



# DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN

How to Be a Distinguished Club



**WHERE LEADERS  
ARE MADE**



# DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN

How to be a Distinguished Club

## TOASTMASTERS INTERNATIONAL

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**WHERE LEADERS  
ARE MADE**

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## Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

## District Mission

We build new clubs and support all clubs in achieving excellence.

## Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

## Toastmasters International Values

- ▶ Integrity
- ▶ Respect
- ▶ Service
- ▶ Excellence

## Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

## A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
  - ▶ To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the Competent Communication, Advanced Communication or Competent Leadership manuals
  - ▶ To prepare for and fulfill meeting assignments
  - ▶ To provide fellow members with helpful, constructive evaluations
  - ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
  - ▶ To serve my club as an officer when called upon to do so
  - ▶ To treat my fellow club members and our guests with respect and courtesy
  - ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
  - ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
  - ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities
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# DISTRICT LEADER TITLES

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In February 2014, the Toastmasters International Board of Directors voted to change all district leader titles. The updated titles apply to the elected and/or appointed district leader positions effective July 1, 2015. Those holding district leadership positions prior to July 1, 2015 retain their previous titles.

PREVIOUS TITLE	→	TITLE
<b>District Governor</b>	→	<b>District Director District #</b>
Lieutenant Governor Education and Training	→	Program Quality Director District #
Lieutenant Governor Marketing	→	Club Growth Director District #
Secretary	→	Administration Manager
Treasurer	→	Finance Manager
Public Relations Officer	→	Public Relations Manager
Sergeant at Arms	→	Logistics Manager
Division Governor	→	Division Director
Area Governor	→	Area Director
Immediate Past District Governor	→	Immediate Past District Director



# FOUNDATION FOR SUCCESS IN THE DISTINGUISHED CLUB PROGRAM

When your club possesses characteristics of quality, the member experience is enhanced. A high-quality club encourages and celebrates member achievement, provides a supportive and fun environment and offers a professionally organized meeting with variety. In those clubs, officers are trained in all aspects of club quality to ensure that members have access to a formal mentoring program, are provided evaluations that help them grow and are motivated to achieve their goals. A primary objective of clubs is to provide the best possible member experience so that existing members are retained and new members join. How can you create the best possible member experience in your club? First impressions are crucial. Every new and prospective member’s initial interaction with your club should be a positive one. Toastmasters defines these decisive times when initial impressions are being created as *Moments of Truth* (Item 290).

Moments of Truth	
<b>First Impressions</b>	Your club ensures that guests’ experiences and observations become first impressions that encourage them to return.
<b>Membership Orientation</b>	Your club acquaints new members with the Toastmasters education and recognition programs, their responsibility to your club and your club’s responsibility to the member.
<b>Fellowship, Variety and Communication</b>	Your club offers a warm, friendly and supportive environment that encourages enjoyable learning.
<b>Program Planning and Meeting Organization</b>	Your club meetings are carefully planned, with well-prepared speakers and useful evaluations.
<b>Membership Strength</b>	Your club has a sufficient number of members to provide leadership and fill meeting and committee assignments. Your club participates in membership-building and retention practices.
<b>Achievement Recognition</b>	Your club monitors members’ progress toward goals, submits completed award applications immediately and consistently recognizes member achievement.

When put into action, the *Moments of Truth* form the road map to realizing Toastmasters’ mission, envisioned future and values. They are critical elements for success and distinction that transform successful clubs into Distinguished ones. Distinguished clubs, in turn, are the basis for Distinguished areas, divisions and districts.

Let *Moments of Truth*, part of *The Successful Club Series* (Item 289), be your guide to delivering quality service and outstanding member experiences.



# THE DISTINGUISHED CLUB PROGRAM

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The Distinguished Club Program includes 10 goals that your club should strive to achieve each year. When your club incorporates the *Moments of Truth* (Item 290) into every meeting, you are already well on your way to reaching these annual goals.

For your convenience, the 10 goals have been grouped into four areas:

- Education:** Members who have the opportunity to earn education awards are reaching their goals.
- Membership:** When new members join, everyone's experience is enhanced because your club has enough members to provide leadership and fill meeting and committee assignments.
- Training:** Trained club officers are better able to serve and support your club because they know how best to fulfill their roles.
- Administration:** Fulfilling administrative duties, including submitting information on time, helps your club run more smoothly, which benefits members.

## HOW IT WORKS

The Distinguished Club Program is an annual program, running from July 1 through June 30. The program consists of 10 goals your club should strive to achieve using the **Club Success Plan** (in the back of this manual) as your guide. To help you keep track of your progress toward these goals throughout the year, updated reports are posted daily on the Toastmasters International website at [www.toastmasters.org/distinguishedperformancereports](http://www.toastmasters.org/distinguishedperformancereports). At year-end, the number of goals the club achieved is calculated. Based on this and whether or not the qualifying requirement has been met, the club may be recognized as a Distinguished, Select Distinguished or President's Distinguished Club.

## Qualifying Requirement

A qualifying requirement is a prerequisite or prior condition for participation in the program. If a qualifying requirement is not met, your club may not earn Distinguished recognition even if all of its goals are met.

To be eligible for recognition, a club must be in good standing according to Policy 2.0, 4.: Good Standing of Clubs and must meet the qualifying requirement of having either 20 members or a **net growth** of at least five new members as of June 30. Transfer members do not count toward your club's membership goals.



## Goals to Achieve

Following are the goals your club should strive to achieve during the year:

### Education

1. Two Competent Communicator (CC) awards
2. Two more CC awards
3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
4. One more ACB, ACS or ACG award
5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
6. One more CL, ALB, ALS or DTM award

### Membership

7. Four new members
8. Four more new members

### Training

9. A minimum of four club officers trained during each of the two training periods

### Administration

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

A simple one-page summary of the program, called **Distinguished Club Program Goals**, is in the back of this manual. Your club also may purchase a **wall chart** (Item 1111C) for display at club meetings to track progress.

Below is detailed information about how your club can achieve the Distinguished Club Program goals.

#### EDUCATION

Goals 1 through 6 focus on education awards. When members have the opportunity to reach their education goals, they are benefiting from the Toastmasters experience, becoming better speakers and leaders.

1. Two CC awards
2. Two more CC awards
3. One ACB, ACS or ACG award
4. One more ACB, ACS or ACG award
5. One CL, ALB, ALS or DTM award
6. One more CL, ALB, ALS or DTM award

Your club achieves Goal 1 when two members receive CC awards during the Toastmasters year and achieves Goal 2 when an additional two members receive CC awards.



When one member receives an ACB, ACS or ACG award during the year, your club achieves Goal 3; it achieves Goal 4 when an additional member receives an ACB, ACS or ACG award.

Your club achieves Goal 5 when one member receives a CL, ALB, ALS or DTM award during the year and achieves Goal 6 when an additional member receives a CL, ALB, ALS or DTM award.

Only members in good standing are eligible to earn education awards. A member in good standing is one whose dues have been paid and received by WHQ for the current dues period (i.e., dues must be paid by April 1 for the April-September period and by October 1 for the October-March period). See Policy 2.0, 3. Good Standing of Individual Members. All award applications must be complete and received by World Headquarters by **June 30**.

Your club receives credit for only one type of education award per member, per year. This encourages all members to progress in the education program, not just a few.

**Example:** Bill Smith receives a CC award in July. His club receives credit toward a goal. Later in the year, he earns an ACB award. His club receives credit toward a goal for this award, too. However, in the same Toastmasters year, Bill earns a second CC and a second ACB award; for these awards, his club does not receive credit toward Distinguished Club goals.

Credit for an award may be given to only one club. Members who belong to more than one club must choose which club receives credit for any one of their awards.

## MEMBERSHIP

Goals 7 and 8 deal with membership. Quality clubs have enough members to make meetings diverse and engaging.

When new members join, meetings have more variety and natural attrition is offset. This results in an enhanced experience for all club members.

7. Four new members
8. Four more new members

When four new members join the club during the Toastmasters year, your club achieves Goal 7. It achieves Goal 8 when an additional four members join during the year.

Your club must submit a **membership application** to World Headquarters, along with corresponding membership dues for each new, dual and reinstated member who joins during the Toastmasters year. (Transfer members do not count toward your club's membership goals.) For your club to receive credit in the Distinguished Club Program for the current Toastmasters year, membership applications and new membership dues must be received by World Headquarters no later than **June 30**.

## TRAINING

Goal 9 focuses on training. When club officers are well trained to perform their duties, club members are better served. This makes the member experience more positive, which leads to increased member retention.

9. A minimum of four club officers trained during each of the two training periods

Your club achieves Goal 9 when at least four of its club officers—president, vice president education, vice president membership, vice president public relations, secretary, treasurer and sergeant at arms—are trained in their responsibilities. Officers must attend and fully participate in two district-sponsored training sessions. Credit is not given for non-officers attending in place of elected officers, and credit is given only for one person per office. Officers must be trained for the position to which they were elected.



The first training session occurs between June 1 and August 31, and the second is held between December 1 and February 28 (or February 29 in leap years). Districts are encouraged to submit training reports online through District Central no later than September 30 and March 31, respectively.

For newly chartered clubs, the following training guidelines apply to Goal 9 requirements.

CHARTER DATE	Training Session 1 (June 1–August 31)	Training Session 2 (December 1–February 28/29)
July 1–August 31	A minimum of four club officers must attend the first district-sponsored training session	A minimum of four club officers must attend the second district-sponsored training session
September 1–October 31	A minimum of four club officers must attend a makeup training session by an authorized district representative between the charter date and November 30	A minimum of four club officers must attend the second district-sponsored training session
November 1–February 28/29	Refer to Training Session 2 column →	When a minimum of four club officers attend the second district-sponsored training session, the club receives credit for the first and second training sessions
March 1–June 30	Refer to Training Session 2 column →	When a minimum of four club officers attend a makeup training session by an authorized district representative between the charter date and June 30, the club will receive credit for the first and second training sessions in the current program year

All makeup training opportunities should be scheduled through and approved by the program quality director.

Training reports submitted directly to World Headquarters by clubs will not be accepted. Club officers attending a training session are responsible for giving the person conducting the training session their names, offices and club numbers.

Officers must be trained by authorized district representatives in a live training session. Audiovisual aids may be used to enhance training, but they may not be the sole method of training. Therefore, club officers who simply view a video that describes their responsibilities are not considered trained, even if the video was provided by a district leader.

### ADMINISTRATION

Goal 10 is administrative. When your club fulfills its administrative duties on time, members and your club as a whole receive recognition for their accomplishments.

- On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

For the membership dues portion of Goal 10, your club receives credit when:

- ▶ Your club’s October–March membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are received by World Headquarters on or before **October 1**

OR



- ▶ Your club's April–September membership dues and names of eight members (at least three of whom must be renewing members) are received by World Headquarters on or before **April 1**

For the portion of Goal 10 that addresses club officer lists, keep in mind that, while some clubs elect officers annually, clubs that meet at least weekly may hold semiannual elections. If your club holds annual elections, your club officer list must be received by World Headquarters by **June 30** to earn credit toward Goal 10 for the upcoming program year. If your club holds semiannual elections, your club officer list must be received by World Headquarters by **June 30** of the previous Toastmasters year and/or by **December 31** of the current Toastmasters year.

Annual terms are from July 1 through June 30. Semiannual terms run from July 1 through December 31 and January 1 through June 30. Clubs that elect officers contrary to this schedule are operating in violation of the **Club Constitution for Clubs of Toastmasters International** and are not eligible for credit in the Distinguished Club Program for submitting club officer lists.

New clubs that charter between October 1 and June 30 will receive credit for this goal in the current program year. The charter submission fulfills the DCP requirement for the on-time officer list.

For all clubs chartered during the program year, be aware that separate from the requirement and credit in the DCP, membership dues must be paid. Club officers will receive notification of prorated membership dues renewal amounts that are payable by April 1 or October 1, depending on the month of charter.

## Recognition

When your club meets the **qualifying requirement** and also does the following, it is eligible for Distinguished Club recognition at year-end:

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

If your club earns recognition as a Distinguished, Select Distinguished or President's Distinguished Club, World Headquarters will send your club's president an attractive ribbon for display on your club banner and a congratulatory letter. The ribbon and letter will be included with a year-end report, showing how your club did and the recognition it earned.

Some Toastmasters clubs do not belong to districts. If that is the case for your club, recognition may be earned by achieving one goal less than listed above.

## TERMINOLOGY AND PROGRAM SPECIFICATIONS

### Membership Base

Your club's membership base is calculated at the beginning of the Toastmasters year (July 1). The membership base equals the number of paid members the club had on June 30 of the previous Toastmasters year. These payments may come from renewing, new, charter and reinstated members.

Payment of membership-renewal dues received by World Headquarters after July 1 of the previous Toastmasters year counts toward the membership base. Therefore, the membership base may be revised at any time during the year to reflect late membership payments for the previous Toastmasters year.

The following is an example of how a club's membership base may be affected throughout the year:

**Example:** In April, your club submits payment of membership-renewal dues for 17 members. In June, it submits two membership applications and new membership dues to World Headquarters. This brings your club's total



membership to 19 on June 30 and your club then begins the new Toastmasters year with 19 members. In August, your club submits membership-renewal dues for three members for the April–September period. These people had been members for several years, but did not pay their membership-renewal dues on time. Your club’s membership base is adjusted for these late-paying members. The three additional members raise your club’s membership base to 22.

## Membership at Year-end

The total number of members (renewing, dual, new, charter and reinstated) in your club whose membership dues payments were received by World Headquarters is your club’s membership at year-end. Year-end membership counts may not be adjusted. April membership dues payments received after June 30 are not added to the membership at year-end. However, these late membership dues payments do increase the **membership base** for the current Toastmasters year.

Following are examples illustrating how a club’s accomplishments and membership affect its eligibility for recognition:

**Example 1:** A club had 14 members on July 1. Three members earned CC awards, and two earned AC awards. Five new members joined. Four club officers were trained in each period. Membership-renewal dues with the names of renewing members were submitted on time twice, but no club officer list. The club had 19 members on June 30. It achieved goals 1, 3, 4, 7 and 9—a total of five goals. Since it had 19 members on June 30 (a **net growth** of five members), it is recognized as a Distinguished Club.

**Example 2:** A club had 24 members on July 1. Four members earned CC awards, one an AC award and another a CL award. Eight new members joined. Four club officers were trained in each period. Membership-renewal dues with the names of renewing members and a club officer list were submitted on time. The club had 18 members on June 30. It achieved goals 1, 2, 3, 5, 7, 8, 9 and 10—a total of eight goals. However, since it did not have 20 members at year-end or a net growth of five new members, it is not eligible for recognition.

**Example 3:** A club had 19 members on July 1. One member earned an AC award, and one earned a CL award. Membership-renewal dues with the names of renewing members and a club officer list were submitted on time. The club had 23 members on June 30. It achieved goals 3, 5, 7 and 10—a total of four goals. Even though it had more than 20 members at year-end, the club did not achieve enough goals to earn recognition.

## Net Growth

Net growth occurs when the total members at year-end (June 30) exceeds the membership base.

## Submitting Information to World Headquarters

Documents must be received by World Headquarters by midnight, Pacific Time, on the deadline date even if the deadline falls on a weekend or holiday. Because no changes may be made after documents are received, club officers should be careful to submit accurate information.

Be aware that it is your responsibility as the sender to ensure the successful transmission of any document. Toastmasters International is not responsible for any illegible or incomplete documents it receives, for fax machine malfunctions or failures or for busy signals.

## Newly Chartered Clubs

In the current Distinguished Club Program year, newly chartered clubs will be assigned a minimum membership base of 20 for reporting purposes. For clubs that charter with more than 20 members, reports will reflect the actual paid membership count as the base.



## REPORTS

Regular feedback is an important part of any recognition program. When you are working toward goals, you need to know how you are progressing. An online report shows your club's membership base, current membership and progress toward the 10 goals. Following the June 30 close date and after all data received has been processed, the president of your club is sent a year-end report showing how your club did and any recognition it earned. Updates are available daily on the Toastmasters International website at [www.toastmasters.org/distinguishedperformancereports](http://www.toastmasters.org/distinguishedperformancereports).

## CLUB SUCCESS PLAN

The club executive committee—which includes all seven officers and the immediate past president—develops a **Club Success Plan** based on the needs and goals of club members. First, club officers determine how they will communicate, address conflict and hold themselves accountable. Secondly, club officers evaluate current situations, establish specific goals and develop strategies that can be used to achieve success. To help club officers in that effort, the plan identifies helpful resources that can be used. Finally, the plan calls for club officers to identify assignments, develop a timetable and track accomplishments.

Earning recognition for a club isn't something anyone accomplishes alone. It takes a team of people who are dedicated to a common goal, have a plan and execute it well. They share responsibility for their tasks and depend on one another to achieve them. These teams don't only include club officers; clubs may also form other committees to help carry out specific aspects of the Club Success Plan.

The club executive committee determines what the club will accomplish this year and in years to come. The vision should be both attainable and inspiring so that other club members are motivated to get involved and help the committee's efforts.

Once the vision is recorded, club officers determine who will take which roles and the responsibilities of each member. Are the skills and talents of some members a great fit for certain tasks? By assessing questions like these, club officers can assign tasks to the best-suited members.

The Club Success Plan includes all elements necessary to achieve your club's goals: what, how, who and when. Determining in advance what should be done, when and how it will be accomplished and who is responsible for doing it, make achieving success much easier. To that end, the club executive committee should begin the term with the following agenda:

1. Set specific goals.
2. Establish strategies to achieve the goals.
3. Develop a framework to help carry out the plan and produce results.

Club officers review online reports and meet regularly to evaluate progress in the Club Success Plan; they then make adjustments as needed. Good communication amongst the club executive committee is important. Club officers should follow up as often as necessary and offer assistance to resolve any conflicts and challenges that arise.

In order to reach goals outside the scope of one year, outgoing club officers should share the Club Success Plan with incoming officers toward year-end. This way, each new team of club officers can build on the successes achieved in preceding terms.

## The Advanced Leader Bronze Award

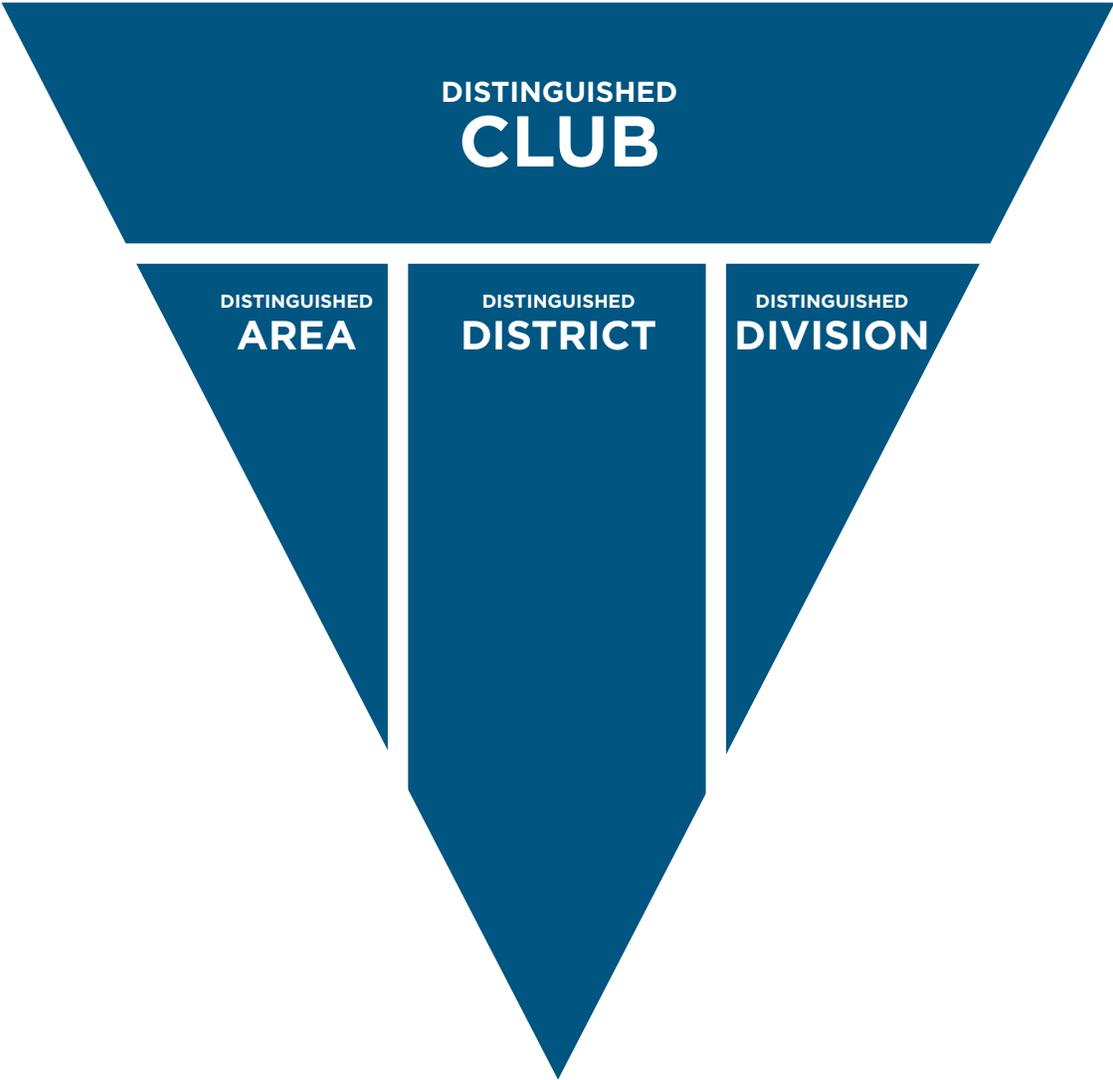
The Advanced Leader Bronze award recognizes members for their leadership activities within the club. One of the requirements for earning this award is to serve as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participate in the preparation of the Club Success Plan while serving as an officer. By assisting in the preparation and completion of the plan, club officers earn credit toward this award.



# DISTRICT RECOGNITION PROGRAM

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The Distinguished Club Program serves as the starting point for the District Recognition Program, which encompasses the Distinguished Area, Division and District programs. The goals of these programs are based on Distinguished clubs. This means that clubs' success is critical to the success of areas, divisions and districts. The chart below illustrates the relationship between club, area, division and district:





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## AREA DIRECTOR'S CLUB VISITS

The area director, in particular, serves as a liaison between your club and the district. Twice each year, the area director visits your club. During these visits, he or she may ask to review your **Club Success Plan**. You should be prepared to show and discuss the plan and your club's progress in it. The area director may be able to assist your club with district support or have valuable tips for incorporating the *Moments of Truth* (Item 290) into your meetings.



# CLUB SUCCESS PLAN

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Club Number \_\_\_\_\_

## TEAM COMPOSITION

Name the members of the club executive committee (all seven officers and the immediate past president):

## VALUES

Toastmasters International's values are integrity, respect, service and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' values provide a means of guiding and evaluating the organization's operations, planning and envisioned future.

What are the club executive committee's values?

## TEAM OPERATING PRINCIPLES

What principles does the club executive committee hold? (These principles might include trust, safe learning, collaboration, etc.)

## POTENTIAL OBSTACLES

What obstacles will the club executive committee have to consider when strategizing? (These obstacles might include conflicting personal commitments, for example.)

## MEETING PROTOCOL

In general, how will the club executive committee process tasks? (For example, consider how often to meet or call, what the meeting practices will be, etc.)

## TEAM INTERACTIONS AND BEHAVIORAL NORMS

How will decisions be made?

What will be the club executive committee's method of communication? Determine the first preference, second preference and so on.

What will the communication parameters be? (Parameters might include whether the club executive committee communicates by phone or email.) How long will meetings last? How often will the committee members communicate with each other and with the area director?

How will the club executive committee resolve differences of opinion?

How will the club executive committee members support one another?

How will the club executive committee be held accountable for its responsibilities?

How will the club executive committee and supporting members be recognized for their efforts?



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## STARTING POINT

What is your club's **membership base**? \_\_\_\_\_

### Qualifying Requirement

To be considered for recognition, your club must have either 20 members or a **net growth** of at least five new members as of June 30.

How many members does your club aim to have as of June 30? \_\_\_\_\_

How much net growth does your club aim to have as of June 30? \_\_\_\_\_

### Goals to Achieve

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

How many of the 10 goals does your club aim to achieve? \_\_\_\_\_

## EDUCATION: GOALS 1 THROUGH 6

1. Two CC awards
2. Two more CC awards
3. One ACB, ACS or ACG award
4. One more ACB, ACS or ACG award
5. One CL, ALB, ALS or DTM award
6. One more CL, ALB, ALS or DTM award

### Situation Analysis

The purpose of a situation analysis is to assess the state of your club right now. Only once your club identifies where it is can you plan where it's going.

Review the current situation in your club regarding education awards.

What is the current education award status of club members? (For example, "Charlie is due to earn his CC award after giving his tenth speech on July 15. Three more members must earn CC awards in order to accomplish Goals 1 and 2.")

How many members are due to earn an award in the near future? Who are they?

How motivated are members to achieve education awards?

What obstacles keep members from earning CC awards?

After members earn CC awards, what is their understanding of the additional awards that can be earned? How familiar are members with the education program?

How does your club promote the education program?

Additional notes:

## Education Action Plan

Identify the actions your club will take to meet the needs identified in the situation analysis.

### Education Action 1

Describe how to help members earn CC awards. Specifically, what action will be taken? Refer to this action as Education Action 1.

### Resources for Education Action 1

Your club has many resources at its disposal—equipment, materials, people and potential funding. Committees can be formed to carry out specific goals, especially when certain members are interested or have skills in a given field.

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Education Action 1?

### Assignment for Education Action 1

In creating a plan, it is important to assign an individual or a group to each action. This way, the responsible party is held accountable for the completion of the assigned action.

Who is responsible for Education Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

### Timetable for Education Action 1

Determining a timetable allows the club executive committee to track progress toward each goal. Once the timetable is defined, the committee should review it periodically to determine whether your club is on track to complete each action or if adjustments must be made to reach the goal.

When will Education Action 1 begin?

When will Education Action 1 be complete?

How will progress be tracked?

**Education Action 2**

Consider how to address the needs of members so they can earn ACB, ACS and ACG awards. Specifically, what action will be taken? Refer to this action as Education Action 2.

**Resources for Education Action 2**

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Education Action 2?

**Assignment for Education Action 2**

Who is responsible for Education Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Education Action 2**

When will Education Action 2 begin?

When will Education Action 2 be complete?

How will progress be tracked?

**Education Action 3**

Describe your approach to helping members earn CL, ALB, ALS and DTM awards. Specifically, what action will be taken? Refer to this action as Education Action 3.

**Resources for Education Action 3**

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Education Action 3?

**Assignment for Education Action 3**

Who is responsible for Education Action 3? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Education Action 3**

When will Education Action 3 begin?

When will Education Action 3 be complete?

How will progress be tracked?



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## MEMBERSHIP: GOALS 7 AND 8

- 7. Four new members
- 8. Four more new members

### Situation Analysis

Review the current situation in your club regarding membership.

What is the current membership situation? On average, how many new members join your club each year?

What are your club's current obstacles in achieving its membership goals?

Additional notes:

### Membership Action Plan

#### Membership Action 1

Describe how your club will gain four new members. Specifically, what action will be taken? Refer to this action as Membership Action 1.

#### Resources for Membership Action 1

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Membership Action 1?

**Assignment for Membership Action 1**

Who is responsible for Membership Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Membership Action 1**

When will Membership Action 1 begin?

When will Membership Action 1 be complete?

How will progress be tracked?

**Membership Action 2**

Describe how your club will gain four more new members. Specifically, what action will be taken? Refer to this action as Membership Action 2.

**Resources for Membership Action 2**

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Membership Action 2?

**Assignment for Membership Action 2**

Who is responsible for Membership Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Membership Action 2**

When will Membership Action 2 begin?

When will Membership Action 2 be complete?

How will progress be tracked?



## TRAINING: GOAL 9

- 9. A minimum of four club officers trained during each of the two training periods

### Situation Analysis

Review the current situation in your club regarding training.

What is the current training situation? On average, how many club officers are trained each year?

What are your club's current obstacles in achieving its training goals?

Additional notes:

### Training Action Plan

#### Training Action 1

Describe how your club will ensure that four club officers are trained between June 1 and August 31. For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken? Refer to this action as Training Action 1.

#### Resources for Training Action 1

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Training Action 1?

**Assignment for Training Action 1**

Who is responsible for Training Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Training Action 1**

When will Training Action 1 begin?

When will Training Action 1 be complete?

How will progress be tracked?

**Training Action 2**

Describe how your club will ensure that four club officers are trained between December 1 and February 28 (or February 29 in leap years). For newly chartered clubs, view the Goal 9 chart that appears on page 9 of this manual for training requirement guidelines. Specifically, what action will be taken? Refer to this action as Training Action 2.

**Resources for Training Action 2**

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Training Action 2?

**Assignment for Training Action 2**

Who is responsible for Training Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Training Action 2**

When will Training Action 2 begin?

When will Training Action 2 be complete?

How will progress be tracked?



## ADMINISTRATION: GOAL 10

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

For new clubs that are chartered between October 1 and June 30, the charter submission fulfills the requirement for an on-time officer list and payment of membership dues for one renewal period.

### Situation Analysis

Review the current situation in your club regarding administration.

What are your club's current obstacles in achieving its administration goals?

Additional notes:

### Administration Action Plan

#### Administration Action 1

Describe how your club will ensure that membership dues accompanied by the names of eight members (at least three of whom must be renewing members) are received by World Headquarters for the current dues period (on or before **October 1**) or on or before **April 1**). Specifically, what action will be taken? Refer to this action as Administration Action 1.

#### Resources for Administration Action 1

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Administration Action 1?

**Assignment for Administration Action 1**

Who is responsible for Administration Action 1? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Administration Action 1**

When will Administration Action 1 begin?

When will Administration Action 1 be complete?

How will progress be tracked?

**Administration Action 2**

Describe how your club will ensure a club officer list is received by World Headquarters by **June 30** and/or by **December 31** (if the club elects semiannually). Specifically, what action will be taken? Refer to this action as Administration Action 2.

**Resources for Administration Action 2**

What equipment, materials, funding or people—individuals or committees—can be used to help accomplish Administration Action 2?

**Assignment for Administration Action 2**

Who is responsible for Administration Action 2? If it is a committee, who are the members of the committee and what is each person's specific responsibility?

**Timetable for Administration Action 2**

When will Administration Action 2 begin?

When will Administration Action 2 be complete?

How will progress be tracked?



## SIGNATURES

President

Date

Vice president education

Date

Vice president membership

Date

Vice president public relations

Date

Secretary

Date

Treasurer

Date

Sergeant at arms

Date

Immediate past president

Date

Club member and role

Date

Club member and role

Date

Club member and role

Date



# DISTINGUISHED CLUB PROGRAM GOALS

Toastmasters Year: \_\_\_\_\_

## QUALIFYING REQUIREMENT

To be considered for recognition, your club must either have 20 members or a **net growth** of at least five new members as of June 30. Transfer members do not count toward this total until their membership has been paid and is current in their new club.

## GOALS TO ACHIEVE

Following are the goals your club should strive to achieve during the year:

### Education

- 1. Two Competent Communicator (CC) awards
- 2. Two more CC awards
- 3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
- 4. One more ACB, ACS or ACG award
- 5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
- 6. One more CL, ALB, ALS or DTM award

### Membership

- 7. Four new members
- 8. Four more new members

### Training

- 9. A minimum of four club officers trained during each of the two training periods \*

### Administration

- 10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list \*

## RECOGNITION

When your club meets the **qualifying requirement** and also does the following, it is eligible for Distinguished Club recognition at year-end:

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

Check your progress at [www.toastmasters.org/distinguishedperformancereports](http://www.toastmasters.org/distinguishedperformancereports).

\*For important information about Goals 9 and 10, please see the *Distinguished Club Program and Club Success Plan* (Item 1111).

## GOAL TRACKING

When your club meets the qualifying requirement and also does the following, it is eligible for Distinguished Club recognition at year-end:

### Education

#### 1. Two CC awards

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

#### 2. Two more CC awards

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

#### 3. One ACB, ACS or ACG award

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

#### 4. One more ACB, ACS or ACG award

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

#### 5. One CL, ALB, ALS or DTM award

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

#### 6. One more CL, ALB, ALS or DTM award

Name: \_\_\_\_\_

Date award application sent: \_\_\_\_\_

### Membership

#### 7. Four new members

Name: \_\_\_\_\_

Date membership application sent: \_\_\_\_\_

#### 8. Four more new members

Name: \_\_\_\_\_

Date membership application sent: \_\_\_\_\_

### Training

#### 9. A minimum of four club officers trained during each of the two training periods

Period: \_\_\_\_\_ (Districts submit training reports to World Headquarters online through District Central.)

### Administration

#### 10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list

Period: \_\_\_\_\_

Date sent: \_\_\_\_\_



## CLUB RESOURCES

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Membership Applications	<a href="http://www.toastmasters.org/membershipapps">www.toastmasters.org/membershipapps</a>
<i>Moments of Truth</i> (Item 290)	<a href="http://www.toastmasters.org/290">www.toastmasters.org/290</a>
<i>The Successful Club Series</i> (Item 289)	<a href="http://www.toastmasters.org/289">www.toastmasters.org/289</a>
Success 101 (Item 1622)	<a href="http://www.toastmasters.org/1622">www.toastmasters.org/1622</a>
Logos, Images and Templates	<a href="http://www.toastmasters.org/logos">www.toastmasters.org/logos</a>
<i>Master Your Meetings</i> (Item 1312)	<a href="http://www.toastmasters.org/1312">www.toastmasters.org/1312</a>
Membership Growth (Item 1159)	<a href="http://www.toastmasters.org/1159">www.toastmasters.org/1159</a>
<i>Put on a Good Show</i> (Item 220)	<a href="http://www.toastmasters.org/220">www.toastmasters.org/220</a>
<i>Finding New Members for Your Club</i> (Item 291)	<a href="http://www.toastmasters.org/291">www.toastmasters.org/291</a>
Questions about the Distinguished Club Program	<a href="mailto:membership@toastmasters.org">membership@toastmasters.org</a>
Questions about club officers	<a href="mailto:clubofficers@toastmasters.org">clubofficers@toastmasters.org</a>
Finding district contacts, your club's area director and a listing of district websites	<a href="http://www.toastmasters.org/districtwebsites">www.toastmasters.org/districtwebsites</a>
<i>Toastmaster</i> magazine	<a href="http://www.toastmasters.org/publications">www.toastmasters.org/publications</a>



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# NOTES



[www.toastmasters.org](http://www.toastmasters.org)