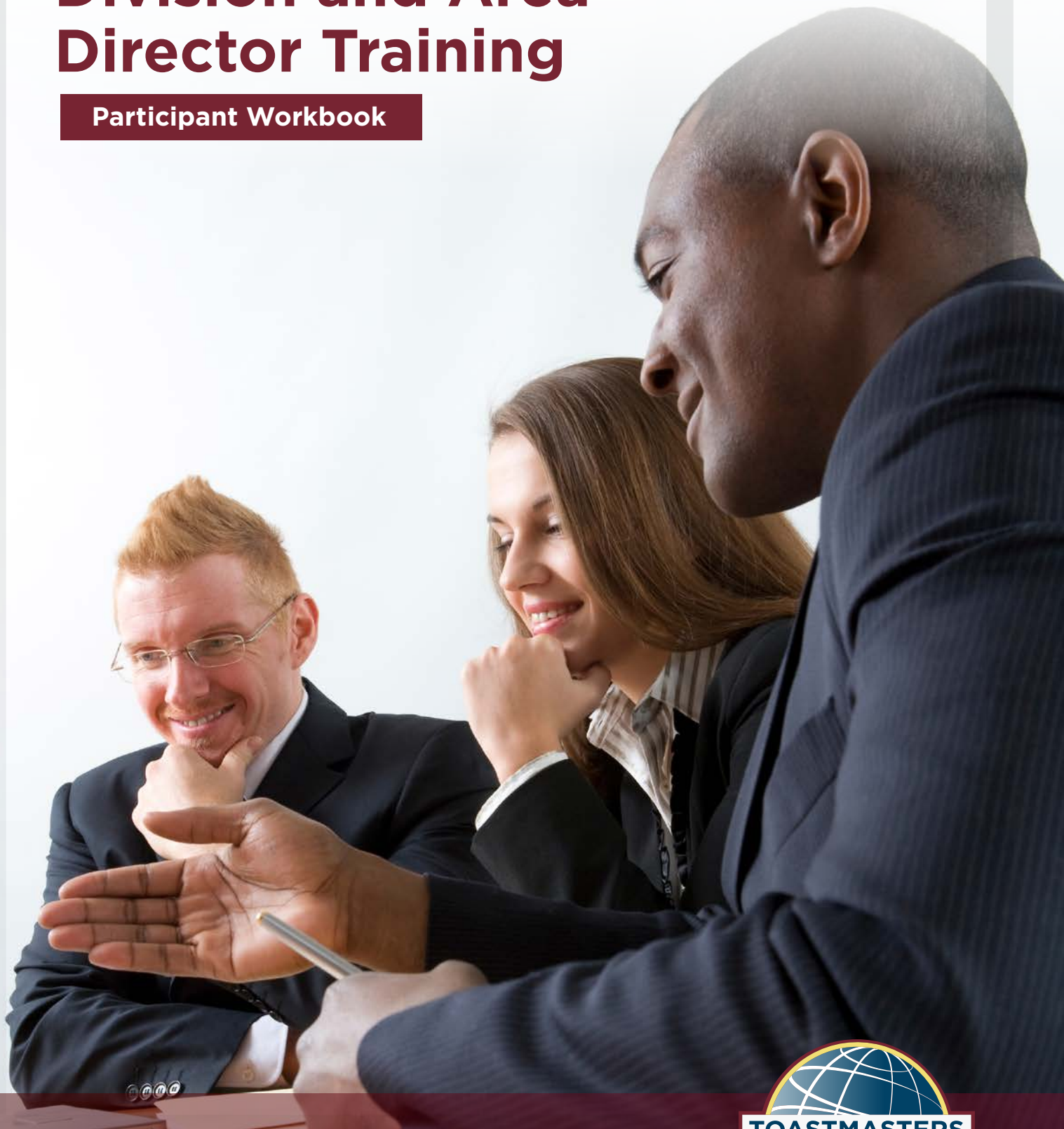


Session 5: Thrive in the District Recognition Program Division and Area Director Training

Participant Workbook





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Table of Contents

Missions, Values, and Promises	1
Session 5: Thrive in the District Recognition Program	2
Overview	2
Objectives	2
Duration	2
Distinguished Club Program	3
Moments of Truth	4
Qualifying Requirements of the Distinguished Club Program	5
Distinguished, Select Distinguished, and President’s Distinguished Clubs	6
District Recognition Program	9
Area Director Roles	9
Division Director Roles	10

Missions, Values, and Promises

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

District Mission

We build new clubs and support all clubs in achieving excellence.

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Core Values

Integrity

We match our actions with our words, demonstrate honesty and trustworthiness, communicate with sincerity and thoughtfulness, have the courage to acknowledge our mistakes, and always strive to do the right thing.

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.

Respect

We treat all with dignity, welcome diverse perspectives, acknowledge all contributions, believe that all have positive intent, practice mutual accountability, and critique but never demean.

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.

A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise:

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service, and excellence during the conduct of all Toastmasters activities

Toastmasters International Envisioned Future

Toastmasters is a thriving and diverse global community. We enhance the personal lives and careers of individuals, enabling them to positively impact their communities. We empower people to develop communication and leadership skills through a welcoming, high-quality, experiential learning environment, resulting in greater self-confidence and personal growth.

Session 5: Thrive in the District Recognition Program

The focus of the District Recognition Program is on club quality and the member experience. You play an essential role in earning Distinguished recognition for the District, Division, and Area, beginning with the club. In this session, you examine how Moments of Truth and the Distinguished Club Program serve as the foundation for the District Recognition Program. You learn how to create success plans based on your Division and Area Distinguished goals and how to track progress toward those goals.

Overview

In this session, the following topics are presented:

- ▶ Distinguished Club Program
- ▶ District Recognition Program

Objectives

After completing this session, you will be able to do the following:

- ▶ Describe how implementing Moments of Truth leads to club quality and a positive member experience
- ▶ Define the roles of Division and Area Directors in the District Recognition Program
- ▶ Describe the Distinguished Club Program
- ▶ Identify the goals of the Distinguished Area and Distinguished Division programs
- ▶ Describe the importance of club, Area, and Division success plans
- ▶ Identify resources to find answers to questions about the District Recognition Program and Distinguished Club Program and to track progress in each

Duration

- ▶ One hour and 15 minutes

Distinguished Club Program

What characteristics do successful clubs share?

Write additional characteristics other groups identified.

Moments of Truth

Match the brainstormed characteristics of successful clubs with the Moments of Truth they most closely relate to.

Moments of Truth	Characteristics of Successful Clubs
<p>First Impressions: Clubs ensure that guests' experiences and observations become first impressions that encourage them to return.</p>	
<p>Membership Orientation: Clubs acquaint new members with the Toastmasters education and recognition programs, their responsibility to the club, and the club's responsibility to the member.</p>	
<p>Fellowship, Variety, and Communication: Clubs offer a warm, friendly, and supportive environment that encourages enjoyable learning.</p>	
<p>Program Planning and Meeting Organization: Club meetings are carefully planned, with well-prepared speakers and useful evaluations.</p>	
<p>Membership Strength: Clubs have sufficient numbers of members to provide leadership and fill meeting and committee assignments. Clubs participate in membership-building and retention practices.</p>	
<p>Achievement Recognition: Clubs monitor members' progress toward goals, submit completed award applications immediately, and consistently recognize member achievement.</p>	

Qualifying Requirements of the Distinguished Club Program

Scenario

On July 1 of last year, the Jovial Jabberers Club had 15 members. By August, one of them—Jovial Jabberer Jerry—had taken a job in a new city. In September, university students Serge and Selma, who had been studying outside the country, and who had been active members of the Jovial Jabberers two years before, renewed their membership. Fiona, a financial analyst wanting to improve her presentation skills, joined the Jovial Jabbers Club as a first-time Toastmaster in February. Math teacher Manolo and his brother Marco, a mechanic, of the Magnificent Monologues Club joined the Jovial Jabberers in March so they could reap the benefits of both clubs. In May, a lady named Basanti and her husband, Bhavya, from Bombay’s Bombastic Barkers Club transferred to the Jovial Jabberers. Today is June 30.

Values

Does the Jovial Jabberers Club meet the qualifying requirement for recognition in the Distinguished Club Program? Explain.

Distinguished, Select Distinguished, and President's Distinguished Clubs

Club Timeline - Vocal Violinists of Vienna

MONTH	TASK
July	Club officers Gunther, Gisela, Gustav, and Gretchen are trained
August	Carolina earns her Level 1 Pathways award, Gisela earns her Level 2 Pathways award
September	New member Novak joins the club, the member dues-renewal report is submitted
October	Casper earns his Level 1 Pathways award
November	New members Nick and Nixie join the club
December	New member Nan joins the club
January	Karl earns his Level 4 Pathways award, new member Nadia joins the club
February	Club officers Gunther, Gisela, Gustav, and Gretchen are trained
March	New member Norbert joins the club, Gretchen earns her Level 2 Pathways award
April	Adolf earns his Level 5 Pathways award, new member Neil joins the club
May	New member Naveen joins the club, the Club Officer report is submitted.
June	On June 30, the Vocal Violinists of Vienna Club has 25 members

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What recognition in the Distinguished Club Program has the Vocal Violinists of Vienna Club earned?

Club Timeline – Linguistic Leaders of Lipari

MONTH	TASK
July	Club officers Lina, Luigi, Luciano, and Leonora are trained
August	
September	Cara earns her Level 1 Pathways award, Gisela earns her Level 2 Pathways award
October	Carlo and Lena earn their Level 1 Pathways award
November	New members Natalia and Nevio join the club
December	New member Nico joins the club
January	
February	Club officers Lina, Luigi, Luciano, and Leonora are trained
March	New member Nuncio joins the club, Amara earns her Level 2 Pathways award
April	Adolfo earns his Level 2 Pathways award
May	Columbo earns his Level 1 Pathways award, the Club Officer report is submitted.
June	On June 30, the Linguistic Leaders of Lipari Club has 21 members

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What recognition in the Distinguished Club Program has the Linguistic Leaders of Lipari Club earned?

Club Timeline – Rhetorical Rants of Rabat

MONTH	TASK
July	Club officers Rashida, Reza, Raed, and Rafi are trained
August	Karida earns her Level 1 Pathways award
September	New member Nahla joins the club, the member dues-renewal report is submitted
October	Khalid earns his Level 1 Pathways award
November	New members Nasli and Noma join the club, Azana earns her Level 2 Pathways award
December	New member Naja joins the club, Adli earns his Level 2 Pathways award
January	Karim earns his Level 4 Pathways award, new member Nuria joins the club
February	Khalil and Kadeem earn their Level 1 Pathways awards
March	New member Nabil joins the club, Reza and Rashida earn their Level 2 Pathways awards
April	Adnan and Rafi earn their Level 5 Pathways award, new member Nayef joins the club
May	New member Noura joins the club, the Club Officer report is submitted.
June	On June 30, the Rhetorical Rants of Rabat Club has 25 members

What recognition in the Distinguished Club Program has the Rhetorical Rants of Rabat Club earned?

District Recognition Program

Area Director Roles

Match the District Recognition Program roles that Area Directors fulfill, in the Role column, with the ways those roles are fulfilled, in the How column.

Role	How
_____ 1. Support clubs	a. Visiting each club in the area at least twice a year and submitting the Area Director's Club Visit Report
_____ 2. Encourage club growth	b. Maintaining regular contact with Club Presidents
_____ 3. Encourage member achievement	c. Soliciting the help of other District leaders to support clubs
_____ 4. Help Areas, Divisions, and Districts succeed	d. Keeping current with club progress in the Distinguished Club Program
_____ 5. _____	e. Helping with club officer training
_____ 6. _____	f. Overseeing Area speech contests
_____ 7. _____	g. Participating in Area Director training
_____ 8. _____	h. Tracking Area progress in the Distinguished Area Program
	i. _____
	j. _____
	k. _____

Division Director Roles

Match the District Recognition Program roles that Division Directors fulfill, in the Role column, with the ways those roles are fulfilled, in the How column.

Role	How
_____ 1. Offer support to Area Directors in fulfilling their roles and responsibilities	a. Participating in Division Director training
_____ 2. Motivate team members	b. Following up and providing assistance as needed with District Recognition goals and questions, club visits, and club officer training
_____ 3. Provide guidance	c. Maintaining contact with Area Directors and other District leaders
_____ 4. _____	d. Overseeing Division speech contests
_____ 5. _____	e. _____
_____ 6. _____	f. _____
_____ 7. _____	g. _____



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