



District 120

Hall of Fame Awards

2021-22

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Division Stage

Member Award – Excellence in Education

All members who achieve educational milestones (Pathways Level 1, 2, 3, 4, 5) will be presented a Certificate of appreciation with the corresponding TI Award Ribbon.

- **Eligibility:** All members are encouraged to participate
- **Cut-off date:** Oct 10th 2021, March 15th 2022.
- **Award presentation:** Educational Awards filed up to Oct 10th 2021 will be recognized at Semi-annual Division contest. Awards filed between Oct 11th 2021 and March 15th 2022 will be recognized at the Annual Division Contest.

Member Award – Excellence in Leadership

This award will be presented to 1 individual per Area per term, whose dedication, commitment, and efforts significantly contributed toward achieving the district mission. Presidents to share nominations and ranking order to the Area directors based on the below criteria tabulated.

- **Eligibility:** All members who are not Club officers, District Officers and District Extended team.
- **Cut-off date:** 10 days prior to respective Division Contests
- **Award presentation:**
 - o Season 1: Awards will be presented at Division Contest Nov/Dec 2021
 - o Season 2: Awards will be presented at Division Contest Mar/Apr 2022

No	Criteria	Explanation	Points
1	Attendance at Area & Division Events	Area Events – Area Contest, Joint Area meetings, Division Events – Division Contest, Special Division Meetings, OTP District Events – TLI Programs, District Conferences	5 points / attendance
2	Take roles (speaker not included) in Area & Division Events	Area Events – Area Contest, Joint Area meetings, Division Events – Division Contest, Special Division Meetings, OTP District Events – TLI Programs, District Conferences	10 points / role
3	Nominee should have presented an educational session	Educational sessions outside of the club and within the division	20 points for educational session
4	Complete one level in Pathways		10 points

Member Award – Outstanding Toastmaster of the Month*

This award will be presented to 1 individual per Division per month, whose dedication, commitment, and efforts significantly contributed towards achieving the districts mission.

- **Eligibility:** All members who are not District Officers and District Extended team.
- **Cut-off date:** 25th of every month
- **Award presentation:** Awards will be presented monthly

No	Criteria	Points
1	100% Attendance for the month in all club meetings, Area or Division Special Meetings, Area Contest & Division Contest	10 points
2	Playing roles like TMOD / Emcee / Table topic Master/ Zoom Master in club meetings, Area or Division Special Meetings, Area Contest & Division Contest	10 points/role
3	Special Roles in Clubs / Area / Division like Master Evaluator, Humourarian, TT Evaluator	10 points/role
4	TAG Roles / Area & Division Role Players	5 points
5	Chief Judge	5 points/role
6	Educational Sessions in clubs / outside of clubs within district	5 points/session
7	Chair for events	20 points/chair

- **Submission:** Mode of submission – https://linktr.ee/D120_HOF_awards_2021_2022

Club Award – Excellence in Training

- Clubs that have all 7 club officers trained at the Club Officers Training program conducted by the Division will be presented this award
- Club officers who are not able to attend the OTP conducted for their Division, can attend the OTP of any other Division
- For Semi-Annual Clubs, clubs must have completed the 1st term elections by Nov 15th 2021 and ex com details are to be uploaded by Nov 30th 2021 and the 2nd term elections by Apr 15th 2022 and ex com details to be uploaded by Apr 30th 2022
- **Eligibility:** All 7 club officers must participate.
- **Submission mode:** Not required for OTP Attendance. For elections, please upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022
- **Cut-off date:** Nov 30th 2021/ April 30th 2022
- **Award presentation:** Division contest – Nov/Dec 2021 & March/April 2022

Club Award – Excellence in Governance*

- Clubs that score 80 points or more are eligible for the award.
- **Eligibility:** All clubs
- **Evaluation criteria:**

No	Criteria	Explanation	Points
1	Have bank accounts	The club needs to have bank account	10 points
2	Regular Audits	Audit of bank accounts and/or Audit of income/expenses of the club must be done by an external auditor. In case of clubs that do not have a bank account / do not have any money transaction a report of the club membership sponsor details, contest expenses details must be shared with the club. One audit per year.	30 points
3	Annual General Meeting	<ul style="list-style-type: none"> ○ Twice for Semi- Annual clubs ○ Once for Annual Clubs 	30 points in total
4	Business Meetings	Conduct a Business Meeting session in all meetings (one submission per month – 2.5 points per submission)	30 points in total

- **Submission mode:**
 - For auditing, auditor to upload a letter certifying that audit has been completed at https://linktr.ee/D120_HOF_awards_2021_2022
 - For Annual General Meeting (AGM), please upload the agenda at https://linktr.ee/D120_HOF_awards_2021_2022
 - For business meetings, please upload a zipped folder containing twelve agendas and MOMs at https://linktr.ee/D120_HOF_awards_2021_2022
- **Cut-off dates:**
 - AGM semi-annual clubs - 30th Dec 2021 / 30th June 2022 & Annual clubs 30th June 2022
 - Audit – 15th Sept 2021
 - Business meeting - 30th June 2022
- **Award presentation:** Division OTP – July 2022

* New awards introduced this year

District Stage

Speaker's Citation Award*

- Members who conduct more than 5 sessions at education sessions / webinars outside their home club. There should be more than 2 unique sessions provided by the member. The submissions are to be done by the individual.
- This award is open to all D120 members (including District officers).
- The education sessions are to be conducted from the following series:
 - The Successful Club Series (<https://www.toastmasters.org/resources/the-successful-club-series-set>)
 - The Better Speaker series (<https://www.toastmasters.org/resources/the-better-speaker-series-set>)
 - Leadership Excellence Series (<https://www.toastmasters.org/resources/the-leadership-excellence-series-set>)
 - The Successful Parliamentarian Session
- **Evaluation:** Meeting agenda, the minutes of the meeting and a photo of the Educational speaker in action. Flyer of the speaker is mandatory.
- **Cut-off dates:** Ten days before Division Contests. The submissions are to be done separately for each of the Division contests.
 - **Submission mode:** Upload the supporting documents as one Zip file
https://linktr.ee/D120_HOF_awards_2021_2022

Pathway's Mentor Award - Communication*

- Members should have enrolled for the Pathways mentoring program while starting to mentor and should have completed the Pathways mentoring program before filing for the award
- 2 Mentees/Proteges to complete one path during this program year, under the guidance of the mentor
 - **Eligibility:** The Mentor and Mentees/Proteges must be in good standing as of the Award cutoff date. All members in good standing are eligible for the award.
 - **Evaluation:** Mentee mapping should be shared on or before 15th September 2021. Mentor to fill the google form. After completion of the path protégé should fill the google form
 - **Cut-off dates:** 30th April 2022
- **Submission mode:** Mentor and protégé must complete and submit the forms at
https://linktr.ee/D120_HOF_awards_2021_2022

* New awards introduced this year

Pathway's Mentor Award-Leadership*

- Members should have enrolled for the Pathways mentoring program while starting to mentor and should have completed the Pathways mentoring program before filing for the award
- Protégé must take up a leadership role for a term (includes associate ExCom roles, Area extended role, Division extended role, Newsletter chair, Club contest chair, Joint meeting chair, Themed meeting chair, Special membership drive, Roles in any Area / Division / District events) and then submit his / her mentoring experience in the prescribed format on or before 30th April 2022 (Google form to be included here – auto submission).
 - **Eligibility:** The Mentor and Mentees/ Protégé must be in good standing as of the Award cutoff date. All members in good standing are eligible for the award.
 - **Evaluation:** Evaluation: Mentee mapping should be shared on or before September 15th 2021. Mentor to fill the google form. After completion of the path protégé should fill the google form
 - **Cut-off dates:** 30th April 2022
- **Submission mode:** Mentor and protégé must complete and submit the forms at https://linktr.ee/D120_HOF_awards_2021_2022

Club Award - Back to Home*

- The Club that reinstates maximum number of former members in Aug & Sep 2021 -minimum 3 members. The members must be in good standing on 30th September.
 - **Cut-off dates:** 30th Sep 2021
 - **Submission mode:** NA – Data will be taken from the dashboard.
 - **Award presentation:** Division Contest

Club Award – Best Newsletter Award Quarterly*

- Clubs can submit 2 entries per quarter. The club newsletter will be submitted in pdf format or as a google drive link in case of huge file size.
- The newsletter should be a minimum of 8 pages.
- **Eligibility:** All clubs are encouraged to participate.
- **Evaluation:** Newsletter guidelines is shared in the **Appendix 5**
- **Submission mode:** Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022
- **Cut-off date:** 30th Sep 2021/ 31st Dec 2021/ 31st March 2022
- **Award presentation:** District 120 Annual Conference, 2022

* New awards introduced this year

Club Award – Best Flyer Award - Monthly*

- Clubs can submit 2 entries per month. The flyer will be submitted in pdf format only. Top 3 flyers will be recognized.
- **Eligibility:** All clubs are encouraged to participate.
- **Evaluation:** Flyer Guidelines is shared in the **Appendix 6**.
- **Submission mode:** Upload the documents at https://linktr.ee/D120_HOF_awards_2021_2022
- **Cut-off date:** Last date of every month till April 2022
- **Award presentation:** District 120 Annual Conference, 2022

Member Award – Excellence in Club Building

This award will be presented to members who have been appointed as Club Mentors / Club Coaches, and help the club to achieve distinguished status and also attain DCP >= 7 points

- **Eligibility:**
 - Club Mentors for all clubs chartered from April 1st, 2021 onwards.
 - Club coaches who have been appointed from April 1st, 2021 onwards.
 - The date of appointment of Club mentors/coaches is available at <http://dashboards.toastmasters.org/UpdateReports.aspx>
- **Cut-off date:** May 15th 2022
- **Award presentation:** District 120 Annual Conference, 2022.
For those who meet the criteria after May 15th 2022, shall be awarded individually.

Member Award – Distinguished Toastmaster

This award will be presented to members who achieve the highest educational achievement in Toastmasters, namely the Distinguished Toastmaster (DTM).

- **Eligibility:** Open to all members
- **Cut-off date:** May 15th 2022
- **Award Presentation:** District 120 Annual Conference, 2022.
For those who meet the criteria after May 15th 2022, shall be awarded individually.

* New awards introduced this year

Member Award – Stellar Area Director

This award will be presented to Area Directors who accomplish the following:

- Area to be President’s Distinguished on April 30th, 2022.
- All Active clubs in the Area to have a minimum of 4 trained officers by Sep 15th 2021 and Feb 15th 2022.
- Area Director Visit Report to be filed for
 - **Round#1 on/before Sep 30th 2021**
 - **Round#2 on/before Feb 28th 2022**
- Area Director Quality check on clubs should be submitted on time.
- **Eligibility:** Open to all Area Directors
- **Cut-off date:** 30th Apr 2022 (Data will be extracted from TI dashboard)
- **Award Presentation:** District 120 Annual Conference, 2022.
For those who meet the criteria after May 15th 2022, shall be awarded individually.

Member Award – Stellar Division Director

This award will be presented to Division Directors who accomplish the following:

- Division to be President’s Distinguished on April 30th, 2022.
- Area Director Visit Report for clubs in the Division to be filed for
 - **Round#1 on or before Sep 30th 2021**
 - **Round#2 on or before Feb 28th 2022**
- All Active clubs in the Division to have a minimum of 4 trained officers by September 15th, 2021 and Feb 15th, 2022.
- Division Director whose all base / active clubs are Distinguished and above status as on Apr 30th, 2022.
- **Eligibility:** Open to all Division Directors
- **Cut-off date:** Apr 30th, 2022
- **Award Presentation:** District 120 Annual Conference, 2022.
For those who meet the criteria after May 15th 2022, shall be awarded individually.

Member Award - Star Area Director

- Area Director whose all base / active clubs are Distinguished and above status as on Apr 30th 2022.
- Area to achieve 10% or more Net Growth in Membership across Area including New Clubs Chartered if any.
- Area Director Visit Report to be filed for
 - **Round#1 on or before Sep 30th 2021.**
 - **Round#2 on or before Feb 28th 2022.**
- Area Director Quality check on clubs should be submitted on time.
- Will not be applicable if the Area Director is awarded the Stellar Area Director award.

- **Eligibility:** Open to all Area Directors
- **Cut-off date:** April 30th 2022 (Data will be extracted from TI Dashboard)
- **Award Presentation:** District 120 Annual Conference, 2022. For those who meet the criteria after May 15th 2022, shall be awarded individually.

Member Award – Star Division Director

This award will be presented to Division Directors who accomplish the following:

- Division Director whose all base / active clubs are Distinguished and above status as on Apr 30th, 2022.
- Division to achieve 10% or more Net Growth in Membership across Division including New Clubs Chartered if any.
- **Eligibility:** Open to all Division Directors
- Not applicable if the Division Director is awarded the Stellar Division Director award
- **Cut-off date:** April 30th, 2022 (Data will be extracted from TI dashboard)
- **Award Presentation:** District 120 Annual Conference, 2022. For those who meet the criteria after May 15th 2022, shall be awarded individually.

Member Award - Pathways Celebrity Award

- The Toastmaster who completes ONE Path (all 5 levels in the entire path) between 1st July 2021 and by 25th April 2022.
- A Toastmaster in good standing of a club in good standing.

Member Award - Pathways Champion Award

- The Toastmaster who completes more than ONE Path between July 1st, 2021 and by April 25th, 2022.
- Toastmaster who is midway through a path in 2021-22 is also eligible.
- A Toastmaster in good standing of a club in good standing.

Member Award - Excellence in Execution

- 60% of unique members should complete any level in Pathways (excluding DTM) between July 1st, 2021 and by April 25th, 2022. (Base as of 30th June 2021)
- Clubs should have a min. of 20 members by April 25th, 2022.
- No Submission is required, and the data will be pulled from the dashboard
- Recognition for VPEs of both terms for all clubs meeting the above criteria.

Club Award – Phoenix Award

- A Club will be awarded the Phoenix award if they achieve DCP ≥ 7 points and maintain base membership (base as on 30th June 2021), thus rising from the ashes like a Phoenix.
- **Eligibility:** Only clubs that could NOT achieve “Distinguished Club” status (DCP < 5 points) until 30th June 2021 are eligible to participate.
- Clubs that achieve Golden Gavel award or Silver Eagle award will not be presented the Phoenix award.
- **Cut-off date:** May 15th 2022
- **Award Submission by Club:** Not required
- **Award Presentation:** District 120 Annual Conference, 2022
- Please refer **Appendix 1** for list of clubs eligible for Phoenix Award

Club Award – Rising Star Award

- A Club will be awarded the Rising Star award if they achieve DCP ≥ 5 points and maintain a base of minimum 20 members
- **Eligibility:** Only clubs that are chartered on/after April 1st, 2021 are eligible to participate in this award category.
- **Cut-off date:** May 15th 2022
- **Award Submission by Club:** Not required
- **Award Presentation:** District 120 Annual Conference, 2022
- Please refer **Appendix 2** for list of clubs eligible for Rising Star Award

Club Award – Eight-80 Membership Award

Eight-80 award Term#1:

- a. New/Dual/Reinstated Member Registration Criteria- **“Eight”** Between July 1st 2021 and September 30th, 2021, the club must have added and paid for 8 new or dual or reinstated members. Membership start dates should be July 1st or August 1st or September 1st 2021. Payments made for membership start date from October 1st 2021 during the above period would not be considered for the same.
 - b. Member Retention Criteria- **“80%”**
 - 1) The Club must have completed the Renewal payments by 30th September 2021
 - 2) The club must have renewed for 80% or over of the existing membership present in the Membership Roster on June 30th 2021. Retention percentage of the club will be computed based on the data available on the TI dashboard/Membership roster on 30th September 2021(Finalized roster for the month of September 2021 Vs Finalized membership roster for the month of June 2021).
- o Clubs meeting the above two criteria (a & b) will be qualified for Season#1 of ‘Eight-80’.

- **Eligibility:** All clubs are encouraged to participate
- Award Submission by Club not required
- **Cut-off date:** September 30th 2021
- **Award presentation:** Division contest (Nov/Dec 2021)

Eight-80 award Term#2:

- a. New/Dual/Reinstated Member Registration Criteria- **“Eight”** Between December 2021 and March 31st, 2022, the club must have added and paid for 8 new or dual or reinstated members. Membership start dates should be December 1st 2021 or January 1st or February 1st or March 1st 2022.
Payments made for membership start date from April 1st 2022 during the above period would not be considered for the same.
- b. Member Retention Criteria- **“80%”**
 - 1) The Club must have completed the Renewal payments by 31st March 2022
 - 2) The club must have renewed for 80% or over of the existing membership present in the Membership Roster on September 30th 2021. Retention percentage of the club will be computed based on the data available on the TI dashboard/membership roster on March 31st 2022 (Finalized membership rosters of Month of September 2021 Vs Month of March 2022).
 - Clubs meeting the above two criteria (a & b) will be qualified for Season#2 of ‘Eight-80’.
 - **Eligibility:** All clubs are encouraged to participate.
 - **Cut-off date:** March 31st 2022
 - Award Submission by Club not required
 - **Award presentation:** District 120 Annual Conference, 2022

Club Award – Triple Star Award

- Clubs achieving all the 3 membership building ribbons – Smedley Ribbon, Talk up Toastmasters, and Beat the Clock will be presented the Triple Star Award.
- For determining the Beat Clock member addition, data will be computed from the District roster retrieved on May 16th 2022. For the other 2 Ribbons, the winners list published by TI will be considered.
- **Eligibility:** All clubs are encouraged to participate.
- **Cut-off date:** May 15th 2022.
- Award Submission by Club not required
- **Award presentation:** District 120 Annual Conference, 2022

Club Award – Beyond Boundaries

- Beyond Boundaries will be given to the Top 3 clubs in District 120 who have the highest number of new/dual/reinstated member addition.
- **Eligibility:** All clubs are encouraged to participate.
- Award Submission by Club not required
- **Cut-off date:** April 30th 2022
- **Award presentation:** District 120 Annual Conference, 2022

Club Award – Samaritan Club

- President's distinguished Clubs in 2020-21 which helps ineligible / suspended clubs in conducting weekly meetings and help the club get 20 members and help the club in achieving Distinguished club status by Apr 30th 2022.
- The mapping of Helping club and the ineligible clubs to be given by the Division Director by September 15th 2021
- Award Submission by Club not required
- Note: Buddy clubs mapped can work together on the Samaritan award also
- Recognition for the helping club during District 120 Annual Conference, 2022.

Club Award – Platinum Club Award

- Existing Clubs with a member base of 20 or less, gets to 25 members by Apr 30th 2022
- Achieve 5 DCP Points and beyond

Club Award – Gold Club Award

- Existing Clubs with a member base of less than 25 members, gets to a member base of 25 or more by Apr 30th 2022
- Achieve 7 DCP points and beyond
- Clubs receiving the Platinum Club Award, will not be presented the Gold Club Award

Club Award – Quality Club/Golden Gavel

Award is based on a scoring scheme that comprises two categories:

- Club Quality Avenue – 100 points
- Club Engagement Avenue – 100 points

Quality Club Award:

- When a club achieves 85 or more points in Club Quality Avenue, the club will be presented the Quality Club Award.
- Clubs receiving the Silver Eagle Award or Golden Gavel award, will not be presented the Quality Club Award.
- **Eligibility:** All clubs are encouraged to participate.
- Award Submission by Club: Not required. It is adequate if the submissions for the various criteria are submitted. Club need not apply separately
- **Cut-off date:** 30th April 2022
- **Award presentation:** District 120 Annual Conference, 2022

Silver Eagle Award:

- When a club achieves 120 or more points in total in Club Quality Avenue & Club Engagement Avenue, the club will be presented the Silver Eagle Award. Clubs must achieve a minimum of 55 points in the Club Quality Avenue.
- If the club achieves Golden Gavel, the Silver Eagle Award will not be presented
- **Eligibility:** Only those clubs with less than or equal to 5 DCP points as on June 30th 2021
- Please refer **Appendix 3** for list of clubs eligible for Silver Eagle award
- Award Submission by Club: Not required. It is adequate if the submissions for the various criteria are submitted. Club need not apply separately
- **Cut-off date:** April 30th 2022
- **Award presentation:** District 120 Annual Conference, 2022

Golden Gavel Award:

• When a club achieves 170 or more points in total in Club Quality Avenue & Club Engagement Avenue, the club will be presented the Golden Gavel Award. Clubs must achieve a minimum of 85 points in the Club Quality Avenue & must be President's Distinguished in 2021 - 2022. Additionally, the club should have one Triple Crown award Winner by Apr 30th 2022 and **60% of club members** * should have filed for an education award (except DTM).

***Education awards filed by members during the term should continue as members as on the cut-off date for eligibility.**

- **Eligibility:** All clubs are encouraged to participate.
- Award Submission by Club: Club need not apply separately. It is adequate if the submissions for the various criteria are submitted.
- **Cut-off date:** April 30th 2022
- **Award presentation:** District 120 Annual Conference, 2022

Criteria – Club Quality Avenue

S.No.	Club Quality Avenue Goal description	Points
1	DCP Goals	20
2	Preparation for additional educational goals	10
3	Club Success Plan	8
4	Presentations from Successful Club/Better Speaker/ Leadership Excellence Series	6
5	Joint Club Meetings	4
6	Themed Club Meetings	4
7	Parliamentary Procedures Educational session	4
8	Buddy Clubs	25
9	Executive Committee Meetings	5
10	Visiting Toastmasters	4
11	Area Director Visit Report and Quality check	10
	Total	100

1. DCP Goals

- Maximum of 20 points; 2 points per DCP goal achieved
- **Submission by Club:** Not required; Data from TI dashboard will be considered.
- **Cut-off date:** Apr 30th 2022

2. Preparation for additional goals

- Maximum of 10 points; 2 points per member
- The level completions that were filed through Club central in TMI website and did not contribute to the DCP goal (not counted for DCP points in dashboard) qualify for the golden gavel points
- Maximum of 5 unique members need to complete any 1 level in Pathways. (Example: A club has submitted 5 “Level 1” completions. Only 4 “Level 1” completions are enough for 1DCP point. The 5th one can be considered for the Additional Goal.)
- Level completions must be filed between July 1st 2021 & April 30th 2022.
- **Cut-off date:** April 30th 2022
- **Submission mode:** Upload the filled form to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section
- Individual submissions by the members will not be accepted

3. Club Success Plan

- Maximum of 8 points; 4 points per half-yearly submission
- Club Success Plan (CSP) must be prepared by Club Officers Team by discussing with the club members. Care should be taken to map the goals to practically achievable dates
- **First submission** – September 15th 2021

- **Second submission** – Jan 31st, 2022; The CSP during the Second submission should mention the goals that have been achieved till date, and what is the plan to achieve the pending goals.
- **Evaluation** – Club Success Plan in the prescribed format available at ([Club success plan](#))
- **Cut-off date:** September 15th 2021 & Jan 31st 2022
- **Submission mode:** Upload the completed CSP document to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

4. Presentations from Successful Club/Better Speaker/Leadership Excellence Series

- Maximum of 6 points; 2 points per presentation
- Total of 3 presentations; one presentation from each of the following:
 - The Successful Club Series (<https://www.toastmasters.org/resources/the-successful-club-series-set>)
 - The Better Speaker series (<https://www.toastmasters.org/resources/the-better-speaker-series-set>)
 - Leadership Excellence Series (<https://www.toastmasters.org/resources/the-leadership-excellence-series-set>)
- Presentations are to be done during a club regular meeting. For effectiveness, it is recommended that the presentation to be done by a senior member of the club or a visiting senior Toastmaster. Presentations should be carried out during different months.
- **Evaluation** – Meeting agenda & Evaluation sheet of the presentation
- **Cut-off date:** March 31st 2022.
- **Submission mode:** Upload the supporting documents for all 3 presentations as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

5. Joint club meetings

- Maximum of 4 points; 1 joint meeting each term; 2 points per joint club meeting
- Area meetings & Special Event with Buddy clubs will not be considered for these criteria. There should be an equal representation of role players & speakers from all the participating clubs.
- The first meeting can be online, while the second can be online or in-person meeting
- The first meeting should be with the club outside the home area
- The second meeting should be with the club outside the home division
- First meeting should be conducted between July 1st 2021 and Dec 31st 2021
- Second meeting should be conducted between Jan 1st 2022 and Apr 30th 2022
- **Evaluation:** Meeting agenda, minutes of the meeting, sheet which includes -the participating club names, 5 photographs of meeting in progress.
- Submission to be done only by the hosting club. Points for all the other clubs will be computed from the submission done by the Host club
- The joint meetings should be held with different clubs for both the terms.
- A maximum of three clubs can take part in the joint meetings.

- **Cut-off date:**
 - **Term 1:** Dec 31st 2021
 - **Term 2:** April 30th 2022
- Please ensure to send the supporting documents within the cutoff dates.
- This cannot be combined with Themed Club meetings
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

6. Themed club meetings

- Maximum of 4 points; 2 points per themed club meeting
- Themes must be professional. Themes could include milestones, occasions etc...
First meeting should be conducted between July 1st 2021 and Nov 30th 2021; Second meeting should be conducted between Dec 1st 2021 and April 20th 2022.
- **Evaluation:** Meeting agenda, minutes of the meeting, 5 photographs of meeting in progress. The themed meeting should have props/specific costumes/room décor etc.
- **Cut-off date:** Nov 30th 2021 & April 20th 2022
- Please ensure to send the supporting documents by the above-mentioned dates.
- The first meeting can be online while the second meeting can be online or in-person meeting. For online meetings, a theme like a common background against each participant, specific costumes can be considered.
- This cannot be combined with Joint Club meetings
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

7. Parliamentary Procedure Educational session

- Maximum of 4 points; 1 session each term; 2 points per session
- The club needs to host an educational session on parliamentary procedures
- First educational session should be conducted between July 1st 2021 and Dec 31st 2021
- Second educational session should be conducted between Jan 1st 2022 and Apr 30th 2022
- **Evaluation:** Meeting agenda, minutes of the meeting, 5 photographs of meeting in progress.
- **Cut-off date:**
 - **Term 1:** Dec 31st 2021
 - **Term 2:** April 30th 2022
- Please ensure to send the supporting documents within the cutoff dates.
- This cannot be combined with Themed Club meetings
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

8. Buddy Clubs

- This is a new initiative to promote camaraderie between clubs and encourage mentoring from clubs outside the home club.

- The Buddy clubs can get a maximum of 25 points.

- **Identification (3 Points)**

Identify a Buddy club and share the name of the club before September 15th, 2021.

1. Buddy club should be outside the Area but within District 120
2. Two community clubs cannot be Buddy clubs for this award criteria

In case of any challenges in identifying /reaching out to find a Buddy, the clubs can reach out to Area Director / Division Director/ CGD Team for any support.

- **Mentor Mapping (Maximum of 12 Points)**

The Buddy clubs are encouraged to participate in each other's meeting and perform roles to understand the members better. The members can identify their potential Mentors / Protégés when they visit the other club

Members can select a second mentor (if they already have one) or chose a mentor for performing a particular role / task in toastmasters. The Mentoring can be for Communication and / or Leadership.

1. Map mentors and submit the details by 30th September 2021. Total mentor mentee mapping should be at least 50% of members of the club with least membership or 5 mappings whichever is lower. (However, Clubs are encouraged to have more mentor - protégé mappings than the award criteria)

- a. For example, Club A has 22 members and Club B has 14 members then a minimum of 5 mentor-mentee mapping (50% of club B's strength is 7, but at least 5 is recommended) should be done.

- b. In case club A has 8 members and Club B has 25 members, at least 4 mentor - protégé mappings would suffice the award criteria.

- c. The mentors / protégés can be from either of the club. (For example, to map 5 Mentor - Protégé, there can be 3 mentors from Club A mapped to 3 Protégés from Club B and 2 Mentors from Club B mapped to 2 Protégés from Club A. Any combination is allowed).

2. Protégé should complete 3 levels or 3 leadership roles or a combination there of (Leadership roles include associate ex com roles, Area extended role, Division extended role, newsletter chair, club contest chair, Joint meeting chair, Themed meeting chair, Special membership campaign chair, roles in any Area / Division /District events) utilizing the mentoring from their Buddy club mentor. In case of extension roles, mentoring to be utilized

for accomplishing a particular task in that role (E.g.: As an Asst. VP Ed, the protégé to help VP Ed fill the roles in at least 4 meetings). The challenges, mentorship guidance received to be documented and submitted.

For every Protégé completing 3 tasks (levels / Leadership roles), both the clubs will be awarded 2 points. If all the protégés complete 3 tasks, remaining points will be given as bonus (In case of clubs with 5 mappings, 2 points will be bonus. In case of clubs with less than 5 mappings, entire remaining points will be given as Bonus).

In case a mentor / a protégé do not renew, a replacement mentor protégé mapping can be submitted. In this case the protégé should complete the tasks in a shorter period and no extension would be allowed. Also, the levels and/or leadership roles should be completed after they have mailed about the mapping. This change can be accommodated only if the members do not renew, any other reason would not be permitted.

Conduct two special meetings. (5 points for each event)

A special event can have one of the following programs in the agenda (Debate / any speech Contest / Panel Discussion / Talent Contest / Special Education Session etc. based on the member's preference)

Evaluation:

I. Upload the corresponding documents from Club ExCom confirming the Buddy club appointment to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

II. Upload the corresponding documents from any one of the clubs confirming the mentor–protégé mapping to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section.

III. Online submission by the protégé mentioning the 3 tasks (level/ leadership roles) explaining the mentoring experience. Protégé 's will submit this all at once after the completion of all the 3 tasks (to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section)

ii. Special event: Meeting agenda, minutes of the meeting, 5 photographs of the meeting in progress and a 1-minute video covering the meeting in progress and the audience. Presence of at least one of the Area Directors is mandatory.

• Cut-off dates:

- I. Buddy Appointment – 15th Sep 2021
- II. Mentor Mapping 30th Sept 2021
- III. Special Event 1 – 1st Oct 2021 –31st Dec 2021
- IV. Special Event 2 – 1st Jan 2022 –31st March 2022
- V. Protégé Submission – 30th April 2022

- **Submission mode:**

- o Buddy Appointment – Upload confirming the Buddy club appointment to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

- o Upload documents regarding the Mentor Mapping from any one of the clubs confirming the mentor – protégé mapping to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section.

- o Special Event 1&2 –Meeting agenda, minutes of the meeting, 5 photographs of the meeting in progress and a 1-minute video in a zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

- o Protégé Submission – Upload documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section.

9. Executive committee meeting

- Maximum of 5 points.
- Conduct at least 1 Executive committee meeting per quarter
- 1 point will be awarded for each meeting. A bonus of 1 point will be awarded if the Executive committee has conducted 4 meetings.
- **Evaluation:** Meeting agenda and the minutes of the meeting
- **Cut-off dates:** Sep 15th 2021, Nov 30th 2021, Feb 28th 2022, Apr 30th 2022.
- **Submission:** The submissions are to be done separately for each of the 4 meetings, within the cut-off dates mentioned above.
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

10. Visiting Toastmaster

- Maximum of 4 points; one visit per quarter; one point per visit
- Visiting Toastmaster should take up a role (Evaluator, GE or TMOD) /deliver a speech/present an educational session (Being a Table Topic speaker or a TAG role player will not be considered)
- Each quarter, the visiting Toastmaster must be distinct.
- Visiting Toastmaster can present from the Successful Club/Better Speaker/Leadership Excellence Series, but points will be awarded only in one area, that is, either for the Presentations category or for the Visiting Toastmaster, whichever has not been fulfilled earlier.
- **Evaluation:** Meeting agenda, the minutes of the meeting and a photo of the visiting Toastmaster in action. Flyer of the publicity made for the visiting Toastmaster is mandatory.
- **Cut-off dates:** Sep 15th 2021, Nov 30th 2021, Feb 28th 2022 & Apr 30th 2022. The submissions are to be done separately for each of the visits, within the cut-off dates mentioned above.
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

11. Area Director Visit Report & Quality check

- Maximum of 10 points in total
- Area Director visit report submitted through District central –1.5 points for each season.
- Area Director Quality check – maximum of 3.5 points
- **Term#1** –Area Director must submit AD visit report through District central on/before Sep 30th 2021; AD Quality check report must be emailed to PQD team on/before Sep 30th 2021.
- **Term#2** –Area Director must submit AD visit report through District central on/before Feb 28th 2022; AD Quality check report must be emailed to PQD team on/before Feb 28th 2022.
- **Submission:** To be made by Area Director. Club Presidents are encouraged to follow-up with the Area Director
- **Cut-off date:** Sep 30th 2021 & Feb 28th 2022.
- **Submission mode:** Upload the supporting documents as one Zip file to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

Area Director Quality Check Report

S.No	Criteria	Points
1	Meetings start and end on time	1
2	Meeting consists of minimum 3 prepared speeches and 3 Table Topic speeches	0.5
3	Display of Club banner, Ribbons, charter certificate	0.5
4	Display of DCP charts, Communication charts & Leadership charts/ Pathways charts	0.5
5	Usage of proper, precise, and creative flyer (TMI brand guideline compliant)	0.25
6	Usage of proper, precise, and neat agenda (TMI brand guideline compliant)	0.25
7	Welcome Guest and introduction of Guest (if any)	0.25
8	Recognition of best speaker, evaluator awards	0.25
	Total	3.5

Criteria – Club Engagement Avenue

S.No	Description	Points
1	Moments of Truth	10
2	Membership renewals	20
3	Membership building awards	9
4	Officer Training Program	20
5	Newsletter	5
6	Open House	10
7	Judge & CJ Roles	10
8	Area Council Meetings	4
9	Division Council Meetings	4
10	District Council Meeting	4
11	Club Officer Elections & Upload of Officers list	4
	Total	100

1. Moments of Truth (MOT)

- Maximum of 10 points; 2 points for MOT & 3 points for implementation per term.
- Criteria includes conducting MOT as well as implementation of at least 3 of the 6 recommendations
- MOT can be conducted by a senior club member or Club mentor/coach or Area Director.
- **Term #1**
MOT should be completed by September 15th 2021; implementation of 3 recommendations should be completed by Nov 30th 2021.
- **Term #2**
MOT should be completed by Jan 31st 2022; implementation of 3 recommendations should be completed by April 30th 2022.
- **Evaluation:** Meeting agenda + MOT report; MOT implementation report.
- **Cut-off date:** MOT –September 15th 2021, Jan 31st 2022; MOT implementation –Nov 30th 2021, April 30th 2022.
- **Templates:** Templates are available at <https://district120.org/awards.php> or refer the mail sent by PQD team.
- **Submission mode:** Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

2. Membership Renewals

- Maximum of 20 points; 10 points per renewal cycle
- Club will be awarded 5 points per renewal cycle if the club renews for base membership (club membership count as on June 30th 2021- Member Base) on/before September 30th 2021 as well as on/before March 31st 2022.
- Club will be awarded 5 more points per renewal cycle if the club renews for base membership count + 5 members.
- For both the renewals, the base membership is the count of Member Base of the club as it appears on dashboard.

- Renewal payments to be completed on/before September 30th 2021 as well as on/before March 31st 2022.
- **Submission:** Not required. Data will be taken from the TI dashboard.

3. Membership building awards

- Maximum of 9 points; 3 points per Membership building program
- Smedley award – 3 points
- Talk up Toastmasters – 3 points
- Beat the clock – 3 points
- For Beat the clock, membership payment must be completed on/before May 15th 2022. District membership roster will be used to determine the number of new/dual/reinstated members added by a club
- **Submission:** Not required
- **Cut-off date:** May 15th 2022

4. Officer Training program

- Maximum of 20 points; 8 points per OTP
- 1 point per club officer who attends the OTP
- Clubs in which all the 8 officers attend the OTP will get a bonus of 4 points.
- Club officers can attend the OTP conducted by another Division if they are not able to attend their home Division's OTP
- **Submission:** Signed Club officer attendance sheet submitted by Division Director. For online OTP's the zoom master will take the attendance.

5. Newsletter (criteria to be taken from best newsletter award)

- Maximum of 5 points (2.5 points per newsletter)
- The first newsletter must be prepared and submitted by the club on/before December 30th 2021
- The second newsletter must be prepared and submitted by the club on/before April 30th 2022
- **Cut-off date:** December 30th 2021 and April 30th 2022
- **Submission mode:** Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

6. Open House with the Trio

- Maximum of 10 points; 0.5 point for submitting a question on the theme announced for that month and 0.5 point for attending the open house.
- One question per meeting should be submitted for this award (A google sheet link will be inserted and circulated along with the flyer for the event, questions should be entered there) Window to submit question will be closed 3 days prior to the event.
- Dates can be found in the District calendar
- **Submission:** Not needed
- **Cut-off date:** Not Applicable.

7. Playing the role of a Chief Judge

- Maximum of 10 points
- This will be awarded to a club when one of its' members play the role of a Chief Judge – Chief Judge must have 5 voting judges & 1 tie breaking judge. Of the 5 voting judges, 1 judge must be a first-time judge and 2 of the judges must be from outside the Division. Chief Judge should have attended the Chief Judges Training Program (not valid for contests above club level and outside of D120).
- 5 points per term will be awarded.
- **Evaluation:** The Chief Judge of the respective contest must submit an email to the contest management chair with the criteria followed. Note: Please do not share any detail of the judges. Sample mail has been shared in the **Appendix 4**.
- Submission mode: The Chief Judge should upload the completed form in **Appendix 4** with the club names to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section
- **Cut-off date:** 10 days before respective Division Contest.

8. Area Council Meeting

- Maximum of 4 points
- 2 points per Area council meeting
- 1 point per club officer
- Area council meeting is to be attended by President and Vice-President Education/Vice-President Membership. In unavoidable circumstances, another club officer may choose to represent either of them, no proxy for online meetings.
- **Evaluation:** Attendance sheet circulated during Area council meeting. Club officers are requested to sign the same. Photos of the Area Council session covering all attendees to be attached.
- **Submission:** Area Director to submit the attendance sheet and photo
- Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

9. Division Council meeting

- Maximum of 4 points
- 2 points per Division council meeting held during the Division contests
- 1 point per club officer.
- Division council meeting is to be attended by President and Vice-President Education. In unavoidable circumstances, another club officer may choose to represent either of them, no proxy for online meetings.
- **Evaluation:** Attendance sheet circulated during Division council meeting. Club officers are requested to sign the same.
- **Submission:** Division Director to submit the attendance sheet
- Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

10. District Council meeting

- Maximum of 4 points
- 2 points each for President and Vice-President Education
- **Date of Meeting:** TBD
- **Type of Meeting:** Online meeting – you can connect via laptop/desktop/tablet/mobile phone.
- Proxy is not permitted.
- Attendance will be taken during the Council meeting through online method.
- No submission required

11. Club Officer Elections and Uploading of officers list

- Maximum of 4 points
- 2 points for conducting club officer elections and another 2 points for uploading the club officer list on time
- **Evaluation criteria for Club Officer Elections:**
The following proofs are required:
 - Appointment of the Club Leadership Committee by the President
 - Report submitted by the Club Leadership Committee on the list of Nominations received for the post of Club officers
 - MoM of the club officer elections. Must include names of floor candidates if any.
 - Screenshot of the club officers updated in TMI site.
 - Photographs after the election with the elected club officers
- For Semi Annual Clubs, the cutoff date for conducting the Club officer Election is Nov 15th 2021 and uploading the Club officer list to TMI is Nov 30th 2021. 2 points will be given to clubs which fulfil the above criteria. If the Clubs conduct club officer election between Nov 16th 2021 and Nov 30th 2021 and upload the club officer list to TMI before Dec 15th 2021 the club gets 1 point. Clubs not meeting any of the above criteria will not be given any points.
- For Annual Clubs, the cutoff date for uploading the club officer Election details and uploading the club officer list to TMI is Apr 30th 2022. 2 points will be given to clubs which fulfil the above criteria. If the Clubs conduct club officer election between May 1st 2022 and May 10th 2022 and upload the club officer list to TMI before May 10th 2022, the club gets 2 points. Clubs not meeting any of the above criteria will not be given any points.
- **Submission mode:** Upload the documents to https://linktr.ee/D120_HOF_awards_2021_2022 at the appropriate section

Appendix 1

List of clubs eligible for Phoenix Award

- 1) Thirdware Chennai Toastmasters Club
- 2) Nortonlifelock Toastmasters Club
- 3) TransUnion Orators Club
- 4) EY GDS Chennai Toastmasters Club
- 5) WNS Chennai
- 6) Barclays Chennai Toastmasters Club
- 7) Congruent Toastmasters Waves Club
- 8) Fourkites Toastmasters Club
- 9) NSN Oragadam
- 10) DICV Toastmasters
- 11) RNTBCI EE-SYSTEM2 TOASTMASTERS CLUB
- 12) Larynx - the Toastmasters Club at Zoho Corp
- 13) Kaligi Perambur Toastmasters Club
- 14) Standard Chartered GBS India Rivera Toastmasters Club
- 15) Perambur Speakers Toastmasters Club
- 16) Mogappair Marvels Toastmasters Club
- 17) SynerGE Orators Club
- 18) Eloquent Enclave
- 19) Flyjac Self Mastery Toastmasters Club
- 20) Ze' Oration Toastmasters Club
- 21) Sindhi School Speakers Toastmasters Club
- 22) Toastmasters Club IITM Chapter
- 23) Sindhi Orators Toastmasters Club
- 24) TalkPad@Infinite
- 25) Madurai Toastmasters Club
- 26) Honeywell Madurai Toastmasters Club
- 27) HCL Pandyas
- 28) Franklin Speaking Toastmasters Club
- 29) AMAT Chennai Toastmasters Club
- 30) Rane Toastmasters Club
- 31) KVEG Toastmasters Club
- 32) Verizon Toastmasters @ RMZ
- 33) The Eloquent Nerds @ Latentview
- 34) BNY Mellon Technology Chennai Toastmasters Club
- 35) Mindtree Chennai Toastmasters
- 36) GE Power Toastmasters Club
- 37) Speakease Toastmasters Club
- 38) KCG Toastmasters Club
- 39) BNP Paribas India Solutions Chennai
- 40) Thirdware Chennai Speakers Forum
- 41) Nokia Nexus Toastmasters Club
- 42) Hi-Mount Toastmasters Club
- 43) Questdale Toastmasters Club
- 44) CES Toastmasters Club
- 45) Vibrant Virtusa Toastmasters Club
- 46) Great Lakes Chennai Toastmasters Club
- 47) HCL Aspirations Toastmasters Club
- 48) Hindustan Toastmasters Club

- 49) Hindustan University Youth Toastmasters Club
- 50) HCAS Toastmasters Club
- 51) FAI - Salem Rainmakers Club
- 52) Orators of Tech Mahindra
- 53) Standard Chartered GBS India-OMR Toastmasters Club
- 54) Panaromic Toastmasters Club
- 55) Tagit Toastmasters Club
- 56) Expeditors MAA
- 57) Kamaraj Toastmasters Club Virudhunagar
- 58) Vestas Toastmasters II
- 59) Nellai Toastmasters
- 60) Puducherry Toastmasters

Appendix 2

List of clubs eligible for Rising Star Award

- 1) Vestas Toastmasters II
- 2) Nellai Toastmasters
- 3) Puducherry Toastmasters
- 4) Fourkites Toastmasters
- 5) Rane Toastmasters Club

Appendix 3

List of clubs eligible for Silver Eagle Award

- 1) BNYM Chennai - Phoenix
- 2) Sri Eshwar Toastmasters Club
- 3) PSNA Toastmasters Club
- 4) Sella Speakers Club
- 5) WBG Chennai TalkStars
- 6) Medavakkam Toastmasters Club
- 7) AZ GCO SPELLBINDERS TMC
- 8) Lennox India Toastmasters Club
- 9) CAT-EDCI Club
- 10) Chennai Articulators Club
- 11) Ford Chennai Toastmasters
- 12) Infosys Shols Toastmasters Club
- 13) South Chennai Toastmasters Club
- 14) Wipro Chennai Toastmasters Club - CDC5
- 15) Global Toastmasters Forum
- 16) Kaar Tech Toastmasters
- 17) Nortonlifelock Toastmasters Club
- 18) Barclays Chennai Toastmasters Club
- 19) Mogappair Marvels Toastmasters Club
- 20) Madurai Toastmasters Club
- 21) HCL Pandyas
- 22) Questdale Toastmasters Club
- 23) DICV Toastmasters
- 24) AMAT Chennai Toastmasters Club
- 25) Speakease Toastmasters Club
- 26) Nokia Nexus Toastmasters Club
- 27) Vibrant Virtusa Toastmasters Club
- 28) RNTBCI EE-SYSTEM2 TOASTMASTERS CLUB
- 29) Perambur Speakers Toastmasters Club
- 30) Eloquent Enclave
- 31) Franklin Speaking Toastmasters Club
- 32) Verizon Toastmasters @ RMZ
- 33) KCG Toastmasters Club
- 34) BNP Paribas India Solutions Chennai
- 35) Thirdware Chennai Speakers Forum
- 36) Fourkites Toastmasters Club
- 37) SynerGE Orators Club
- 38) Rane Toastmasters Club
- 39) KVEG Toastmasters Club
- 40) BNY Mellon Technology Chennai Toastmasters Club
- 41) Hi-Mount Toastmasters Club
- 42) Hindustan University Youth Toastmasters Club
- 43) Thirdware Chennai Toastmasters Club
- 44) TransUnion Orators Club
- 45) EY GDS Chennai Toastmasters Club
- 46) WNS Chennai
- 47) Congruent Toastmasters Waves Club
- 48) NSN Oragadam

- 49) Larynx - the Toastmasters Club at Zoho Corp
- 50) Kaligi Perambur Toastmasters Club
- 51) Standard Chartered GBS India Rivera Toastmasters Club
- 52) Flyjac Self Mastery Toastmasters Club
- 53) Ze' Oration Toastmasters Club
- 54) Sindhi School Speakers Toastmasters Club
- 55) Toastmasters Club IITM Chapter
- 56) Sindhi Orators Toastmasters Club
- 57) TalkPad@Infinite
- 58) Honeywell Madurai Toastmasters Club
- 59) The Eloquent Nerds @ Latentview
- 60) Mindtree Chennai Toastmasters
- 61) GE Power Toastmasters Club
- 62) CES Toastmasters Club
- 63) Great Lakes Chennai Toastmasters Club
- 64) HCL Aspirations Toastmasters Club
- 65) Hindustan Toastmasters Club
- 66) HCAS Toastmasters Club
- 67) FAI - Salem Rainmakers Club
- 68) Orators of Tech Mahindra
- 69) Standard Chartered GBS India-OMR Toastmasters Club
- 70) Panaromic Toastmasters Club
- 71) Tagit Toastmasters Club
- 72) Expeditors MAA
- 73) Kamaraj Toastmasters Club Virudhunagar
- 74) Vestas Toastmasters II
- 75) Nellai Toastmasters
- 76) Puducherry Toastmasters

Appendix 4

Sample mail format to be sent by Chief Judge for points in the Golden Gavel

From:

TM Name

TM Membership Number

TM Club Name

To:

The Golden Gavel Committee,

TI District 120

Dear Team,

This is to inform that I had taken the role as the Chief Judge for (ABC Toastmasters Club) on (date).

Along with me I had 5 voting judges and 1 Tie-Breaker Judge.

Of the 5 voting judges one of them is judging for the first time.

And two of them are from Division (.) and Division (.).

I have all their eligibility criteria duly filled in.

I assure the above information is correct.

Thanks and Regards,

(Name)

Chief Judge

Appendix 5

Best Newsletter Guidelines

The Club Newsletter reflects your club's unique identity as part of Toastmasters International. Use it to showcase your club members, their achievements, various events, and individual experiences!

Promote your club

- Club name, History, Affiliation/Sponsor information (for corporate clubs and other institutions)
- Meeting Location, Address, Directions to the venue, and Time
- Board Members' names and contact information
- Club Calendar

Promote the Toastmasters Education and Leadership Program

- Toastmasters International Logo and Tag line
- Vision of Toastmasters International, Mission of Toastmasters Clubs
- Education programs, Training events, and Contests at Area, Division and District level
- Education Sessions, Contests, Achievements by the Club
- Individual members achievements in the Pathways program
- Outreach programs for aspiring Toastmasters

Create innovative Designs

- Design and presentation of graphics, photos, text, borders, and other elements
- Organization of information according to theme, section, importance
- Content page with index to allow easy reading
- Consistent use of typeface (headings, subheadings, captions, articles, page numbers, sections)

Add Editorial information

- Newsletter name, Volume (according to year) number, and Issue (according to sequence) number
- Editorial Board Members' names, Editor's message
- Original articles with credit to the author, Other articles/information with details of source, issue, date, etc.

Include relevant and interesting Content

- Message from the Club President
- Messages from Area, Division and District Officers
- Report on Distinguished Club Program (DCP) status from Toastmasters International
- Educational articles related to Communication and Leadership, Member's experience as Toastmasters
- Important Club events, Community programs, Personal celebrations
- Introduction of new members, Testimonials from members, guests, representatives of other organizations

Appendix 6

Best Flyer Guidelines

The Club Flyer reflects your club's unique identity as part of Toastmasters International. Use it to showcase your club and attract more guests & potential members!

- 100% adherence to Brand Guidelines (<https://www.toastmasters.org/resources/brand-manual>)
- Club name, Meeting Location, Address, Time and contact information
- Design and presentation of graphics, photos, text, borders, and other elements
- Depiction of theme
- Consistent use of typeface (headings, subheadings, captions)