



District 120

Hall of Fame Awards

2020-21

Contents

Division Stage	3
Member Award – Excellence in Education	3
Member Award – Excellence in Leadership	3
Club Award – Excellence in Training	3
District Stage	4
Member Award – Excellence in Club Building	4
Member Award – Distinguished Toastmaster	4
Member Award – Stellar Area Director	4
Member Award – Stellar Division Director	5
Member Award - Star Area Director*	5
Member Award – Star Division Director*	6
Member Award – Champion Area Director*	6
Member Award - Champion Division Director*	6
Member Award - Pathways Celebrity Award*	6
Member Award - Pathways Champion Award*	6
Member Award - Excellence in Execution*	7
Club Award – Phoenix Award	7
Club Award – Rising Star Award	7
Club Award – Eight-80 Membership Award	7
Club Award – Triple Star Award	8
Club Award – Beyond Boundaries	9
Club Award – Samaritan Club*	9
Club Award – Platinum Club Award*	9
Club Award – Gold Club Award*	9
Club Award – Quality Club/Golden Gavel	10
Criteria – Club Quality Avenue	11
Criteria – Club Engagement Avenue	16
Appendix 1	21
Appendix 2	22
Appendix 3	22

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, 2020, March 15th, 2021.
- **Award presentation:** Educational Awards filed up to Nov 10th, 2020 will be recognized at Semi-annual Division contest. Awards filed between Nov 11th, 2020 and March 15th, 2021 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.

- **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 2020
 - o Season 2: Awards will be presented at Division Contest Mar/Apr 2021

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
- **Eligibility:** All club officers are encouraged to participate.
- Award Submission by Club: Not required
- **Cut-off date:** Date of the last OTP in term 1 & term 2
- **Award presentation:** Division contest – Nov/Dec 2020 & March/April 2021

District Stage

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 DCP >= 7 points

- **Eligibility:**
 - Club Mentors for all clubs chartered from April 1st, 2020 onwards.
 - Club coaches who have been appointed from April 1st, 2020 onwards.
 - The date of appointment of Club mentors/coaches is available at <http://dashboards.toastmasters.org/UpdateReports.aspx>
- **Cut-off date:** May 15th, 2021
- **Award presentation:** District 120 Annual Conference, 2021

Member Award – 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:** May 15th, 2021
- **Award Presentation:** District 120 Annual Conference, 2021

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, 2021.
- Area Director Visit Report to be filed for
 - **Round#1 on/before Sep 30th, 2020,**
 - **Round#2 on/before Feb 28th, 2021**
- Area Director Quality check on clubs should be submitted on time.
- All Active clubs in the Area to have a minimum of 4 trained officers by Aug 31st, 2020 and Feb 15th, 2021.
- TOTAL active members of Area (Excluding active members of new clubs chartered from 01st Jul onwards) should be >= 80% of total member base of that area as at June 30th, 2020 and achieve a net growth of 8% in membership payments including new club payments.
- Area Director whose all base / active clubs are Distinguished and above status as on Apr 30th, 2021.

- Minimum of 3 members from each club should have been attended the TLI event per Term
 - TN - NMO, Pathways 101, How to conduct effective meetings & Mentoring
- **Eligibility:** Open to all Area Directors
- **Cut-off date:** 30th Apr 2021 (Data will be extracted from TI dashboard)
- **Award Presentation:** District 120 Annual Conference, 2021

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, 2021.
- Area Director Visit Report for clubs in the Division to be filed for
 - **Round#1 on or before Sep 30th, 2020.**
 - **Round#2 on or before Feb 28th, 2021.**
- All Active clubs in the Division to have a minimum of 4 trained officers by Aug 31st, 2020 and Feb 15th, 2021.
- Submission of OTP attendance to PQD within 3 days of completion of OTP; Submission of Supplementary (additional) OTP attendance (if any) by Aug 31st, 2020 and Feb 15th, 2021.
- Division Director whose all base / active clubs are Distinguished and above status as on Apr 30th, 2021.
- Minimum of 3 members from each club should have been attended the TLI event per Term
 - New Member Orientation, Pathways 101, How to conduct effective meetings & Mentoring
- **Eligibility:** Open to all Division Directors
- **Cut-off date:** Apr 30th, 2021
- **Award Presentation:** District 120 Annual Conference, 2021

Member Award - Star Area Director*

- Area Director whose all base / active clubs are Distinguished and above status as on Apr 30th, 2021.
- 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, 2021 (Data will be extracted from TI Dashboard)
- **Award Presentation:** District 120 Annual Conference, 2021

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, 2021.
- **Eligibility:** Open to all Division Directors
- Not applicable if the Division Director is awarded the Stellar Division Director award
- **Cut-off date:** April 30th, 2021 (Data will be extracted from TI dashboard)
- **Award Presentation:** District 120 Annual Conference, 2021

Member Award – Champion Area Director*

- All Base Clubs in the Area should show a net growth of 8% across both the terms.
- Will not be applicable if the Area Director is awarded the Star Area Director award.
- **Eligibility:** Open to all Area Directors
- **Cut-off date:** April 30th, 2021 (Data will be extracted from TI Dashboard)
- **Award Presentation:** District 120 Annual Conference, 2021

Member Award - Champion Division Director*

- All Base Clubs in the Division should show a net growth of 8% across both the terms.
- Will not be applicable if the Division Director is awarded the Star Division Director award.
- **Eligibility:** Open to all Division Directors
- **Cut-off date:** April 30th, 2021 (Data will be extracted from TI Dashboard)
- **Award Presentation:** District 120 Annual Conference, 2021

Member Award - Pathways Celebrity Award*

- The Toastmaster who completes ONE Path (all 5 levels) between 1st July 2020 and by 25th April 2021.
- 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, 2020 and by April 25th, 2021.
- Toastmaster who is midway through a path in 2020-21 is also eligible.
- A Toastmaster in good standing of a club in good standing.

* New awards introduced this year

Member Award - Excellence in Execution*

- 60% of unique members should complete any level in Pathways (excluding LDREX and DTM) between July 1st, 2020 and by April 25th, 2021.
- Clubs should have a min. of 20 members by April 25th, 2021.
- No Submission is required, and the data will be pulled from the dashboard
- Recognition (plaque) 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 (as on 30th June 2020), thus rising from the ashes like a Phoenix.
- **Eligibility:** Only clubs that could NOT achieve “Distinguished Club” status (DCP < 5 points) until 30th June 2020 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, 2021
- Award Submission by Club: Not required
- **Award Presentation:** District 120 Annual Conference, 2021
- 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, 2020 are eligible to participate in this award category.
- **Cut-off date:** May 15th, 2021
- Award Submission by Club: Not required
- **Award Presentation:** District 120 Annual Conference, 2021
- Please refer **Appendix 2** for list of clubs eligible for Phoenix Award

Club Award – Eight-80 Membership Award

Eight-80 award Term#1:

- a. New/Dual/Reinstated Member Registration Criteria- **“Eight”** Between July 1st, 2020 and September 30th, 2020, the club must have added and paid for 8 new or dual or reinstated members
- b. Member Retention Criteria- **“80%”**
 - 1) The Club must have completed the Renewal payments by 30th, September 2020

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 2020(Finalized roster for the month of September 2020 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'.

o **Eligibility:** All clubs are encouraged to participate

o Award Submission by Club: Not required

o **Cut-off date:** September 30th, 2020

o **Award presentation:** Division contest (Nov/Dec 2020)

Eight-80 award Term#2:

a. New/Dual/Reinstated Member Registration Criteria- "**Eight**" Between December 2020 and March 31st, 2021, the club must have added and paid for 8 new or dual or reinstated members

b. Member Retention Criteria- "**80%**"

1) The Club must have completed the Renewal payments by 31st, March 2021

2) The club must have renewed for 80% or over of the existing membership present in the Membership Roster on September 30th, 2020. Retention percentage of the club will be computed based on the data available on the TI dashboard/membership roster on March 31st, 2021 (Finalized membership rosters of Month of September 2020 Vs Month of March 2021).

o Clubs meeting the above two criteria (a & b) will be qualified for Season#2 of 'Eight-80'.

o **Eligibility:** All clubs are encouraged to participate.

o **Cut-off date:** March 31st, 2021

o Award Submission by Club: Not required

o **Award presentation:** District 120 Annual Conference, 2021

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, 2021. 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, 2021.
- Award Submission by Club: Not required
- **Award presentation:** District 120 Annual Conference, 2021

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, 2021
- **Award presentation:** District 120 Annual Conference, 2021

Club Award – Samaritan Club*

- President's distinguished Clubs in 2019-20 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, 2021.
- The mapping of Helping club and the ineligible clubs to be given by the Division Director by Aug 15th, 2020
- No Submission is required
- Recognition for the helping club during District 120 Annual Conference, 2021.

Club Award – Platinum Club Award*

- Existing Clubs with a member base of 20 or less, gets to 25 members by Apr 30th, 2021
- 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, 2021
- Achieve 7 DCP points and beyond

* New awards introduced this year

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 2021
- **Award presentation:** District 120 Annual Conference, 2021

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, 2020
- 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, 2021
- **Award presentation:** District 120 Annual Conference, 2021

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 2020 - 2021. Additionally, the club should have one Triple Crown award Winner by Apr 30th, 2021 and **60% of club members*** should have filed for an education award (except LDREX and 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: Not required. It is adequate if the submissions for the various criteria are submitted. Club need not apply separately

- **Cut-off date:** April 30th, 2021
- **Award presentation:** District 120 Annual Conference, 2021

Criteria – Club Quality Avenue

S.No.	Club Quality Avenue Goal description	Points
1	DCP Goals	30
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	8
6	Themed Club Meetings	4
7	Outdoor Meetings	5
8	Executive Committee Meetings	5
9	Visiting Toastmasters	4
10	Area Director Visit Report and Quality check	20
	Total	100

1. DCP Goals

- Maximum of 30 points; 3 points per DCP goal achieved
- **Submission by Club:** Not required; Data from TI dashboard will be considered.
- **Cut-off date:** May 15th, 2021

2. Preparation for additional goals

- Maximum of 10 points; 2 points per member
- Maximum of 5 members need to complete any 5 projects individually in Pathways. (Example: A club has submitted 5 level 1 Projects. Only 4 level 1 projects are enough for 1DCP point. The 5th one can be considered for the Additional Goal.
- For example, one additional goal can be achieved as “Final project of Level 1 plus 3 projects of Level 2 plus first project of Level 3. Club will be awarded with 2 points for this.
- Projects must be delivered between July 1st, 2020 & April 30th, 2021.
- These projects should have not resulted in an educational award (filed through Club central in TMI website) that has contributed to the DCP goal (not counted for DCP points)
- **Cut-off date:** April 30th, 2021
- **Submission mode:** Use the format given by PQD team and email the filled form to d120teampqd@gmail.com with the subject **[CQA – Preparation of additional goals]**
Area# - Club # - Club Name Eg: [CQA – Preparation of additional goals] A1 – 123456 – Star Toastmasters Club
- Individual submissions by the members will not be accepted

- Please note emails without the subject in the above-mentioned order will not be considered

3. Club Success Plan

- Maximum of 10 points; 5 points per half-yearly submission
- Club Success Plan 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 – Aug 15th, 2020**
- **Second submission – Jan 31st, 2021; 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 (www.district120.org/Awards)
- **Cut-off date:** Aug 15th, 2020; Jan 31st, 2021
 - **Submission mode:** Email the CSP document to d120teampqd@gmail.com with the subject [**CQA – Club Success Plan**] **Area# - Club # - Club Name**; Eg: [CQA – Club Success Plan] A1 – 123456 – Star Toastmasters Club

Please note emails without the subject in the above-mentioned order will not be considered

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/shop/members/manuals-and-programs/thesuccessful-club-series>)
 - The Better Speaker series (<https://www.toastmasters.org/shop/members/manuals-and-programs/thebetter-speaker-series>)
 - Leadership Excellence Series (<https://www.toastmasters.org/shop/members/manuals-and-programs/theleadership-excellence-series>)
- 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 the different months.
- **Evaluation** – Meeting agenda & Evaluation sheet of the presentation
- **Cut-off date:** March 31st, 2021.
- **Submission mode:** Email the supporting documents for all 3 presentations as one Zip file to d120teampqd@gmail.com with the subject [**CQA – Presentations**] **Area# - Club # - Club Name**; Eg: [CQA – Presentations] A1 – 123456 – Star Toastmasters Club

Please note emails without the subject in the above-mentioned order will not be considered

5. Joint club meetings

- Maximum of 8 points; 1 joint meeting each quarter; 2 points per joint club meeting
- Area meetings will not be considered for these criteria. There should be an equal representation of role players & speakers from all the participating clubs.
- First meeting should be conducted between July 1st 2020 and Sep 30th 2020; Second meeting should be conducted between Oct 1st 2020 and Dec 31st 2020; Third meeting should be conducted between Jan 1st 2021 and Mar 31st 2021; Fourth meeting should be conducted between Apr 1st 2021 and Apr 30th 2021.
- **Evaluation:** Meeting agenda, minutes of the meeting, attendance sheet which includes - the participating club names, 5 photographs of meeting in progress. Each club must be represented by 50% of the club's overall strength.
- 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 first two terms can be online meetings with clubs from outside the Division/District.
- The joint meetings should be held with different clubs for all the four terms.
- A maximum of three clubs can take part in the joint meetings.
- **Cut-off date:** Sep 30th, 2020; Dec 31st, 2020; Mar 31st, 2021; April 30th, 2021
- Please ensure to send the supporting documents by the above-mentioned dates.
- This cannot be combined with Themed Club meetings and Outdoor club meetings
- **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject [**CQA – Joint Club meetings**] Area# - Club # - Club Name; Eg: [CQA – Joint Club meetings] A1 – 123456 – Star Toastmasters Club
Please note emails without the subject in the above-mentioned order will not be considered

6. Themed club meetings

- Maximum of 4 points; 2 points per themed club meeting
- First meeting should be conducted between July 1st, 2020 and Nov 30th, 2020; Second meeting should be conducted between Dec 1st, 2020 and April 20th, 2021.
- **Evaluation:** Meeting agenda, Attendance Sheet, minutes of the meeting, 5 photographs of meeting in progress. 75% of the club strength should be in the audience. The themed meeting should have props/specific costumes/room décor etc.
- **Cut-off date:** Nov 30th, 2020; April 20th, 2021
- Please ensure to send the supporting documents by the above-mentioned dates.
- The first meeting can be online. 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 and Outdoor club meetings
- **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject [**CQA – Themed Club meetings**] Area# - Club # - Club Name; Eg: [CQA – Themed Club meetings] A1 – 123456 – Star Toastmasters Club

Please note emails without the subject in the above-mentioned order will not be considered.

7. Outdoor club meetings

- Maximum of 5 points.
 - Conduct one meeting in a different location or in a different environment other than the regular club meeting environment.
 - **Evaluation:** 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. 75% of the club strength should be in the audience. Presence of a District officer is mandatory.
 - **Cut-off date:** Feb 28th, 2021
 - **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject **[CQA – Outdoor Club meetings] Area# - Club # - Club Name**; Eg: [CQA – Outdoor Club meetings] A1 – 123456 – Star Toastmasters Club
- Please note emails without the subject in the above-mentioned order will not be considered.

8. 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:** Aug 15th, 2020, Nov 30th 2020, Feb 28th 2021, Apr 30th 2021.
 - **Submission:** The submissions are to be done separately for each of the 4 meetings, within the cut-off dates mentioned above.
 - **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject **[CQA – Executive Committee meetings] Area# - Club # - Club Name**; Eg: [CQA – Executive Committee meetings] A1 – 123456 – Star Toastmasters Club
- Please note emails without the subject in the above-mentioned order will not be considered.

9. Visiting Toastmaster

- Maximum of 4 points; one visit per quarter
- 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. 75% of the club strength should be in the audience. Flyer of the publicity made for the visiting Toastmaster is mandatory.
- **Cut-off dates:** Aug 31st, 2020, Nov 30th, 2020, Feb 28th, 2021, Apr 30th, 2021. The submissions are to be done separately for each of the 4 visits, within the cut-off dates mentioned above.
- **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject **[CQA – Visiting Toastmaster] Area# - Club # - Club Name**; Eg: [CQA – Visiting Toastmaster] A1 – 123456 – Star Toastmasters Club Please note emails without the subject in the above-mentioned order will not be considered.

10. Area Director Visit Report & Quality check

- Maximum of 20 points in total
- Area Director visit report submitted through District central – 3 points for each season.
- Area Director Quality check – maximum of 7 points.
- **Term#1** – Area Director must submit AD visit report through District central on/before Sep 30th, 2020; AD Quality check report must be emailed to PQD team on/before Sep 30th, 2020.
- **Term#2** – Area Director must submit AD visit report through District central on/before Feb 28th, 2021; AD Quality check report must be emailed to PQD team on/before Feb 28th, 2021.
- **Submission:** To be made by Area Director. Club Presidents are encouraged to follow-up with the Area Director
- **Cut-off date:** Sep 30th, 2020; Feb 28th, 2021.
- **Submission mode:** Email the supporting documents as one Zip file to d120teampqd@gmail.com with the subject **[CQA – AD Quality Check] Area# - Club # - Club Name**; Eg: [CQA – AD Quality Check] A1 – 123456 – Star Toastmasters Club Please note emails without the subject in the above-mentioned order will not be considered.

Area Director Quality Check Report

S.No.	Criteria	Points
1	Meetings start and end on time	2
2	Meeting consist of minimum 3 prepared speeches and 3 Table Topic speeches	1
3	Display of Club banner, Ribbons, charter certificate (can be relaxed for online meetings)	1

4	Display of DCP charts, Communication charts & Leadership charts/ Pathways charts	1
5	Usage of proper, precise, and neat agenda	1
6	Welcome Guest and introduction of Guest (if any)	0.5
7	Recognition of best speaker, evaluator awards	0.5
	Total	7

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	3
6	Attending TLI Programs	6
7	Attending Judges Training Program	10
8	Division Conferences	8
9	Division Council Meetings	6
10	District Council Meeting	4
11	Club Officer Elections & Upload of Officers list	4
	Total	100

1. Moments of Truth

- 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 Aug 31st, 2020; implementation of 3 recommendations should be completed by Nov 30th, 2020.
- **Term #2**
MOT should be completed by Jan 31st, 2021; implementation of 3 recommendations should be completed by April 30th, 2021.
- **Evaluation:** Meeting agenda + MOT report; MOT implementation report.
- **Cut-off date:** MOT –Aug 31st, 2020, Jan 31st, 2021; MOT implementation – Nov 30th, 2020, April 30th, 2021.
- **Templates:** Templates are available at www.district120.org/Awards or refer the mail sent by PQD team.
- **Submission mode:** Email the documents to d120teampqd@gmail.com with the subject

o **[CEA – MOT Report] Area# - Club # - Club Name**; Eg: [CEA – MOT Report] A1 – 123456 – Star Toastmasters Club

o **[CEA – MOT Implementation] Area# - Club # - Club Name**; Eg: [CEA – MOT Implementation] A1 – 123456 – Star Toastmasters Club

Please note emails without the subject in the above-mentioned order will not be considered

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, 2020- Member Base) on/before September 30th, 2020 as well as on/before March 31st, 2021.
- 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 appears on dashboard.
- Renewal payments to be completed on/before September 30th, 2020 as well as on/before March 31st, 2021.
- **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, 2021. 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, 2021

4. Officer Training program

- Maximum of 20 points; 10 points per OTP
- 1 point per club officer who attends 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:** Signed Club officer attendance sheet submitted by Division Director. For online OTP's the zoom master will take the attendance.

5. Newsletter

- Maximum of 3 points
- Minimum of 1 newsletter must be prepared and submitted by the club on/before April 30th, 2021
- Criteria is only for one newsletter. Additional newsletters do not earn bonus points
- **Cut-off date:** April 30th, 2021
- **Submission mode:** Email the documents to d120teampqd@gmail.com with the subject [CEA – Newsletter] Area# - Club # - Club Name; Eg: [CEA – Newsletter] A1 – 123456 – Star Toastmasters Club
Please note emails without the subject in the above-mentioned order will not be considered

6. Attending TLI programs

- Maximum of 6 points; 1 point per program for a mandatory requirement of 3 members per program
- Criteria – Attending the following TLI programs:
 - 1st Term:**
 - New member orientation
 - Meeting Roles & Responsibilities
 - How to conduct Club elections and Officers Transition
 - 2nd Term:**
 - New member Orientation
 - Emergence
 - How to conduct Club elections and Officers Transition
- This program is a half-day program rolled out under the TLI banner
- For New Member Orientation, points will be given to clubs that sends representations with a year or less of experience in Toastmasters.
- For Meeting Roles & Responsibilities, there must be a couple of members from the Club ExCom
- For the session How to conduct Club elections and Officers Transition, 2 members from the Club ExCom is mandatory
- Program will be conducted 3 times between July 2020 and April 2021. For dates, please visit the District Calendar at www.district120.org
- **Submission:** Signed attendance sheet submitted by TLI team. Please ensure that club members sign the attendance sheet both during signing in for the program and signing out of the program. Mere registration & payment does not qualify for marks. For online programs, the attendance taken by zoom master will be taken into consideration. Do ensure appropriate naming for attendance as per TLI team's guidelines.
- **Cut-off date:** As per the TLI program dates.

7. Attending Judges Training & Contest management program

- Maximum of 10 points
- Judges training program and Contest management program will be conducted per contest season. There will be 2 programs per contest season in Chennai. In other cities, there will be only one program per contest season.
- 1 point per member; minimum of 3 members should attend the program per contest season to qualify for the points.
- Points will be allotted only if the member has completed two levels in pathways or completed 6 speeches in Competent Communicator
- A maximum of 5 members can attend per contest season to earn points.
- **Submission:** Signed attendance sheet submitted by TLI team. Please ensure that club members sign the attendance sheet both during signing in for the program and signing out of the program. Mere registration & payment does not qualify for marks. For online programs, the attendance taken by zoom master will be taken into consideration. Do ensure appropriate naming for attendance as per TLI team's guidelines.
- For program dates, please visit the District Calendar at www.district120.org
- **Cut-off date:** As per the JTP program dates.

8. Division Contests

- Maximum of 8 points
- Club gets 1 point per member; up to a maximum of 4 points per Division contests
- Member should attend their home Division contests; if member is part of more than 1 club present in a different Division, attendance will be considered for the other Division contest if member attends that as well.
- Points will not be given for members who are speech contestants.
- **Evaluation:** Registration list submitted by the Division Director.

9. Division Council meeting

- Maximum of 6 points
- 3 points per Division council meeting held during the Division contests
- 1.5 points per club officer.
- 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.
- **Evaluation:** Attendance sheet circulated during Division council meeting. Club officers are requested to sign the same.
- **Submission:** Division Director to submit the attendance sheet

10. District Council meeting

- Maximum of 4 points
- 2 points each for President and Vice-President Education
- **Date of Meeting:** Sep 6th, 2020

- **Type of Meeting:** Online meeting – you can connect via laptop/desktop/tablet/mobile phone.
- Proxy is not permitted.
- Attendance will be taken during the last portion of 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 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, 2020 and uploading the Club officer list to TMI is Nov 30th, 2020. 2 points will be given to clubs which fulfil the above criteria. If the Clubs conduct club officer election between Nov 16th, 2020 and Nov 30th, 2020 and upload the club officer list to TMI before Dec 15th, 2020 the club gets 1 point. Clubs not satisfying 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, 2021. 2 points will be given to clubs which fulfil the above criteria. If the Clubs conduct club officer election between May 1st, 2021 and May 10th, 2021 and upload the club officer list to TMI before May 10th, 2021, the club gets 1 point. Clubs not satisfying any of the above criteria will not be given any points.
- Submission mode: Email the documents to d120teampqd@gmail.com with the subject **[CEA – Club Officer Elections] Area# - Club # - Club Name**; Eg: [CEA – Club Officer Elections] A1 – 123456 – Star Toastmasters Club
Please note emails without the subject in the above-mentioned order will not be considered

Appendix 1

List of clubs eligible for Phoenix Award

- 1) Standard Chartered GBS India Rivera Toastmasters Club
- 2) HCL Pinnacle Toastmasters Club
- 3) Kaligi Aynavaram Toastmasters Club
- 4) CSS Corp Elite Speakers
- 5) Verizon Toastmasters @ RMZ
- 6) Mcdermott Toastmasters Chennai
- 7) TCS Maitree Infinity Toastmasters Club
- 8) WBG Chennai Talkstars
- 9) Prodapt Toastmasters Club
- 10) TCS Maitree Orators 2.0 Toastmasters Club
- 11) CES Toastmasters Club
- 12) Adrenalin Toastmasters Club
- 13) HCL Aspirations Toastmasters Club
- 14) Standard Chartered GBS Padur Toastmasters Club
- 15) Tagit Toastmasters Club
- 16) Great Lakes Chennai Toastmasters Club
- 17) Thirdware Chennai Toastmasters Club
- 18) Transunion Orators Club
- 19) Barclays Chennai Toastmasters Club
- 20) EY GDS Chennai Toastmasters Club
- 21) WNS Chennai
- 22) Congruent Toastmasters Club
- 23) Expeditors MAA
- 24) NSN Oragadam
- 25) The Hope Toastmasters Club
- 26) SynerGE Orators Club
- 27) Accenture Products Chennai Toastmasters Club
- 28) Sindhi School Speakers Toastmasters Club
- 29) Toastmasters Club IITM Chapter
- 30) WU TEC Toastmasters
- 31) Sindhi Orators Toastmasters Club
- 32) FAI-Salem Rainmakers Club
- 33) Nagapattinam Toastmasters Club
- 34) Questdale Toastmasters Club
- 35) Kamaraj Toastmasters Club Virudhunagar
- 36) Coimbatore Speakers Forum
- 37) GE Power Toastmasters Club
- 38) PAPPL Toastmasters Club
- 39) Mindtree Chennai Toastmasters Club
- 40) Integra Toastmasters
- 41) SG Masters Club
- 42) Amec Foster Wheeler Chennai
- 43) KCG Toastmasters Club
- 44) Ze' Oration Toastmasters Club
- 45) Servion Toastmasters Club
- 46) Nokia Nexus Toastmasters Club
- 47) Qrators
- 48) Talkpad@Infinite
- 49) Talkathon HSBC Toastmasters Club
- 50) AMAT Chennai Toastmasters Club

Appendix 2

List of clubs eligible for Rising Star Award

- 1) AMAT Chennai Toastmasters Club
- 2) Gemba Japanese English Bilingual Toastmasters Club
- 3) Dynamic Leaders Forum Toastmasters Club

Appendix 3

List of clubs eligible for Silver Eagle Award

- 1) Standard Chartered GBS India Rivera Toastmasters Club
- 2) HCL Pinnacle Toastmasters Club
- 3) Kaligi Aynavaram Toastmasters Club
- 4) CSS Corp Elite Speakers
- 5) Verizon Toastmasters @ RMZ
- 6) Mcdermott Toastmasters Chennai
- 7) TCS Maitree Infinity Toastmasters Club
- 8) WBG Chennai Talkstars
- 9) Prodapt Toastmasters Club
- 10) TCS Maitree Orators 2.0 Toastmasters Club
- 11) CES Toastmasters Club
- 12) Adrenalin Toastmasters Club
- 13) HCL Aspirations Toastmasters Club
- 14) Standard Chartered GBS Padur Toastmasters Club
- 15) Tagit Toastmasters Club
- 16) Great Lakes Chennai Toastmasters Club
- 17) Thirdware Chennai Toastmasters Club
- 18) Transunion Orators Club
- 19) Barclays Chennai Toastmasters Club
- 20) EY GDS Chennai Toastmasters Club
- 21) WNS Chennai
- 22) Congruent Toastmasters Club
- 23) Expeditors MAA
- 24) NSN Oragadam
- 25) The Hope Toastmasters Club
- 26) SynerGE Orators Club
- 27) Accenture Products Chennai Toastmasters Club
- 28) Sindhi School Speakers Toastmasters Club
- 29) Toastmasters Club IITM Chapter
- 30) WU TEC Toastmasters
- 31) Sindhi Orators Toastmasters Club
- 32) FAI-Salem Rainmakers Club
- 33) Nagapattinam Toastmasters Club
- 34) Questdale Toastmasters Club
- 35) Kamaraj Toastmasters Club Virudhunagar
- 36) Coimbatore Speakers Forum
- 37) GE Power Toastmasters Club
- 38) PAPPL Toastmasters Club
- 39) Mindtree Chennai Toastmasters Club
- 40) Integra Toastmasters
- 41) SG Masters Club
- 42) Amec Foster Wheeler Chennai
- 43) KCG Toastmasters Club
- 44) Ze' Oration Toastmasters Club

- 45) Servion Toastmasters Club
- 46) Nokia Nexus Toastmasters Club
- 47) Qrators
- 48) Talkpad@Infinite
- 49) Talkathon HSBC Toastmasters Club
- 50) AMAT Chennai Toastmasters Club
- 51) Gemba Japanese English Bilingual Toastmasters Club
- 52) Kaligi Perambur Toastmasters Club
- 53) Comcast India Toastmasters Club
- 54) SMVEC Toastmasters Club
- 55) Larynx – the Toastmasters Club at Zoho Corp
- 56) HCAS Toastmasters Club
- 57) Hillview Toastmasters Club
- 58) DICV Toastmasters
- 59) Tuticorin Toastmasters
- 60) Toastmasters Club of Personiv
- 61) CAT Hosur Toastmasters Club
- 62) Citi Odyssey Toastmasters Club
- 63) Dynamic Leaders Forum Toastmasters Club