



## **District 64 Member Awards Division Director of the Year Award Nomination form**

District 64 honours individual members each year for their service to members, clubs and the District. These awards are presented annually. The nomination deadline for Division Director of the Year award is June 30 annually.

To be eligible for an award, the nominee must be a paid member of a Toastmaster Club within District 64 on the date nominations close. Nominators must also be paid members of a Toastmasters Club within District 64 on the date nominations close.

The Division Director of the Year award recognizes a Division Director whose outstanding service, dedication, commitment, and area team significantly contributed toward achieving the district mission.

**NOTE:** All accomplishments and activities must have been within the period from July 1 to June 30 for the year the nomination is submitted.

To nominate an individual for this award, please complete both Part 1 and Part 2 of this form. Part 1 identifies the nominee and the nominators. Please note that two nominators are required. Part 2 of the nomination form consists of a checklist and two questions which are weighted for scoring purposes: any additional accomplishments of the nominee, and a description of how the nominee upholds the Core Values of Toastmasters International and why they have earned the Award.

The Awards Committee representing the Divisions of District 64 will evaluate the information provided on the nomination form to select three finalists for each award. The recipients will be chosen by the District Trio.

Submit the completed nomination form by e-mail to [DistrictAwards@District64.ca](mailto:DistrictAwards@District64.ca) before the end of day on June 30 annually.



## District 64 Member Awards Division Director of the Year Award Nomination form – Part 1

Please complete the following:

Nominee information:  Date Submitted:
Name:  Club:  Phone:  E-mail:

***NOTE:*** Please double check to ensure all names on the nomination forms are correct, as this information will be used in material produced for the awards.

Nominators (note: two nominators are required):

First nominator information:
Name:  Club:  Phone:  E-mail:
Second nominator information:
Name:  Club:  Phone:  E-mail:



## District 64 Member Awards Division Director of the Year Award Nomination form – Part 2

The Division Director of the Year award recognizes an Division Director whose outstanding service, dedication, commitment, and Division team significantly contributed toward achieving the district mission.

**NOTE:** All accomplishments and activities must have been within the period from July 1 to June 30 for the year the nomination is submitted.

Several activities and accomplishments are categorically listed. For each category, check all the activities and accomplishments which apply to the nominee. Where indicated, enter the number, frequency, or percentage of the accomplishment.

(Note: The checklist is a guideline only, and it is not a requirement that the nominee have completed all items on the list.)

### Distinguished Area Achievements (Response = 10 points)

- Distinguished division \_\_\_\_\_
- Select Distinguished division \_\_\_\_\_
- President's Distinguished division \_\_\_\_\_

### Membership Building and Retention (Response = 10 points)

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

### Club Extension (Response = 10 points)

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

### Division Club Performance – Distinguished Club Program (Response = 10 points)

- Distinguished clubs in division — % of clubs \_\_\_\_\_
- Select distinguished clubs in division — % of clubs \_\_\_\_\_
- President's distinguished clubs in division — % of clubs \_\_\_\_\_

### Education and Training (Response = 10 points)

- Club officers trained in July–August — % trained \_\_\_\_\_
- Club officers trained in December-February — % trained \_\_\_\_\_
- Additional club education/training sessions \_\_\_\_\_
- Conducted education/training sessions at area events — Number \_\_\_\_\_
- Conducted other training for club/area/division/district officers — Number \_\_\_\_\_
- Inter-club events/exchanges in area — Number \_\_\_\_\_

### Leadership, Commitment and Support (Response = 15 points)

- Attended division director training \_\_\_\_\_
- Attended other district training \_\_\_\_\_
- Working knowledge and support of Toastmasters policy and guidelines \_\_\_\_\_
- Attended Club meetings (other than own Club(s) -- Number of meetings \_\_\_\_\_
- Area Club Visit reports completed by deadline --- 1<sup>st</sup> term % \_\_\_\_\_ 2<sup>nd</sup> term % \_\_\_\_\_
- Held regular division council meetings \_\_\_\_\_ Number of meetings \_\_\_\_\_
- Area representation at division council meetings \_\_\_\_\_
- Attended district executive committee meeting(s) — Number attended \_\_\_\_\_
- Attended district council meeting(s) — Number attended \_\_\_\_\_
- Attended other district meeting(s) — Number attended \_\_\_\_\_
- Areas competing in division speech contests — % competing \_\_\_\_\_
- Chief Judge at Area Contest --- Number of contests \_\_\_\_\_
- Contest Chair at Division Contests --- Number of contests \_\_\_\_\_
- Judge at Contests --- Number of contests \_\_\_\_\_
- Area director(s) representation at district council meetings --- % \_\_\_\_\_
- Club representation at (or proxy submitted for) district council meeting — % \_\_\_\_\_
- Club representation at (or Toastmasters International proxy certificate submitted to district for) Toastmasters International Convention — % \_\_\_\_\_
- Attended the Toastmasters International Convention \_\_\_\_\_

### Public Relations (Response = 5 points)

- Area newsletter \_\_\_\_\_
- Area or area club had (a) publication(s) in a newspaper or magazine — Number of publications \_\_\_\_\_
- Area or area club had (a) publication(s) on radio — Number of publications \_\_\_\_\_
- Area or area club had (a) publication(s) on television — Number of publications \_\_\_\_\_
- Visited or appeared outside the organization as a representative of Toastmasters — Number of appearances \_\_\_\_\_
- Area Toastmaster(s) participating in speaker's bureau — Number participating \_\_\_\_\_
- Wears Toastmasters name badge \_\_\_\_\_  Wears Toastmasters pin \_\_\_\_\_

Please indicate any additional accomplishments of the nominee not listed above

(Response = 10 points)

Please answer in this box. Provide specific examples.

(Box will expand to Add another page if necessary)

Please indicate how the nominee upholds the Core Values of Toastmasters International and why they have earned Division Director of the Year recognition

#### TOASTMASTERS INTERNATIONAL VALUES

- Integrity
- Respect
- Service
- Excellence

These are values worthy of a great organization, and they should be the anchor points of every decision we make. Our core values provide a means of guiding and evaluating our operations, our planning and our vision for the future.

(Response = 20 points)

Please answer in this box. Provide specific examples.

(Box will expand to Add another page if necessary)