

DISTRICT AWARDS

2023 - 2024

D82

District 82 | Sri Lanka, Maldives & British Indian Ocean

VERSION - 2

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PURPOSE

This booklet is a comprehensive and detailed breakdown of all the awards and recognitions being offered by District 82 to its members, clubs and district officers. These awards have been curated to

encourage and recognise the members, clubs and officers who achieve excellence during this Toastmaster year.

VERSION

Provided below is a log of the amendments made to this document since it's initial publication.

Version	Date	Amendment
1.00	19 Jul 2023	<ul style="list-style-type: none"> Initial Publication
2.00	19 Oct 2023	<ul style="list-style-type: none"> Added Club Awards Added Member Awards

AWARD TIMELINES

The allocated period for the 2023-2024 awards, is from 01st July 2023 to 1st May 2024 will be awarded at Ovation 2024. And any submission beyond 1st May 2024 will be awarded after the 2023-2024 term is completed. (More details available on each award section)

The submission cut-off date for the various awards varies, therefore, please review the requirement and submission guidelines for each Award carefully to avoid disappointment.

DISTRICT AWARDS PRESENTED AT DIVISION CONFERENCE / CONTESTS

The following **2023 – 2024** District awards will be presented at Division Conference & Contests in 2023-2024:

Award	Term 1 Recognition	Term 2 Recognition
Eight – 80 Award	Div. Conference – Nov 2023	Div. Conference– Apr 2024
Excellence in Leadership	Div. Conference – Nov 2023	Div. Conference– Apr 2024
Membership Retention Award *	Div. Conference– Apr 2024	Div. Conference– Apr 2024
Early Bird Renewal	Div. Conference– Apr 2024	Div. Conference– Apr 2024

SUBMISSION PROCESS

All Hall of Fame awards that require information to be submitted to the Program Quality Team, Club Growth Team or PR Team can be done through the new D82 website and will be done electronically. Division and Area submissions will need to be done via email or through District Central, as necessary.

MEMBER AWARDS

Excellence in Education

All members who achieve educational awards (Pathways Level 1, 2, 3, 4 & 5) will be presented with a Certificate from District 82. Members are required to keep their Toastmaster Profile postal address updated.

Eligibility	All members are encouraged to participate
Award presentation	<p>Certificates will be mailed to member's postal address available on the Toastmasters Profile. Members are expected to Keep the profile updated with accurate information.</p> <p>And</p> <p>Educational Awards filled after 30th April 2024 will be handed over to the respective clubs at the next Club Officer Training Program in July.</p>

Awards for Club Re-building Efforts

With the purpose of strengthening the club rebuilding activities three CGD awards have been introduced to the contributors as follows.

Excellence in Club Coaching

This award will be presented to members who have been appointed as Club Coach, and help the club to achieve **Select Distinguished status or above** and **maintained minimum of 20 membership base as at 30th of April 2024**

Eligibility	<ul style="list-style-type: none"> • Club Coaches who have been appointed from 1st July 2023 onwards. • The date of appointment of Club Coaches is available in TI web link https://rb.gy/lswt
Cut-off date & Award presentation	<p>30th April 2024 will be awarded at the Ovation 2024.</p> <p>30th June 2024 will be awarded at Next Toastmaster Year Division Mid-Year</p>

Excellence in Club Mentoring

This award will be presented to members who have been appointed as Club Mentor, and help the club to achieve **Select Distinguished status or above** and **maintained minimum of 20 membership base at the both renewals cycles** (as at 30th of October 2023 and as at 31st March 2024)

Eligibility	<ul style="list-style-type: none"> • Club Mentors of all clubs chartered from 1st of March 2023 onwards. • The date of appointment of Club Mentors is available in TI web link https://rb.gy/2s7w1
Cut-off date & Award presentation	<p>31st March 2024 will be awarded at the Ovation 2024.</p> <p>30th June 2024 will be awarded at Next Toastmaster Year Division Mid-Year</p>

Member Sponsor & Ambassador Award

This is introduced to recognize initiative efforts of the members who introduced either new or inactive member (conditions apply) to any toastmaster club in the D82 with effect from 1st of July 2023

Eligibility	<ul style="list-style-type: none"> Any member who introduces a New Member (<i>Charter members will <u>not be</u> considered</i>) OR Inactive member (member should have been inactive before 1st of October 2022)
Cut-off date	On or before 1 st May 2024 will be awarded at the Ovation 2024 And on or before 30 th June 2024 will be awarded at Next Toastmaster Year Division Mid-Year
Submission	<ul style="list-style-type: none"> Respective Club should add the member who introduces the new/reinstate member as the sponsor when submitting the details to the club central. VP Membership should not include themselves as the sponsor unless otherwise VP Member introduce member to the respective club. Member Sponsor details need to be submitted for the given link on www.district82.org (For any clarification reach out to CGD team)

RECOGNITION SCHEME IS AS FOLLOWS;

Criteria	Reward & Recognition
A member introduces 2 or more Member	Member name published in the district website
A member introduces 4 or more Members	Publish on the website+ Recognized with a flyer
A member introduces 6 or more Members	Publish on the website+ Recognized with a flyer +Mystery Gift
A member introduces 10 or more Members	Member Ambassador Award** (Digital recognition at ovation and only top 3 on stage)

Distinguished Toastmaster

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

Eligibility	Open to all members
Cut-off date	1 st May 2024
Award presentation	Ovation 2024

Area Director Award – ‘Star Area Director’-

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

- Presidents Distinguished Area
 - Area Directors who qualify by **31st March 2024**, will be recognised at **Ovation 2024**
 - Area Directors who qualify by **30th June 2024**, will be recognised at **Next Toastmaster Year Division Conference**
- Area Director Visit Reports to be filled as below:
 - Round #1 before 30th November 2023
 - Round #2 before 31st May 2024
- All active clubs in the Area to have a minimum of 4 trained officers in both terms.
- Area should achieve net growth of 8% in membership payments.

Eligibility	Open to all Area Directors
Cut-off date	31 st March 2024 and 30th June 2024
Award presentation	Ovation 2024 and Next Toastmaster Year Division conference

Division Director Award – ‘Star Division Director’-

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

- President’s Distinguished Division
 - Division Directors who qualify by **31st March 2024**, will be recognized at **Ovation 2024**
 - Division Directors who qualify by **30th June 2024**, will be recognized at **Next Toastmaster Division Conference**
- All Area Director Visit Reports for clubs in the Division to be filed for:
 - Round #1 before 30th November 2023
 - Round #2 before 31st May 2024
- All active clubs in the Division should ensure a minimum of 4 trained officers in both terms.
- Division should achieve net growth of 8% in membership payments.

Eligibility	Open to all Division Directors
Cut-off date	31 st March 2024 and 30th June 2024
Award presentation	Ovation 2024 and Next Toastmaster Division Conference

District 82 Outstanding Toastmaster/Division Director/Area Director

This award recognizes one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional.

Award Criteria: The form provided in the below link contains a suggested point system your club can use in selecting its Outstanding Toastmaster or Toastmaster of the Year. Complete one form for each candidate. <https://rb.gy/szfei>

Eligibility	Open to all members
Cut-off date	30th June 2024
Award submission date	Before 30 th Sept 2024
Award submission to be sent to	District Trio of 2023 – 2024
Award Presentation	Ovation 2025

CLUB AWARDS

Eight-80 Membership Award

This award recognises clubs who are able to attract at least 8 new members and retain 80% of their club base during the two periods indicated.

Clubs qualified in both **Term #1** and **Term #2** will be awarded **Excellence in Membership Growth and Retention Award** at Ovation 2024

Eight-80 award Term #1:

a) New/Dual/Reinstated Member Registration Criteria - “Eight”

Add Eight (8) new, dual, or reinstated members with a join date between 1st July 2023 and 30th September 2023. (Club must have added and paid for all 8 New/Dual/Reinstated members up until 31st March 2024)

b) Member Retention Criteria - “80%”

- 1) The Club must have completed the Renewal payments by **30th September 2023**
- 2) The club must have **renewed for 80% or over of the existing membership** present in the Membership Roster on 30th June 2023. Retention percentage of the club will be computed based on the data available on the TI dashboard/Membership roster on 30th September 2023 (i.e. Finalized Roster for the month of June 2023 Vs Finalized Membership Roster for the month of September 2023).

Clubs meeting the above two criteria (a & b) will be qualified for Term #1 of “Eight-80”

Eligibility	All clubs are encouraged to participate
Cut-off date	30 th September 2023
Submission	Not required
Award presentation	Div. Conference – Nov 2023

Eight-80 award Term #2:

a. New/Dual/Reinstated Member Registration Criteria - “Eight”

Add Eight (8) new, dual, or reinstated members with a join date between 1st January 2024 and 31st March 2024. (Club must have added and paid for all 8 New/Dual/Reinstated members up until 30th September 2024)

b. Member Retention Criteria - “80%”

- 1) The Club must have completed the Renewal payments by **31st March 2024**
- 2) The club must have renewed for 80% or over of the existing membership present in the Membership Roster on 30th September, 2023. Retention percentage of the club will be computed based on the data available on the TI dashboard/membership roster on 31st March 2024 (i.e. Finalized Membership Rosters of the Month of September 2023 Vs Month of March 2024).

- Clubs meeting the above two criteria (a & b) will be qualified for **Term #2** of ‘Eight-80’

Eligibility	All clubs are encouraged to participate.
Cut-off date	31 st March 2024
Submission	Not required
Award presentation	Division Conference April 2024

Membership Retention Award

This award is introduced with the purpose of recognizing the club efforts in member retention for both terms and will be awarded to the clubs which is not qualified for the eight-80

Clubs qualified in both **Term #1 and Term #2** will be awarded **Excellence in Membership Retention Award** at Ovation 2024

Membership Retention Award - Term #1:

- The club must have **renewed for 80% or over of the existing membership by 1st January 2024** based on the Membership Roster on 30th June 2023
- Retention percentage of the club will be computed based on the data available on the TI dashboard/Membership roster on 30th September 2023 (i.e. Finalized Roster for the month of June 2023 Vs Finalized Membership Roster for the month of 1st of January 2024).

Eligibility	All clubs are encouraged to participate
Cut-off date	1 st January 2024
Submission	Not required
Award presentation	Division Conference April 2024

Membership Retention Award - Term #2:

- The club must have **renewed for 80% or over of the existing membership by 31st March 2024** based on the Membership Roster on 30th September 2023
- Retention percentage of the club will be computed based on the data available on the TI dashboard/Membership roster on 30th September 2023 (i.e. Finalized Roster for the month of September 2023 Vs Finalized Membership Roster for the month of 31st of March 2024).

Eligibility	All clubs are encouraged to participate
Cut-off date	31 st March 2024
Submission	Not required
Award presentation	Division Conference April 2024

Triple Star Award-

- Clubs achieving all 3 membership building ribbons – Smedley Ribbon, Talk up Toastmasters, and Beat the Clock will be presented the Triple Star Award.
- For determining the Beat the Clock member addition, data will be computed from the District roster retrieved on 05th May 2024.

Eligibility	All clubs are encouraged to participate.
Cut-off date	05 th of May 2024
Submission	Not required
Award presentation	Ovation 2024

Dynamic Duo Award

- Clubs achieving 2 membership building ribbons out of the following – Smedley Ribbon, Talk up Toastmasters or Beat the Clock will be presented the Dynamic Duo Award.
- For determining the Beat the Clock member addition, data will be computed from the District roster retrieved on 05th May 2024.

Eligibility	All clubs are encouraged to participate
Cut-off date	05 th May 2024
Submission	Not required
Award presentation	Ovation 2024

Early Bird Renewal

In both renewal terms payments to be made as follows,

- The first 25 clubs to complete their renewals for both membership renewal cycles.
- 1st Term renewal should be completed on or before 15th September 2023 for the club membership base as of 30th June 2023
- 2nd Term renewal should be completed on or before 15th March 2024 for the club membership base as of 1st September 2023.
- Clubs with less than 20 members, will need to reach 20 or more members during the renewal cycles to receive the award.

Eligibility	All Clubs in the District
Cut-off date	Until 25 club mark reached
Award presentation	Division Conference 2024
Submission requirements	<p>Proof of membership renewal need to be submitted for the given link on www.district82.org</p> <ul style="list-style-type: none"> • Picture of Club Dashboard Page after renewals (JPG/PNG/PDF) • Club Roster (CSV/XLSX) • Picture of Wire Transfer Email with Proof of Payment and Club Roster attachments (JPG/PNG/PDF) if applicable

Highest Membership Addition Award-

This award will be given to the Top 3 clubs in District 82 who have the highest number of new/dual/reinstated member addition. (Minimum 15 new member additions should be available for a complete cycle)

Eligibility	All clubs are encouraged to participate.
Cut-off date	31 st March 2024
Submission	Not required
Award presentation	Ovation 2024

Excellence in Training

- Clubs that have all 7 club officers trained at the Club Officers Training program will be presented this award
- Club officers who are not able to attend the OTP conducted for their Division, can attend the OTP at any other Division
- Exco members who hold different positions in two different clubs should attend two different training programs.
- Special COTP's will NOT be considered.

Eligibility	All clubs are encouraged to participate.
Cut-off date	Club Officer Training Program on July 31 st , 2023 & December/January 31 st 2024
Submission	Not required
Award presentation	Division Conference /Contest – November 2023 & April 2024

**QUALITY CLUB /
SILVER /
GOLDEN CLUB
AWARD**

Summary of Award Point System

The following are recognitions awarded to clubs that ensure the highest standards in providing quality member experiences and who encourage members to step outside their comfort zones to engage with the club members and district members, at large.

	Eligibility	Minimum CQA Points to Qualify	DCP Status	Total Points Required
Quality Club Award	All Clubs	75 points	Distinguished	75 points
Silver Club Award*	Clubs did not achieve any distinguished status as at 30 Jun 2023	55 points	Distinguished	120 points
Golden Club Award	All clubs	75 points	President's Distinguished	170 points

Note: Clubs can qualify for only 1 of the above 3 awards

These awards are based on a scoring scheme that comprises two categories:

- Club Quality Avenue (CQA) – 100 points
- Club Engagement Avenue (CEA) – 100 points

Quality Club Award

- When a club achieves 75 or more points in Club Quality Avenue, the club will be presented with the Quality Club Award.
- Clubs receiving the **Silver Club Award** or **Golden Club Award**, **will not be** presented the Quality Club Award.

Eligibility	All clubs are encouraged to participate.
Cut-off date	3 rd May 2024 and 30 th June 2024
Award presentation	Clubs who qualify by 3rd May 2024 , will be recognised at Ovation 2024 and by 30 th June 2024 will be recognised at the Next toastmaster year Division Mid-Year Conference
Award Submission by Club	It is adequate if the submissions for the various criteria are made. The club need not apply separately for the award

Silver Club Award

- When a club achieves 120 or more points in total in the Club Quality Avenue & the Club Engagement Avenue, the club will be presented the Silver Club Award. Clubs must achieve a minimum of 55 points in the Club Quality Avenue.
- Clubs receiving the Golden Club Award or Quality Club Award, will not be presented the Silver Club Award.

Eligibility	Clubs did not achieve any distinguished status as at 30 Jun 2023
Cut-off date	3 rd May 2024 and 30 th June 2024
Award presentation	Clubs who qualify by 3rd May 2024 , will be recognised at Ovation 2024 and by 30 th June 2024 will be recognised at the Next toastmaster year Division Mid-Year Conference
Award Submission by Club	It is adequate if the submissions for the various criteria are made. The club need not apply separately for the award

Golden Club 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 Club Award. **Clubs must achieve a minimum of 75 points in the Club Quality Avenue & must be President's Distinguished in the 2023 – 2024 term.**

Eligibility	All clubs are encouraged to participate.
Cut-off date	3 rd May 2024 and 30 th June 2024
Award presentation	Clubs who qualify by 3rd May 2024 , will be recognised at Ovation 2024 and by 30 th June 2024 will be recognised at the Next toastmaster year Division Mid-Year Conference
Award Submission by Club	It is adequate if the submissions for the various criteria are made. The club need not apply separately for the award

Award Criteria - Club Quality Avenue

No	Club Quality Avenue Goal description	Points
1	DCP goals	30
2	100% Pathways Adoption	8
3	Educational Goals	12
4	Club Success Plan	8
5	Presentations from Successful Club/Better Speaker/Leadership Series	6
6	Joint club meetings	6
7	Themed club meetings	3
8	New Members	4
9	New Member Orientation	5
10	Executive Committee Meetings	5
11	Visiting Toastmaster	3
12	Area Director Quality check	10
	Total	100

1. DCP GOALS

- Maximum of 30 points; 3 points for each DCP goal achieved.
- To be eligible the clubs should become minimally Distinguished.
- Once the club becomes qualified for Distinguished, Select Distinguished, and President Distinguished status, 1, 2, and 3 bonus points will be awarded, respectively.
- See the table below:

DCP Points	Distinguished Status	Points eligible	Bonus	Total
5	Distinguished	15	1	16
7	Select Distinguished	21	2	23
9	President Distinguished	27	3	30

Submission	Not required; Data from TI Dashboard will be considered
Cut-off date	10 th April 2024 and 30 th June 2024

2. 100% Pathways Adoption

- Maximum of 08 points; 2 points per term (if a club achieves this target on or before the cut-off dates of all three terms, 2 additional points will be awarded)
- Club to achieve:
 - Term 1 – 100% Pathways Adoption as at 15th October 2023 – 2 points.
 - Term 2 – 100% Pathways Adoption as at 15th January 2023 – 2 points.
 - Term 3 – 100% Pathways Adoption as at 15th April 2024 – 2 points.
 - 2 Bonus Points are awarded if a club achieves this in all three terms.

Submission	Not required; Data from TI Dashboard will be considered
Cut-off dates	Term 1 –31 st October 2023 Term 2 - 15 th January 2024 Term 2 – 31 st March April 2024

3. Educational Goals

- Maximum 12 points.
- If more than 10 members* achieve at least 1 educational award – 8 points.
- If 10 members* achieve at least 1 Educational award – 7 points.
- If 8 or 9 members* achieve at least 1 Educational award – 6 points.
- If 6 or 7 members* achieve at least 1 Educational award – 5 points.
- If 4 or 5 members* achieve at least 1 Educational award – 4 points.
- If any 2 of the first 6 (educational) DCP points are achieved by 31st January 2024 – 4 points.

* We will be considering the individual members completing the awards, not the number of awards completed by each member.

Submission	Not required; Data from TI Dashboard will be considered
Cut-off dates	31 st January 2024, 31 st March 2024, and 30 th June 2024

4. Club Success Plan (CSP)

- Maximum of 8 points; 4 points per half-yearly submission.
- Club Success Plan must be prepared by Club Officers in discussion with the club members. Care should be taken to map the DCP goals to practically achievable dates.
- The CSP during the second submission should mention the DCP goals that have been achieved to date, and the plan to achieve the pending goals.
- Evaluation: Club Success Plan template is available on the D82 Awards page of the District website.

Submission	To be submitted via www.district82.org
Cut-off dates	Term 1 – 30 th September 2023 Term 2 – 31 st January 2024 (including progress of 1 st CSP)

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

- Maximum of 6 points; 2 points per presentation, should be done per quarter.
- Total of 3 presentations; one presentation from each of the following –
 - The Successful Club Series
 - <https://bit.ly/45XBCnT>
 - **MOT presentation may not be used for this submission.**
 - The Better Speaker Series
 - <https://rb.gy/g6mhe> .
 - Leadership Excellence Series
 - <http://bit.ly/405nO9e>
- Presentations are to be done during a regular club meeting. It is recommended that the presentation be done by a member of the club or an experienced visiting Toastmasters. Presentations should be done, once per quarter.
- This cannot be combined with joint meetings, themed meetings, or visiting-Toastmasters-meetings.
- All the presentations, joint meetings, themed meetings, and visiting-Toastmasters-meetings, should be claimed in separate meetings.

Submission	To be submitted via www.district82.org
Cut-off dates	30 th September 2023, 31 st December 2023 and 31 st March 2024

6. Joint club meetings

- Maximum of 6 points; 3 points per joint club meeting between two clubs.
- One joint meeting should be with a club outside your division (e.g.: if you belong to Division X, conduct one joint meeting with a club from Division Y).
- Area joint meetings will not be considered.
- There should be an equal representation of role players & speakers from both clubs.
- The first meeting should be conducted between 1st July and 30th November 2023; the Second meeting should be conducted between 1st December 2023 and 31st March 2024.
- Evaluation: Meeting agenda, minutes of the meeting, and 3 meeting photographs.
- Submission is to be done only by the **hosting club**. Points for the other club will be computed from the submission done by the host club.
- All the presentations, joint meetings, themed meetings, and visiting-Toastmasters-meetings should be claimed in separate meetings.

Submission	To be submitted via www.district82.org
Cut-off date	30 th November 2023 31 st March 2024

7. Themed club meetings

- A maximum of 3 points will be awarded for one themed club meeting.
- Evaluation: The meeting agenda, minutes of the meeting, and 3 meeting photographs as proof for the theme should be submitted.
- All the presentations, joint meetings, themed meetings, and visiting-Toastmasters-meetings should be claimed in separate meetings.

Submission	To be submitted via www.district82.org
Cut-off date	31 st December 2023

8. New Members

- Maximum of 4 points for adding new members to the club. 1 point per member.

Submission	Not required; Data from TI Dashboard will be considered.
Cut-off date	31 st January 2024, 30 th April 2024, 30 th June 2024

*If the club has claimed points under Club Engagement Avenue (CEA) for membership building awards, those members who qualified for membership building award/s will not be considered/qualified for this. In other words, you cannot claim points from both categories for the same members. However, if you have introduced beyond the number of required members for the CEA Membership Building award those additional number of members will be considered here.

9. New Member Orientation

- A maximum of 5 points is awarded for attending the new member orientation program organized by Area, Division.
- All the new members, who have joined the club on or after 1st July 2022 are eligible to attend the new member orientation program organized by, the Area or Division,
- Evaluation: Meeting agenda, and 3 meeting photographs, attendance marking.
- New members are to attend new member orientation on or before.
 - Term 1 – November 30th, 2023 – 3 points.
 - Term 2 – April 10th, 2024 – 2 points.
- TLI will organize a facilitation session on How to conduct a new member orientation to facilitate area and division to effectively organize and conduct a new member orientation program.

Submission	Attendance is to be marked during the program using a link for marking attendance.
Cut-off dates	30 th November 2023, and 10 th April 2024.

10. Executive committee meetings

- Maximum of 5 points.
- Conduct monthly exco meetings and submit minutes of any 1 exco meeting from that quarter. 1 point will be awarded for each meeting. 2 bonus points will be awarded if the executive committee has conducted 3 meetings during the award timeline.
- Evaluation: Meeting agenda and the minutes of the meeting.

Submission	To be submitted via www.district82.org
Cut-off date	30 th September 2023 31 st December 2023 31 st March 2024

11. Visiting Toastmaster

- Maximum of 3 points; one point per visit.
- Visiting Toastmasters should play one of the following roles:
 - Evaluate a prepared speech.
 - Toastmaster of the Day Role
 - Table Topic Master
 - Grammarian Role
 - General Evaluator Role
 - Educational Presenter (In addition to 4a above).
- The following will not be considered for visiting Toastmasters:
 - Timer
 - Ah Counter
 - Table Topic Speaker
- Visiting Toastmasters cannot be combined with the CQA (5) and CQA (6)

- Visits by the following district leaders cannot be considered for this award:
 - District Director / Program Quality Director / Club Growth Director
 - Division Director of the same Division / Area Director of the same Area
- Each quarter, the visiting Toastmaster must be a different member from a different club.
- Evaluation: Meeting agenda and the minutes of the meeting

Submission	To be submitted via www.district82.org
Cut-off dates	30 th September 2023, 31 st December 2023 and 31 st March 2024

12. Area Director Quality Check

- Maximum of 10 points in total 5 points per term.
- **Area Director Quality check – maximum of 5 points.**
- **Term #1** – The AD Quality check report must be submitted through the District website by the Area Director. www.district82.org on or before 31st October 2023.
- **Term #2** – The AD Quality check report must be submitted through the District website by the Area Director. www.district82.org on or before 28th Feb 2024.
- **Should be in compliance with District 82 approved format;** download from www.district82.org.

Submission	<ul style="list-style-type: none"> • Area Director Quality check to be submitted through the District website by the Area Director. www.district82.org. • Club Presidents are encouraged to follow up with the Area Director.
Cut-off dates	31 st October 2023 and 28 th February 2024

Area Director Quality Check Report

No	Criteria	Points
1	Meetings start and end on time (half point each)	1
2	The meeting consists of minimum 2 prepared speeches and 3 Table Topic speeches (Speeches done by 2 different members)	1.5
3	Display of Club banner/Virtual background banner	0.5
4	Sharing the digital file or display of DCP charts, Pathways charts before or during the meeting	0.5
5	Usage of proper, precise, and neat TI agenda	0.5
6	Welcome Guests and introduction of Guest (if any)	0.5
7	Recognition of 2 of these: best-prepared speaker, table topics speaker, evaluator awards, role player	0.5
Total Points		5

Award Criteria - Club Engagement Avenue

No	Description	Points
1	Moments of Truth	10
2	Membership renewals	20
3	Membership building awards	20
4	Club Officer Training Program	10
5	Newsletter	10
6	Let The World Know	10
7	Attending TLI programs	3
8	Attending Judges Training Program	3
9	Division Conferences / Contest	8
10	Division & District Council meetings	6
	Total	100

1. Moments of Truth (MOT)

- Maximum of 10 points; 2 points for MOT & 3 points for implementation of recommendations from the MOT (Per term 5 points).
- MOT can be conducted by an experienced club member or experienced visiting Toastmaster including the Area Director.
- **Season #1** - MOT should be completed by 30th September 2023. Implementation of recommendations should be completed by 31st December 2023.
- **Season #2** - MOT should be completed by 28th February 2024. Implementation of recommendations should be completed by 31st March 2024, to be recognized at Ovation 2024.
- Those who implement the recommendations by 31st May 2024 will be recognized at the next year's Division Conference.
- Evaluation: Meeting agenda + MOT report; MOT implementation report.

Submission	To be submitted via www.district82.org
Cut-off date	MOT submission – 30 st September 2023, 28 th February 2024; MOT implementation – 31 st December 2023, 31 st March 2024, 31 st May 2024.

2. Membership Renewals

- Maximum of 20 points.
- The club will be awarded 8 points per renewal cycle if one of the following conditions are met by the club:
 - A club with a membership base of (that is, members as of 30th June 2023) less than or equal to 15 members reaches at least **15 renewals in the first renewal cycle and 20 renewals in the second renewal cycle***. (First term's points will be rewarded only if the club meets the second term's renewals requirement).
 - A club with a membership base of (that is, members as of 30th June 2023) more than 15 and less than or equal to 20 members **reaches 20 renewals in both renewal cycles***.
 - A club with a membership base of (that is, members as of 30th June 2023) more than 20 members and less than 50 members – **reaches 20 renewals + half of the balance renewals*** (e.g.: if the club base is 50 members as at 30th June 2023, renewal should be 20 members + 15 members $[(50-20)/2]$.)
 - A club with a membership base (that is, members as of 30th June 2023) of more than 40 members and less than 60 members – **reaches 20 renewals + 60% of the balance renewals*** (eg: if the club base is 50 members as at 30th June 2023, renewal should be 20 members + 18 members $[(50-20)/100 \times 60]$)
 - A club with a membership base of (that is, members as of 30th June 2023) more than 60 members - **reaches 50 renewals in both renewal cycles***
- The club will be awarded 4 additional points If the club added another 5 membership renewals to one of the above conditions in **at least one** membership cycle*

Examples:

- A club with a base of 20 members as of 30th June 2023 reaches 20 renewals + another 5 renewals.
- A club with a base of 50 members as of 30th June 2023, reaches 35 renewals + another 5 renewals.
- A club with a base of 70 members as of 30th June 2023, reaches 50 renewals + another 5 renewals.
- All renewals need to be completed for the two renewal cycles **on or before 30th September 2023** and **on or before 31st March 2024**, respectively.
- For both renewals, the base membership is the count of the Member Base of the club which appears on the dashboard.

* Note:

*Clubs **do not need** to renew the same roster of members; they only need to match the number of members with the number of renewals for each cycle.*

Therefore, if a club has 20 members or knows that some members from its base may not renew in the upcoming cycle, they can add or reinstate members (Term 1: with a joining date before 30th September 2023, and Term 2 with a joining date before 31st March 2024) and renew the membership of these for the next 6 months, as well.

The total number of renewals, by the cut-off dates, should meet the above-mentioned criteria.

Submission	Not required. Data will be taken from the TI dashboard.
Cut-off date	Renewal payments are to be completed on or before 30 th September 2023, as well as on or before 31 st March 2024.

3. Membership Building Awards

- Maximum of 20 points.
 - Smedley award – 7 points. 5 points for achieving the Smedley award, if Smedley award members renewed, for the subsequent period (Oct–March) another 2 points to be awarded (0.5 per member and a maximum of 2 points for the award).
 - Talk up Toastmasters –7 points. 5 points for achieving Talk Up award, if Talk Up award members renewed, for the subsequent period (April –Sept) another 2 points to be awarded. (0.5 per member and maximum 2).
 - Beat the clock – 6 points for the award.
- For Beat the Clock, membership payment must be completed before 3rd May 2024. The district membership roster will be used to determine the number of new, dual, and reinstated members added by a club.

Submission	Not required.
Cut-off dates	30 th September 2023, 31 st March 2024 and 3 rd May 2024, 30 th June 2024.

4. Club Officer Training Program

- Maximum of 10 points; 5 points per OTP.
- 0.5 points per club officer if there is a minimum attendance of 4 officers who attend the OTP.
- Clubs in which all the 7 officers attend the OTP will get a bonus of 3 points.
- Club officers can attend the OTP conducted by another Division if they are not able to attend their home Division’s OTP.

Submission	Attendance is to be marked during the program using a link for marking attendance.
Cut-off date	On the day of COTP

5. Newsletter

- A maximum of 10 points will be awarded.
- 4 Points will be awarded for a newsletter published before 30th November 2023 and for a second before 31st March 2024.
- The newsletter should have at least 6 pages, A4.
- If a club publishes both newsletters before the cut-off date, another 2 points will be awarded.

Submission	To be submitted on www.district82.org
Cut-off date	30 th November 2023, 31 st March 2024

6. Let the World Know

A Maximum of 10 points will be awarded. 4 points will be awarded per program per term. If the club does programs in both terms 2 bonus points will be given.

- Open House program, corporate or community.
 - Physical, or virtual (Only if your club meetings are held virtual).
 - Flyer, agenda, registration, and three photos.
 - Attendance - at least 10 participants.

Submission	www.district82.org
Cut-off date	Term one – 31 st December 2023 Term two – 31 st March 2024

7. Attending TLI Programs

- Maximum of 3 points; you can claim for a maximum of 3 participants for a program, 0.5 points per member per program.
- The list of TLI programs will be published on the D82 website, by August 2023.
- Applicable TLI events – Attending, EMERGENCE, and other events specified by the district.
- For event dates please check the Events Calendar on www.district82.org.

Submission	Attendance is to be marked during the program using a link for marking attendance.
Cut-off date	As per the TLI program dates

8. Attending Judges' Training & Contest Management Program

- Maximum of 3 points, 1.5 points per season.
- The judges' Training Program and Contest Management program will be conducted per contest season.
- 0.5 points will be awarded to each member participating in this training, based on the following conditions:
 - Points will be awarded for a maximum of 2 members attending JTP or CJTP training in each season. **Points will only be awarded to members who meet the judging qualification criteria of having earned certificates in Levels 1 and 2 of any paths in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster Award.**
 - Points will be awarded for a maximum of 1 member attending Contest Management (recommended the club contest master and contest chair attend).

Submission	Attendance is to be marked during the program using a link for marking attendance.
Cut-off date	As per the JTP program dates.

9. Division Conference/Contests

- 8 points. Maximum of 4 points per conference; two conferences.
- The club gets 1 point per member; up to a maximum of 4 points per Division event.
- District Officers – (District trio, AM, FM, PRM, Division Directors, & Area Directors of that division) cannot be counted.
- Member should attend their Home Division contest; if a member is part of more than 1 club in multiple Divisions, attendance will be considered for the other Division contest if the member attends that as well. (Dual members – credit will be given to the **FIRST** club mentioned in the registration form)
- Points will not be given to members who are contestants.

Submission	Attendance is to be marked during the program using a link for marking attendance.
Cut-off date	Within the conference date.

10. Division & District Council Meeting

- 2 points for the District Council Meeting.
- 4 points for both Division Council Meetings in term 1 and term 2.

Division Council Meeting

- Maximum of 4 points: 2 points per term
- 2 points per Division council meeting held during the Division Conference / Contests
- The division council meeting is to be attended by President or Vice-President Education. In unavoidable circumstances, another club officer may choose to represent either of them. 2 points will be awarded per club officer.
- Evaluation: Attendance sheet circulated during Division council meeting. Club officers are requested to sign the same.

Submission	Division Director is to submit the attendance sheet
Cut-off date	Within 1 week of the Division Council meeting

District Council Meeting

- Maximum of 2 points
- 1 point each for President and Vice-President Education
- Date of Meeting: Sep 24th, 2023
- Type of Meeting: hybrid meeting – you can connect via laptop/desktop/tablet/mobile phone.
- Attendance Marking: Two random times during the meeting attendance will be marked by sharing a form to fill out or any other method. Only if Attendance is marked in both instances points will be allocated. If attendance is marked once no points will be allocated.
- Proxy is not permitted.

Submission	Attendance will be taken twice during the Council meeting through online methods. Using above-mentioned attendance marking method.
Cut-off date	No submission required

PR AWARDS

Creative Content Newsletter Award

Clubs can submit two newsletters during the year before the stipulated cut-off dates. The three highest-scoring clubs for each term will be awarded the Gold, Silver, and Bronze Awards.

Purpose

To recognize and celebrate clubs that exemplify excellence in promoting valuable content, raising awareness, and showcasing achievements using proper branding and creativity to inspire and motivate both members and the wider community.

Qualification Criteria

- MUST be 25 pages or less (Including covers). 5% reduction for each additional page
- MUST NOT have any major brand violations as per the current version of the Toastmasters International Brand Manual

Club Information - Club Name - Club Officers' names, positions, and contact information. - Meeting time, day, and venue - Calendar/List of events	10%
Layout & Presentation -Consistent use of typography, whitespace, and colour -Effective use of graphics -Overall creativity.	25%
Content -Promotion of the Toastmasters Mission, Core Values, and Envisioned Future -Recognition of Club Members' achievements -Write-ups on recent and upcoming club activities/events -Message(s) from Club President and/or other Officers -Message(s) from Area/Division/District Officers -Educational articles from Club Members -Educational articles from Members of other clubs/external experts	40%
Brand Compliance -Should be substantially compliant with the Toastmasters Brand Manual -Each author must be rightfully credited	25%
Submission Instructions	-Upload the newsletter <u>in PDF format</u> to Google Drive or another reliable file-sharing service. -Submit the link to download the newsletter via the form available at district82.org/d82-submission . The club must ensure that the link is accessible. <u>Submissions with broken/restricted/expired links will be disqualified.</u>
Cut-off date(s)	<ul style="list-style-type: none"> • Term I: 30th November 2023 • Term II: 31st March 2024

Publicity Star Award

Clubs that gain visibility for club achievements/activities in popular print (newspapers, magazines, including THE TOASTMASTER magazine), digital (Television and Radio), and web media are eligible to apply. The three highest-scoring clubs will be awarded the Gold, Silver, and Bronze Awards.

Purpose

To encourage and celebrate the clubs that gain visibility for club achievements/activities in popular print and raise awareness of Toastmasters International, outside the fraternity.

For each instance	Max. 5 Points
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Submission Instructions	Submit evidence of publicity gained via district82.org/d82-submission within 4 weeks of publishing.
Cut-off date(s)	10 th March 2024

Outstanding Website Award

Clubs can submit a website that is actively maintained and updated with content pertaining to the current program year. The three highest-scoring clubs will be awarded the Gold, Silver, and Bronze Awards.

Purpose

To encourage and celebrate the clubs that maintain a website that is actively maintained and updated with content pertaining to the current program year.

Qualification Criteria

- MUST be up-to-date for the current program year
- MUST NOT have any major brand violations as per the current version of the Toastmasters International Brand Manual
- MUST follow specific Website Guidelines provided in the Procedures and Standards section of the Brand Manual

Brand Compliance	30%
Layout	30%
Useful Static Content	20%
Frequently Updated and Relevant Content	20%

Submission Instructions	Submit the website URL via the form available at district82.org/d82-submission . The club must ensure that the link is accessible. <u>Submissions with broken links will be disqualified</u>
Cut-off date(s)	31 st March 2024

Best Social Media Presence

Clubs can submit Social Media metrics that denote growth and reach along with evidence for presence on one or more of the following social media sites:

- **Facebook**
- **Instagram**
- **LinkedIn**

Please ensure to go through the prerequisites to ensure that you can access the insights necessary for submission.

The three highest-scoring clubs will be awarded the Gold, Silver, and Bronze Awards.

Purpose

To encourage the clubs that have good Social Media metrics that denote growth and reach along with evidence for presence on social media with continuous posts.

Qualification Criteria

- MUST be up-to-date for the current program year.

Brand Compliance	40%
Growth	40%
Reach	20%

- MUST NOT have any major brand violations as per the current version of the Toastmasters International Brand Manual.

Platform-Specific Metrics

	Growth Metric	Reach Metric
Facebook (Via Meta Business Suite)	<u>Facebook Page new likes</u> for a period of <u>one year</u> (or maximum available)	<u>Facebook Page reach</u> for a period of <u>one year</u> (or maximum available)
Instagram (Via Meta Business Suite)	<u>Instagram new followers</u> for a period of <u>one year</u> (or maximum available)	<u>Instagram reach</u> for a period of <u>one year</u> (or maximum available)
LinkedIn (Via LinkedIn Page Analytics)	<u>New followers</u> for a period of <u>one year</u> (or maximum available).	<u>Unique impressions</u> for a period of <u>one year</u> (or maximum available).

Prerequisites	<ul style="list-style-type: none"> • Ensure that the Instagram page uses a Professional Account • Ensure that the LinkedIn page is a Company Page • Ensure that the Facebook page is available on Meta Business Suite • Connect the Instagram account to Meta Business Suite
Submission Instructions	Submit the social media site link, growth and reach metrics, and evidence via the form available at district82.org/d82-submission . The club must ensure that the link is accessible. <u>Submissions with broken links will be disqualified.</u>
Cut-off date(s)	31 st March 2024

Innovative Content Creator

This award recognizes creative content that goes beyond static social media posts/flyers. Examples include promotional/educational video campaigns, podcasts, etc. The three highest-scoring clubs will be awarded the Gold, Silver, and Bronze Awards.

Purpose

To celebrate and recognize outstanding content that surpasses static social media posts and flyers, highlighting innovative promotional/educational video campaigns, podcasts, and similar creations

Qualification Criteria

MUST NOT have any major brand violations as per the current version of the Toastmasters International Brand Manual.

For video submissions, the [Trademark Use Authorization](#) obtained from the Toastmasters International Intellectual Property Team is mandatory.

Effort	30%
Innovation and Creativity	45%
Professionalism	15%
Value of Content	10%

Submission Instructions	Submit a link to content via district82.org/d82-submission (along with the Trademark Use Authorization for video content). The club must ensure that the link is accessible. <u>Submissions with broken links will be disqualified.</u>
Cut-off date(s)	10 th March 2024

Champion Flyer / Top Flyers of the Month

Clubs may submit their brand-compliant, creative, and informative flyer designs. Each club may submit ONE flyer of their choosing published on social media per month. A club's submission may be adjudged as 'Champion Flyer of the Month' only once. However, the aggregate scores obtained by each club will be used for determining the overall Gold, Silver, and Bronze Award winners. A club's submission may be adjudged a 'Top Flyer' more than once.

Purpose

To recognize and celebrate the clubs that provide and promote valuable information about the club without any brand violation and with creativity.

Qualification Criteria

MUST NOT have any major brand violations as per the current version of the Toastmasters International Brand Manual

The flyer must be posted on the club's social media pages

Brand Compliance	40%
Creativity and Organization	45%
Value of Information	15%

Submission Instructions	Submit a link to the flyer via district82.org/d82-submission . The club must ensure that the link is accessible. <u>Submissions with broken links will be disqualified</u> . Submit only one flyer per Month.
Cut-off date(s)	Last day of each month