outlined on the ***Area Director of the Year form*** in Appendix B. The Division Director shall forward the selection, along with the form and any other supporting material, to the District Director not later than June 30.

b) *District selection no later than July 31*

The selection committee at the District level shall be comprised of the District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Director. Other past District Directors may be invited to lend an impartial opinion to the process. No fewer than three people shall form this committee and no member may belong to the same club as any of the finalists. The committee shall base its decision on the recommendations of the Division Directors, the supporting material provided and the standards outlined under Appendix B.

3.3.4 Calendar

The competition for “Area Director of the Year” will be based on the standard District year beginning July 1.

3.4 Division Director of the Year Award

3.4.1 Purpose

To recognize and honor that Division Director in District 78 who achieves and maintains the highest standards of excellence in the performance of duties in the office of Division Director.

3.4.2 Eligibility

All Division Directors in District 78 who have maintained active membership status in a club that has maintained active status with Toastmasters International.

3.4.3 Selection

a) *District selection no later than July 31*

The selection committee at the District level shall be comprised of the District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Director. Other past District Directors may also be invited to lend an impartial opinion to the process. No fewer than three people shall form this committee and no member may belong to the same club as any of the finalists. The Division Director of the Year shall be that Division Director who best meets or exceeds the goals set at the beginning of the District year. (See the Division Director of the Year form in Appendix C).

3.4.4 Calendar

The competition for “Division Director of the Year” will be based on the standard District year commencing July 1.

3.5 Outstanding Newsletter Award (club, area, or division)

3.5.1 Purpose

To reward District 78 Toastmasters Clubs, Areas, and Divisions for excellence in promoting the Toastmasters experience through the use of newsletters and to encourage the implementation of a newsletter to promote the Toastmasters experience.

3.5.2 Eligibility

It is open to any active club, and each Area or Division. The newsletter can be emailed to members or clearly posted on a website but when printed, it should look like a newsletter suitable for mailing.

3.5.3 Selection

- a) Judging will be based on three consecutive issues of each newsletter published between July 1 and June 30 of each Toastmaster year.
- b) Newsletters may be published electronically (e-mail) but will be judged as a printed document. Newsletters should be submitted to the District Director via e-mail in printable PDF format.
- c) Newsletters must follow Toastmasters International branding rules which may be found in the Brand Portal and Brand Manual located on the Toastmasters International website. <https://www.toastmasters.org/resources/logos-images-and-templates>
- d) The selection committee shall be comprised of the District Director, Program Quality Director, Club Growth Director, the Immediate Past District Director, the Public Relations Manager, and the current District Newsletter Editor. Other past District Directors may also be invited to lend an impartial opinion to the process. No fewer than three people shall form this committee and no member may belong to the same club as any of the finalists. Selection for Outstanding Newsletter shall be made by July 31.

3.5.4 Calendar

The competition for “Best Newsletter” will be based on the standard District year commencing July 1.

3.6 Presentation of Awards

- 3.6.1 “Of the Year” and “Best” awards shall be presented at the First round TLI or Club Officer Training event at the Area or Division from which the recipient is a member.

- 3.6.2 The presiding officer, or highest ranking district officer, shall present the award Toastmaster of the Year, Area Director of the Year, or Division Director of the Year Award.
- 3.6.3 The District Director, will publish the in the District Newsletter and in the District Website the Award recipient's name and officer information as soon as practical after the awards are announced.
- 3.6.4 A Recognition ceremony will be held at the Spring Convention for members who have received their DTM and/or any other high profile awards since the preceding Spring Convention.

ARTICLE 4: SPEECH CONTESTS

4.1 General Information

- 4.1.1 Annual contests, as indicated herein, shall be conducted by the District.
- 4.1.2 All contests shall be conducted in accordance with the rules prescribed by Toastmasters International.
- 4.1.3 Timing
As a general guideline, the club-level contests shall be held two weeks before the area contest, the area-level contests shall be held two weeks before the division contest, and the division-level contests shall be held three weeks before the district level contest. The district calendar will reflect the date of the Spring Convention and the date of the last day for Division speech contests.
- 4.1.4 In District 78, all Areas with four or fewer clubs may send two contestants from each club to the Area Contest.
- 4.1.5 In District 78, all Divisions with four or fewer areas may send two contestants from each area to the Division Contest.

4.2 District 78 Speech Contests

- 4.2.1 In District 78 there will be two contests every year that progress from the club level to the district level. The district level contest will be held at the Spring Convention.
- 4.2.4 The International Speech Contest will be held every year.
- 4.2.1 The second contest will be one of the other contests approved by Toastmasters International and will be held on a rotating basis. Starting with the 2019 Spring Convention the rotation will be as follows; Speech Evaluation, Humorous Speech, Table Topics, and Tall Tales.

ARTICLE 5: CONVENTION PROTOCOL AND PROCEDURES

5.1 Timing and Locations of the Spring Conventions

District 78 Toastmasters desire to establish a policy for rotating the Spring Conventions throughout the six Divisions which comprise the vast land mass of District 78. Further, District 78 Toastmasters desire to create a policy to determine their location by an established rotation amongst the States in order to facilitate the transaction of District business;

Now, therefore, be it resolved that the locations of the Spring Conventions be held in Montana (A&B), North Dakota (C&D), and South Dakota (E&F) in rotation.

Be it further resolved that the physical sites of the Spring Conventions shall be determined at the District Council meetings of District 78 Toastmasters, held two years in advance of the said Spring Convention, from the offers/bids received from Areas or Divisions.

In the event that no offer to host the Convention is received from any Area or Division within the scheduled rotation, the District Director will entertain offers from Areas and Divisions in the next established rotation. If no offer to host the Convention is received, then the site of the Convention shall be determined by the District Executive Council at the first meeting following the Spring Convention.

5.2 Credentials

- 5.2.1 Each Club President and Vice President Education in good standing, of a club in good standing, in the district is entitled to one vote in the meetings of the District Council.
- 5.2.2 If the Club President or Vice President Education cannot attend the meetings of the District Council, they may authorize any member of their club to carry a proxy vote for them (Appendix D). Proxies may not be voted by anyone except members in good standing of the club sending the proxy.
- 5.2.3 Each member of the District Executive Committee is entitled to one vote at conference business meetings. Officers may also carry proxies from clubs to which they belong.
- 5.2.4 No person may carry more than three votes at District Council meetings.

5.3 Conference Committees and Responsibilities

- 5.3.1 Under the guidance of the District Director and Program Quality Director, the Convention Committee Chair is responsible for coordinating all aspects of the conference. The Conference Committee Chair will keep the District Director and Program Quality Director informed of progress.
- 5.3.2 At a minimum the following committees should be formed by the Conference Committee Chair; Finance Chair, Educational Chair, Venue Chair and Public Relations Chair.
- 5.3.3 The Finance Chair shall create a budget to help ensure the conference does not lose money. The budget shall be provided to the District Director and Program Quality Director as soon as possible after the venue has been selected. The district conference is a district event. The district must maintain direct control over any event, negotiation, or transaction that involves conference finances. Only the district selects a venue, negotiates prices, and purchases services, all subject to the approval of the District Director.
- 5.3.4 The educational program chair works in conjunction with the Program Quality Director and is responsible for the educational sessions, speakers, awards, speech contests, entertainment, and room set-up for all meetings. The educational chair collaborates closely with the venue chair to make sure each event runs smoothly.

5.4 Seven for Seven Awards

In an effort to reward clubs that had all seven of their club's officers attend training, District 78 has implemented the "Seven for Seven" award.

- 5.4.1 After each round of semi-annual club officer training, each club that had all seven officers trained will be entered into a drawing for a free registration to the next Spring Convention.
 - a) If no one from the club will be attending the convention the club will receive a new branded club banner or equal dollar value to be used in the Toastmasters International

bookstore if the club already has a new banner.

- b) One point will be awarded to each club, for each semi-annual training, where the club had all seven officers trained. Clubs may earn up to two points per year.
- 5.4.2 On or before March 10 the Program Quality Director will select one winning club from each of the District's six divisions, allowing for up to six free registrations or new branded club banner or equal dollar value to be used in the Toastmasters International bookstore.
- 5.4.3 One "Wild Card" winner is selected from all clubs not selected in the annual drawing, making a total of 7 free registrations or new branded club banner or equal dollar value to be used in the Toastmasters International bookstore.

ARTICLE 6: COMMITTEES

6.1 Establishment of District Committees

6.1.1 District committees are established in accordance with Toastmasters International.

6.2 District 78 Committees

The following committees shall be established in District 78. Committee reports will be forwarded to the District Administrative Manager for filing with District Records.

6.2.1 District Leadership Committee (DLC)

- a) The District Director shall appoint the District Leadership Committee Chair no later than October 1 with the rest of the committee being appointed by November 1.
- b) The Committee shall consist of no fewer than five members.
- c) The Committee's results shall be reported in writing to the District Director no fewer than six weeks before the District's annual meeting.
- d) The District Director shall submit the DLC Report to the members of the District Council at least four weeks prior to the annual meeting.

6.2.2 Alignment Committee

- a) The District Director shall appoint the Alignment Committee Chair by December 31.
- b) The Alignment Committee Chair will recruit members to serve on the Committee. The Committee will be comprised of equal representation of the Divisions.
- c) The Alignment Committee provides their proposal to the District Executive Committee to review in February/March.
- d) The District Council approves the final alignment during the business meeting at the spring convention.
- e) The approved Alignment report is reported to World Headquarters by July 15th.

6.2.3 Credentials Committee

- a) The Credentials Chair is appointed in conjunction with the Spring Convention.
- b) If possible, the Chair should be a Past District Director.

ARTICLE 7: DISTRICT NEWSLETTER

7.1 Selection of Newsletter Editor

On or before July 15 of each year, the District Director shall appoint a District newsletter editor.

The editor shall have the responsibility for assembling, editing, printing and distributing the newsletter within the following general guidelines:

- 7.1.1 The newsletter shall be called *Peaks 'n Prairies*.
- 7.1.2 The newsletter shall be published a minimum of two times per year, with the frequency and publication to be determined by the District Top Three Officers each year.
- 7.1.3 Each issue of the newsletter shall be distributed to all Toastmaster members in District 78.
- 7.1.4 The editor shall be guided, as to content, by any published material for District newsletters from Toastmasters International.
- 7.1.5 The editor may solicit material from any person.
- 7.1.6 Priority shall be given to articles or material of general interest to a large number of members within District 78, and specifically to any articles submitted by:
 - a) District Director
 - b) Other senior District officers
 - c) Division Directors
 - d) District committee chairpersons
 - e) Area Directors
- 7.1.7 The District Director, Program Quality Director, and Club Growth Director shall review and approve all materials before publication.

ARTICLE 8: FINANCES

8.1 Budgeting

- 8.1.1 All District funds, regardless of the source of these funds, are Toastmasters International funds. District funds are to be used to carry out the Mission of Toastmasters International in ways which benefit the members within the District and promote education, growth, and development of membership and new Clubs.
- 8.1.2 District funds come primarily from member dues (25 percent). Therefore, the money available to the District is limited and must be used with discretion. The Toastmasters International Board of Directors has established a list of items for which District funds may be used and the priority they should be given during the budgeting process.
- 8.1.3 The budget shall be presented with full line-item detail at all District Executive Committee and District Council meetings by September 30.
 - a) The budget shall be e-mailed to all District Executive Committee and District Council members at least four weeks prior to the District Council meeting.
 - b) Electronic copies will be distributed prior to the District Executive Committee meeting and be available for review on the District website.
- 8.1.4 At the end of the fiscal year, the District is required to have 25% of the previous year's revenue available in the district reserve account.
- 8.1.5 All finance guidelines will be in accordance with Toastmasters International policies on District Fiscal Management, which can be found in article VI.D.6 of the Toastmasters International Policies and Procedures.

- 8.1.6 The “Budget Overview” document outlines the yearly budget. This document will be updated each year by the District Finance Manager and forwarded to all Area and Division Directors and posted on the District Website for all members.

8.2 Reimbursable Expenses

- 8.2.2 Only those expenses funded in the current District budget can be reimbursed.
- 8.2.3 Since the District budget changes from one administration to the next, expenses that were reimbursed by one administration may or may not be reimbursed under another. All Area and Division Directors will be notified of the specific expenses for which they can request reimbursement. The following *reasonable* expenses will generally be reimbursed: postage, photo copying, and mileage.
- a) Mileage reimbursement for travel incurred, shall be at a rate set by the District Council each year. Rand McNally, Google Maps, Map Quest, or any other electronic mileage calculator, may be used for the calculation of mileage – city to city.
 - i) Transportation by plane, train or bus by Area and Division Directors will be reimbursed at actual cost of the ticket or the cost of the mileage reimbursement – **whichever is less.**
- 8.2.4 The “Reimbursement Guidelines” document outlines acceptable reimbursable expenses. This document will be updated each year by the District Finance Manager and forwarded to all Area and Division Directors.

8.3 Procedures for Reimbursement

- 8.3.1 All members entitled to receive reimbursement from District 78 funds, as outlined in the budget, shall request reimbursement utilizing Toastmasters International’s Concur accounting system. Members not on the Concur system may file a hard copy for reimbursement using the form in Appendix E.
- a) Receipts must accompany all reimbursement requests.
 - b) Mileage reimbursements do not require a receipt, however the following must be provided with the request;
 - dates traveled
 - destination and purpose of the trip
 - total miles traveled (*include a copy of the electronic mileage calculation – odometer readings are not allowed*)
- 8.3.2 All expenditures to be submitted for reimbursement, must receive approval from the District Director before the expenditure is made.
- 8.3.3 To assist the District Finance Manager in planning expenditures throughout the year, all members entitled to recover expenses from District 78 must submit their request for reimbursement within six weeks of incurring the expense or request may be denied.

8.4 Other Reimbursement Guidelines

- 8.4.1 Any expense paid to the District Director or District Finance Manager must be approved in by the Program Quality Director.

ARTICLE 9: CLUB COACHES

9.1 Qualifications for Club Coach Appointment

The objective of the Club Coach Program is to help struggling clubs become Distinguished Clubs.

- 9.1.1 The club must have 12 or fewer members at the time of appointment.
- 9.1.2 Up to two coaches may be appointed to each club.
- 9.1.3 The coaches may not be members of the club at the time of appointment. However, they may join the club after being assigned.
- 9.1.4 The assignment lasts to the end of the current Toastmasters year (June 30) if the club reaches distinguished status or better, or the end of the following club year if a minimum of distinguished status is not achieved in the first year.
- 9.1.5 Club coaches receive credit toward their Distinguished Toastmaster award if the club achieves distinguished status.

9.2 Requesting a Club Coach

- 9.2.1 The request for a club coach must be made to the Club Growth Director or District Director. The Club Growth Director or District Director will complete the “Club Coach Appointment Form” and submit to Toastmasters International. A copy of this form can be found in Appendix F and on the Toastmasters International website.
- 9.2.2 The Club President, Vice Presidents, and Proposed Coaches must complete the “Club Coach Agreement” form and submit to the Club Growth Director. This form can be found on the District 78 website and Appendix G of this document.
- 9.2.3 Club Coaches are required to report monthly to the District Club Growth Director on their plan to help the club achieve distinguished status as well as the club’s progress toward its goals.

APPENDICES

- APPENDIX A: Nomination Form for Outstanding Toastmaster (Club) and District Toastmaster of the Year**
- APPENDIX B: Nomination Form for Area Director of the Year**
- APPENDIX C: Nomination Form for Division Director of the Year**
- APPENDIX D: District Council Proxy Form**
- APPENDIX E: Expense Reimbursement Form** (*pdf also available on the District website www.d78toastmasters.org*)
- APPENDIX F: Club Coach Appointment Form** (*This form is also available on the Toastmasters International website*)
- APPENDIX G: Club Coach Agreement Form**

OUTSTANDING TOASTMASTER GUIDELINES



Name of Candidate _____ Year _____

Club _____ District _____

This form contains a suggested point system your club can use in selecting its Outstanding Toastmaster or Toastmaster of the Year. This award recognizes one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional. Complete one form for each candidate.

All club members should be eligible. Special certificates and plaques are available from World Headquarters; visit the online store www.toastmasters.org/shop.

PART A

This section is designed to recognize the human factors that contribute significantly to club spirit and success. Rate each candidate in three separate areas, according to the horizontal scale below:

5pts.	3pts.	1pt.
Tops in Club	Good	Fair

POINTS

- | | |
|---|-------|
| 1. Enthusiasm – Does the member reflect enthusiasm for fellow members, for the club and for Toastmasters? | _____ |
| 2. Dedication – Does the member readily and enthusiastically accept all assignments and willingly contribute to the club’s well-being? | _____ |
| 3. Helping Others – Does the member evaluate others with the purpose of recognizing achievement, fostering continued improvement and building self-esteem? | _____ |

PART B

Assign points to the activities and achievements listed below:

CATEGORY	VALUE	POINTS
Attendance	100% – 10 pts. 90-99% – 8 pts. 80-89% – 6 pts.	_____
Club Officer Service	6 pts. per 6-month term (or 12 pts. per 1-year term)	_____
Newsletter Editor (not club officer)	2 pts. per 6-month term (or 4 pts. per 1-year term)	_____
Webmaster	2 pts. per 6-month term (or 4 pts. per 1-year term)	_____

CATEGORY	VALUE	POINTS
Educational Awards		
CC	12 pts.	_____
AC Bronze	10 pts.	
AC Silver	10 pts.	
AC Gold	10 pts.	
CL	10 pts.	
AL Bronze	10 pts.	
AL Silver	10 pts.	
DTM	15 pts.	
Manual Speeches	1 pt. each	_____
Meeting Awards		
Best Speaker	2 pts. each	_____
Best Table Topics	1 pt. each	
Best Evaluator	1 pt. each	
Other (if applicable)	1 pt. each	
Contests		
Participation (any contest)	1 pt. each	_____
Won club contest (bonus of 3 points for winning each level above club)	3 pts. each	
Coordinated		
Speechcraft	6 pts. each	_____
Other Success/Leadership and Success/Communication	3 pts. each	
Youth Leadership	5 pts. each	
Conducted Educational Programs		
The Better Speaker Series	2 pts. each	_____
The Successful Club Series	2 pts. each	
The Leadership Excellence Series	2 pts. each	
Outside Speeches	1 pt. each (max. 10)	_____
Sponsored New Members	5 pts. each new member	_____
Mentor for New Member	2 pts. each	_____
Participated in Inter-Club Visit (joint meeting or speaker-evaluator exchange)	1 pt. each	_____
Written and Verbal Evals for CL projects (must give both for credit)	½ pt. each	_____
High Performance Leadership		
HPL Guidance Committee Member	3 pts. each	_____
HPL Project Leader	3 pts. each	

		TOTAL

District Toastmaster of the Year CHECKLIST



Directions: This form contains a suggested checklist system that the district may use in selecting a District 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 _____

Submit this form to your District Director in order to recognize this deserving Toastmaster.

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: _____

Area Director of the Year CHECKLIST



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

- Distinguished Area _____
- Select Distinguished Area _____
- President's Distinguished Area _____

Membership Building and Retention

- Conducted training to promote retention (e.g., quality club meetings, etc.) _____
- Organized area membership campaign _____
- Membership increased in area — % increase _____

Club Extension

- Newly established club(s) — Number _____
- Club sponsor(s) from area— Number _____
- Club mentor(s) from area —Number _____
- Area participation in demo meeting(s) — Number of meetings _____
- Area participation in charter presentation(s) — Number attended _____
- Community contact team in area _____

Area Club Performance – Distinguished Club Program

- Distinguished clubs in area — % of clubs _____
- Select distinguished clubs in area — % of clubs _____
- President's distinguished clubs in area — % 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 area director training _____
- Attended other district training _____
- Held regular area council meetings _____ Number of meetings _____
- Club representation at area council meetings _____
- Chairman of (a) division committee(s) _____
- Served on (a) division committee(s) _____
- Attended division meeting(s) — Number attended _____
- Attended district executive committee meeting(s) — Number attended _____
- Attended district council meeting(s) — Number attended _____
- Attended other district meeting(s) — Number attended _____
- Clubs competing in area speech contests — % competing _____
- Formal club officer installation _____
- 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

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

Submitted by: Name: _____

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: _____

DISTRICT COUNCIL MEETING PROXY FORM



District Number: _____

District Council Meeting Date: _____

At the district council business meeting, each active club president and vice president education of a club in good standing in attendance is entitled to one vote. However, if either or both officers cannot attend, they may designate, in writing, any other active member of their club to act as a proxy or proxies for their club by using this form. No other proxies are valid at this meeting, per **District Administrative Bylaws Article X: Council Meetings, Quorum, Proxies, and Voting, Sections (d) Proxies and (e) Voting:**

In the event one of those officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the club to act as his or her proxy at such meeting, the officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two votes at such meeting.

Each member of the district council in attendance at a council meeting, or his or her proxy as authorized by subparagraph (d) hereof, is entitled to one vote. Any active individual member who carries the proxies of both the club president and vice president education from a member club is entitled to two votes; and any such individual member who is also entitled to a vote as a member of the district executive committee is entitled to three votes. All other members of the district council shall be limited to a maximum of two votes.

Date: _____

Club name: _____

Club number: _____

Your name: _____

Officer position: _____

Signature: _____

Club president or vice president education: indicate your duly authorized proxy below (must be a paid member of your club).

Member name: _____

Date: _____

This form must be submitted to the Credentials Desk at the District Conference to obtain ballot(s).

VOUCHER FOR REIMBURSEMENT



Date of request: _____

Position held: _____

District number: _____

Check payable to (full name): _____

Mailing address: _____

1. Complete this form.
2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below.
3. Return to the district director (address below).
4. The district director reviews, approves, and forwards to the finance manager for payment.
5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable.

Line	Month of Expense	Currency	Amount	Expense Description (If travel, indicate mileage and rate used in calculation.)	Finance Manager's Use Only		
					Account Label	Reporting Code	Event Period
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
			Total:				

Approvals

District director's name (print): _____ District director's signature: _____ Date: _____

If a single expenditure is more than \$500 or a check is payable to the district director or finance manager, the program quality director or club growth director's approval is required.

Program quality director or club growth director's name (print): _____ Program quality director or club growth director's signature: _____ P/QD or C/GD (circle one) Date: _____

Finance manager's name (print): _____ Finance manager's signature: _____ Date: _____

Check Number: _____ Check Date: _____

CLUB COACH APPOINTMENT



Club Name _____ Club Number _____ District _____

Name _____

Name _____

Member Number _____

Member Number _____

Address _____

Address _____

City _____

City _____

State/Province _____

State/Province _____

Country _____

Country _____

Postal Code _____

Postal Code _____

Home Club Number _____

Home Club Number _____

Any club whose membership is 12 or less qualifies for a club coach appointment.

Up to two club coaches may be appointed per club. A club coach is recognized and receives credit if the club to which he or she is assigned achieves Distinguished Club or better by June 30 of the current year or by the following June 30. Coaches may not be a member of the club at the time of the appointment.

_____ Approved by: _____
APPOINTMENT DATE DISTRICT GOVERNOR OR LT. GOVERNOR MARKETING

- ▶ This form must be submitted to World Headquarters at the time of appointment.
- ▶ The club's membership must be at 12 or less at the time of appointment.
- ▶ This form can be submitted by email to clubcoach@toastmasters.org

Club Coach & Club Officers Goal Agreement Form

Guideline from Toastmasters International

A successful Toastmasters club is similar to a successful business: Club members are the customers and the club strives to keep them happy with the service it provides. The service a Toastmasters club provides is the club meeting. Good club meetings provide the means and environment for members to reach their goals by becoming effective speakers, listeners, thinkers and leaders.

Program planning and meeting organization are important factors in providing top-level service. Your club helps its members attain success and provides the services everyone needs by guaranteeing that:

- Each member is prepared to carry out all assignments to the best of his or her ability.
- Members present well-developed speeches from the *Competent Communication* manual and manuals in the *Advanced Communication Series*.
- Members complete projects in the *Competent Leadership* manual to enhance their leadership skills.
- Every member receives an agenda outlining the program of the day.
- Meeting participants' responsibilities are explained to the assembly.
- The program is planned and participants are reminded of their responsibilities at least a week in advance.
- The meeting plan includes exciting theme programs and thought-provoking Table Topics sessions and is organized so the meeting starts and ends on time.
- Guests are invited to join the day they visit the club.
- Club officers use the Club Success Plan to set goals for the club and members.
- Club officers attend district sponsored training twice a year.
- Evaluations are based on project objectives and the individual learning needs of the member.
- The vice president education encourages completion of manuals.
- The club uses Toastmasters International Branded materials and follows branding standards when creating their own.

The following are agreed recommendations for improvement:

- 1) _____

- 2) _____

- 3) _____

- 4) _____

The club coach will:

- Build a rapport with the *club leadership* and *members*;
- Observe and analyze the club environment, then *assist the club* in generating solutions;
- Help the *club* develop a plan with goals for improvement;
- Help make it possible for the *club's officers* and *members* to implement the plan;
- Instill enthusiasm, comradery and a sense of responsibility for the club's future.
- Will serve the club (and may join as a member) to grow to 20 members and achieve Distinguished Club status in the Toastmasters International DCP plan.
- Will report monthly to the Club Growth Director on their progress.

Club President

Club VP Education

Club VP Membership

Club VP Public Relations

Secretary

Treasurer

Sgt @ Arms

Proposed Club Coach

Proposed Club Coach