



Club Success Plan

Program Year _____

Club Number _____

The Club Success Plan is a helpful resource for the Club Executive Committee and club members to strategically plan and map out how the club will achieve its desired goals within the Distinguished Club Program. The club should work together as a group, creating action plans and measurable checkpoints for each goal. The club should review these things periodically throughout the year.

Qualifying Requirements

Requirements			
Level	Club Success Plan	Membership as of June 30th	Goals
Distinguished	Submitted by September 30*	20 total members or net growth of 3**	5
Select Distinguished	Submitted by September 30*	20 total members or net growth of 5**	7
President's Distinguished	Submitted by September 30*	20 total members**	9
Smedley Distinguished	Submitted by September 30*	25 total members**	10

* For newly chartered clubs, the due date is 90 days after charter date. Clubs that charter after April 1st will automatically receive credit for submitting the Club Success Plan for their charter program year.

** Total member count consists of renewing, dual, new, charter, and reinstated members. Transfer members do not count toward this total.

The 10 goals of the DCP have been placed into four groups:

Education

1. Four Level 1 awards achieved
2. Two Level 2 awards achieved
3. Two more Level 2 awards achieved
4. Two Level 3 awards achieved
5. One Level 4, Path Completion, or DTM award achieved
6. One more Level 4, Path Completion, or DTM award achieved

Membership

7. Four new, dual, or reinstating members
8. Four more new, dual, or reinstating members

Training

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

Administration

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

Education Goals

- ▶ **Goal 1:** Four Level 1 awards achieved
- ▶ **Goal 2:** Two Level 2 awards achieved
- ▶ **Goal 3:** Two More Level 2 awards achieve
- ▶ **Goal 4:** Two Level 3 awards achieved
- ▶ **Goal 5:** One Level 4, Path Completion, or DTM award achieved
- ▶ **Goal 6:** One more Level 4, Path Completion, or DTM award achieved

Member Progress Worksheet

Use the below table to plan out how you and your club can attain the education goals

Goal/Award	Member Name
Goal 1: list up to six people who are likely to earn a Level 1	
Level 1	
Level 1	
Level 1	
Level 1	
Level 1	
Level 1	
Goal 2: list up to three people who are likely to earn a Level 2	
Level 2	
Level 2	
Level 2	
Goal 3: list up to three people who are likely to earn a Level 2	
Level 2	
Level 2	
Level 2	

Goal 4: list up to three people who are likely to earn a Level 3

Level 3

Level 3

Level 3

Goal 5: list up to two people who are likely to earn a Level 4, Path Completion, or DTM

Level 4, Path Completion, or DTM

Level 4, Path Completion, or DTM

Goal 6: list up to two people who are likely to earn a Level 4, Path Completion, or DTM

Level 4, Path Completion, or DTM

Level 4, Path Completion, or DTM

Strategies and Tactics

How will your club prepare its new members to work in Pathways? Who will be responsible for showing them around Base Camp?

What are some ways to motivate members to progress through Pathways?

Membership Goals

- ▶ **Goal 7:** Four new, dual, or reinstating members
- ▶ **Goal 8:** Four more new, dual, or reinstating members

Qualifying Requirement

A qualifying requirement is a prerequisite or prior condition for participation in the program.

To be eligible for recognition, a club must meet the following three requirements:

1. A club must be in good standing according to Policy 2.0: Club and Membership Eligibility, Section 4: Good Standing of Clubs.
2. A club must have either 20 members or a net growth of at least three new, dual, or reinstating members as of June 30.
3. The club must submit the Club Success Plan by September 30.

If any qualifying requirement is not met, your club will not earn Distinguished recognition even if all Distinguished program goals are met. The Membership to Date number is the number of members that have paid dues to an individual club. This number matches the number of members on the club roster except when members transfer out of one club and into another. If a member transfers to a different club, their original club will still retain credit for their membership until the next renewal cycle. Note that transfer and honorary members do not count toward the qualifying requirements.

Although your club may gain several new members throughout the year, if the amount of nonrenewing members is greater, then your club may not be eligible for recognition. The Distinguished Performance Report for each individual club will show the minimum membership base needed to meet this qualifying requirement.

Membership base as of July _____

Membership goal by June 30 _____

Strategies and Tactics

What is your club's plan to motivate its current members to renew?

What is your club's plan to gain new members?

Training Goals

- ▶ Goal 9: A minimum of four club officer roles trained during each of the two training periods

Club Officer Training Progress

Which officers will attend training?

Officer Title	Name(s)	(June - August)	(November - February)
Club President	<div></div> <div></div>		
VP Education	<div></div> <div></div>		
VP Membership	<div></div> <div></div>		
VP Public Relations	<div></div> <div></div>		
Club Secretary	<div></div> <div></div>		
Club Treasurer	<div></div> <div></div>		
Sergeant at Arms	<div></div> <div></div>		

Strategies and Tactics

What are some ways to motivate officers to attend officer training session?

Administration Goals

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

Assign Responsible Party

Decide who will be responsible for submitting the following two items to World Headquarters on time.

Membership Dues _____

Officer List _____

Strategies and Tactics

What obstacles does your club have in achieving its administration goals and what can be done to overcome them?

The completion of the following optional sections is recommended, but not required.

Committee Values and Processes

The executive committee of a Toastmasters Club consists of all eight officers. (Club President, Vice President Education, Vice President Membership, Vice President Public Relations, Club Secretary, Club Treasurer, Sergeant at Arms, and the Immediate Past Club President)

The Club President serves as the Club Executive Committee Chair. Working as a team, the Club Executive Committee must manage all business and administrative affairs of the club.

This section is for the Club Executive Committee to define guiding principles for the club to achieve its Distinguished Club Program goals.

Club Executive Committee Values

Toastmasters International Core Values:

Toastmasters International’s core values are Integrity, Respect, Service, and Excellence. These values guide members in their pursuit of communication and leadership skills, and are expected to be demonstrated in all aspects of their involvement with the organization.

Integrity - Demonstrates honesty, trustworthiness, and ethical behavior in all Toastmasters activities.	Respect - Acknowledges the value of each member’s unique skills, abilities, and contributions, while fostering a positive and supportive learning environment.
Service - We strive to provide high-value, exceptional support by being responsive, attentive, and passionate in fulfilling our duties as individuals and as an organization to all.	Excellence - We consistently strive to meet or exceed expectations by upholding the Toastmasters Promise, nurturing a collaborative environment, innovating to deliver creative solutions, and optimizing quality to produce superior service.

How will the Club Executive Committee follow the Toastmasters International Values?

Club Executive Committee Interactions

How will decisions be made?

How will the Club Executive Committee resolve differences of opinion?

How will the Club Executive Committee be held accountable for its responsibilities?

Planning Process Contributors

This section is to list the members who participated in the creation of the Club Success Plan.

_____ President	_____ Date
_____ Vice President Education	_____ Date
_____ Vice President Membership	_____ Date
_____ Vice President Public Relations	_____ Date
_____ Secretary	_____ Date
_____ Treasurer	_____ Date
_____ Sergeant at Arms	_____ Date
_____ Immediate past President	_____ Date
_____ Club Member and Role	_____ Date
_____ Club Member and Role	_____ Date
_____ Club Member and Role	_____ Date

Appendix A

Action Item Worksheet

Use this worksheet to write down any action items that come about as you work through the Club Success Plan.

Action Item	DCP Goal	Responsible Party	Due Date

Notes

Action Item	DCP Goal	Responsible Party	Due Date

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