

# 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: \_\_\_\_\_