



Distinguished District Program



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PROGRAM CHANGE

Section IV C has been added. Districts can receive additional points for leadership awards.

THE DISTINGUISHED DISTRICT PROGRAM

A Management Tool For District Achievement

The **Distinguished District Program** recognizes those Districts that meet growth and educational goals established by Toastmasters International. Every District which meets all of its goals, as well as designated required actions, is awarded the designation **Distinguished District**. The program begins July 1, 2003, and ends on June 30, 2004.

The Program is designed to promote achievement in the areas most critical to a District's success.

To become a Distinguished District, a District must achieve goals set by Toastmasters International in the following areas:

- **Planning and Training** — Districts must submit to World Headquarters both a District High Performance Plan and a Division/Area Governor Training Report with 85 percent of Division and Area Governors trained (both must be postmarked on or before September 30 and received at World Headquarters no later than October 10).
- **Membership Growth** — The number of membership per capita payments must grow by 2 percent or more over the previous year.
- **Club Growth** — Districts must have a net Club growth of at least 3 percent.
- **Competent Toastmaster Awards** — The number of CTMs awarded must equal or exceed 3.5 percent of the District's membership per capita payments for the previous year.
- **Advanced Toastmasters Awards** — The number of ATMs awarded must equal or exceed one percent of the District's membership per capita payments for the previous year.

Other areas covered by the Distinguished District Program include Distinguished Area performance, Distinguished Club performance, and Leadership Awards. Points are awarded in each of these categories, but no minimum goals are set.

The Distinguished District Program is both a tool for managing your District as well as a means for Toastmasters International to recognize those Districts which achieve success. The program is designed so that becoming a Distinguished District is based on performance and not District size.

World Headquarters calculates the points earned in the Distinguished District Program. The points are based upon achieving and exceeding goals, the percentage of Distinguished Areas, the percentage of Distinguished Clubs, and the number of Leadership Awards in a District.

A computerized reporting system, the **District Performance Reports**, keeps District Officers abreast of their progress throughout the year. These reports can be viewed and downloaded at www.toastmasters.org.

This outline is your guide to the goal-setting, point system and the method of computation used in the Distinguished District Program. **This form does not require completion or submission on your part.**

The District High Performance Plan is designed to complement this program and make it easier for you to “plan your course” for the year. The District High Performance Plan must be submitted to World Headquarters by September 30 for the District to be eligible for recognition.

All Districts qualifying as **Distinguished Districts** will be notified as soon as possible after the close of the District year. Each Distinguished District and Distinguished District Governor will also receive recognition at the International Convention. In addition, special recognition is given to the six Districts with the largest accumulation of points – **President's Distinguished District** – and the next highest group of six Districts – **Select Distinguished District**.

Excellence Awards. If a District achieves its Distinguished District goals in training, CTM awards and ATM awards, then the Lieutenant Governor Education and Training receives the Excellence in Education and Training Award. If a District achieves its Distinguished District goals in Club and membership growth, then the Lieutenant Governor Marketing receives the Excellence in Marketing Award. Districts which are Distinguished for three or more consecutive years are recognized with an Excellence in Leadership Award. All these awards are presented to recipients at the International Convention.

Good luck to your District in the coming year!

DEFINITIONS OF TERMS USED

Deadlines

Unless otherwise noted in any subsection, **June 30, 2004**, means that the notification to World Headquarters must be **postmarked** on or before **June 30, 2004**, and **received** at World Headquarters on or before **July 7, 2004**. Districts submitting new Clubs, educational completions or other applicable documents in the last several weeks of the District year are strongly urged to use Express Mail, Federal Express, or other guaranteed overnight delivery methods. No exceptions can be made to any program deadlines.

Membership (Per Capita Payments) at July 1, 2003 (Base)

Per capita payments received from the District (dues renewals, new, charter, reinstate, etc.) for the period July 1, 2002 - June 30, 2003, plus any dues renewal payments received after July 1. An adjustment is made to exclude from the base any 2001-02 dues renewal payments received after July 1, 2002. This is the base (beginning) figure upon which the District membership growth goals will be calculated. This base may be revised upward during the year to reflect late-paying per capitas. The calculation will be made as in the following sample:

Total Per Capita Payments 6/30/03	4000
Less: Dues Renewal Payments 4/1/02 – 9/30/02 Period	-25
Plus: Dues Renewal Payments 4/1/03 – 9/30/03 Period	+50
	<hr/>
Adjusted Base	4025

Membership (Per Capita Payments) at June 30, 2004 (Year-End)

Total number of per capita payments received from Clubs in the District (dues renewals, new members, charter, reinstate, etc.) for the period July 1, 2003 – June 30, 2004. This is the final year-end figure which will be used to measure your District's growth.

Total Number of Clubs – July 1, 2003 (Base)

The total number of Clubs in the District as recorded at World Headquarters that have submitted an April 2003 dues renewals report, (including Clubs paying dues renewals after July 1) plus the number of Clubs which chartered between April 1 and June 30, 2003. This is the base (beginning) figure upon which the net Club growth goal will be calculated. Your base and goal may be revised upward anytime during the year to reflect Clubs paying their April 2003 dues renewals after July 1. Clubs chartered between July 1 and September 30 are excluded from this count.

Number of Paid Clubs – June 30, 2004 (Year-End)

The "Number of paid Clubs – June 30, 2004" is considered to be the total number of active Clubs at June 30, less Clubs that have not submitted their April 1 - September 30, 2004, dues renewals in full by June 30, 2004. Computation will be made as in the following example:

Total number of Clubs active in the District 6/30	61
Less the number of Clubs delinquent in submission of April dues renewals at 6/30	- 7
	<hr/>
Number of paid Clubs 6/30 (year-end).....	54

SECTION I — PLANNING AND TRAINING (Required Actions)

Note: Districts must submit a District High Performance Plan and Training Report (with a minimum of 85% of Area Governors and Division Governors trained) to qualify for Distinguished District. See deadlines below.

A. District High Performance Plan

2003-04 District High Performance Plan received at World Headquarters:

Yes _____

No _____

Enter "Yes" or "No" on page 9

B. Division Governor/Area Governor Training Program

1. Number of Areas in District..... _____

2. Number of Divisions in District..... _____

3. Total _____

4. Number of Area Governors and Division Governors trained and reported to World Headquarters by September 30, 2003 (on Form 1475) _____

5. Percent of Area Governors and Division Governors trained (line 4 ÷ line 3) %

If line 5 is 85% or greater, enter "Yes" on page 9.

Districts must report a minimum of 85% of these officers trained to qualify for Distinguished District Program. No credit for less than 85%.

Deadline: *District High Performance Plan and Division/Area Governor Training Report must be postmarked on or before September 30, 2003, and **received** at World Headquarters on or before October 10, 2003, if the District is to be eligible for Distinguished District. No points awarded for this section.*

SECTION II — DISTRICT GROWTH

District growth is based upon (a) the net increase in the total number of per capita payments received from members from the beginning of the District year to June 30 (a member usually submits two per capita payments each year, one per capita payment for October dues renewal and one per capita payment for April dues renewal); and (b) the net increase in the number of paid Clubs from the beginning of the District year to June 30.

The official base figures and resulting goals will be provided to the District on its July 1 - July 31 District Performance Report posted on the Toastmasters International web site at www.toastmasters.org. Base figures will be adjusted upward to reflect April dues renewal payments received after July 1. See page 3 for an explanation on how base figures are calculated.

Points

A. Net District Membership Growth (Per Capita Payments)

- | | |
|---|---------|
| 1. Total Per Capita Payments 7/1/03 - 6/30/04 | _____ |
| 2. Per Capita Payments 7/1/02 - 6/30/03 (July 1, 2003, Membership Base) | _____ |
| 3. Add: Minimum Growth Goal (2% of Line 2) | _____ |
| 4. Membership Goal - 6/30/04 (Line 2 plus Line 3) | _____ |
| 5. If Line 1 is equal to or greater than Line 4, District met its goal
(subtract Line 4 from Line 1) | _____ |
| 6. Line 5 ÷ Line 4 = percent by which District exceeded goal | _____ % |

Point Computation:

- | | |
|---|-------|
| A. If Line 5 is zero or greater, District met goal – 4 points | _____ |
| If Line 5 indicated decrease – 0 points | _____ |
| B. Add: 1½ points x percent on Line 6 for exceeding goal | _____ |
| Total Points – Enter here and on page 9 | _____ |

Deadline: June 30, 2004, means that the notification to World Headquarters must be postmarked on or before June 30, 2004, and **received** at World Headquarters on or before July 7, 2004.

B. Net Club Growth

Points

1. Number of Paid Clubs 6/30/04 (Year-End) _____

2. Total Clubs 7/1/03 (Base)..... _____

3. Minimum Growth Goal 3% (of Line 2) _____

4. Club Goal 6/30/04 (Line 2 plus Line 3) _____

5. If Line 1 is equal to or greater than Line 4, District met its goal
(subtract Line 4 from Line 1) _____

If Line 4 is greater than Line 1, goal not met.

Point Computation:

A. If Line 5 is zero or greater, District met goal – 4 points _____

If Line 5 indicated decrease – 0 points _____

B. Add: 2 points x Clubs on Line 5 for exceeding goal _____

Total Points – *Enter here and on page 9* _____

Deadline: *June 30, 2004, means that the notification to World Headquarters must be postmarked on or before June 30, 2004, and **received** at World Headquarters on or before July 7, 2004.*

SECTION III — EDUCATIONAL ACCOMPLISHMENTS

A. Competent Toastmaster Awards (Basic Manual Completions) Points

1. 2003-2004: No. of CTM Certificates Awarded _____
2. Membership Base (Per Capita Payments) at 7/1/03 _____
3. Achievement Objective: 3.5% (of Line 2) _____
4. Percent Achievement (Line 1 ÷ Line 2) _____ %

Point Computation:

A. If Line 4 is 3.5% or more, the following points are awarded:
 For attaining objective of 3.5% – 5 points _____

B. Add: 2 points for each percent over 3.5% (calculated to 1/10 of one percent) _____

If Line 4 is less than 3.5%, District did not meet its minimum achievement: Zero points

Enter points here and on page 9 _____

Deadline: June 30, 2004, means that the notification to World Headquarters must be postmarked on or before June 30, 2004, and **received** at World Headquarters on or before July 7, 2004.

B. Advanced Toastmaster Awards Points

1. 2003-04: No. of ATM Certificates (ATM Bronze, ATM Silver, ATM Gold) Awarded _____
2. Membership Base (Per Capita Payments) at 7/1/03 _____
3. Achievement Objective: 1% (.01 x Line 2) _____
4. Percent Achievement (Line 1 ÷ Line 2) _____ %

Point Computation:

A. If Line 4 is 1% or greater, the following points are awarded:
 For attaining objective of 1%: 5 points _____

B. Add: 1/2 point for each 1/10 of 1% over goal _____

If Line 4 is less than 1%, District did not meet its minimum achievement: Zero points

Enter points here and on page 9 _____

Deadline: June 30, 2004, means that the notification to World Headquarters must be postmarked on or before June 30, 2004, and **received** at World Headquarters on or before July 7, 2004.

SECTION IV — DISTINGUISHED CLUB AND DISTINGUISHED AREA PERFORMANCE

Part of the District Mission is to enhance the performance of Clubs. The Distinguished Club Program and the Distinguished Area Program are valuable tools which can help promote Club quality. Districts should promote achievement in these programs. Using the District High Performance Plan, each District should set its own goals for accomplishment in this section. Reaching goals in this section is not required for a District to be recognized as a Distinguished District. However, points accumulated in this section will be counted in the final computation and could play a significant part in the determination of President's and Select Distinguished District recognition.

A. Distinguished Club Program Points

1. Total Clubs in District – 7/1/03 (Base) _____
2. Total Distinguished Clubs (including Select and President's Distinguished Clubs) 6/30/04 _____
3. Percentage of Distinguished Clubs (Line 2 ÷ Line 1) _____ %

Points are awarded according to the following scale:

PERCENTAGE	POINTS
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 9 _____

B. Distinguished Area Program Points

1. Total Areas in District _____
2. Total Distinguished Areas (including Select and President's Distinguished Areas) 6/30/04 _____
3. Percentage of Distinguished Areas (Line 2 ÷ Line 1) _____ %

Points are awarded according to the following scale:

PERCENTAGE	POINTS
30-34%	1
35-39%	2
40-44%	3
45-49%	4
50-54%	5
55-59%	6
60-64%	7
65-69%	8
70-74%	9
75% or more	10

Enter total points here and on page 9 _____

C. Leadership Awards

Points

- 1. Total Clubs in District 7/1/03 (Base) _____
- 2. Total Competent Leaders, Advanced Leaders and DTM Awards - 7/1/03-6/30/04 _____
- 3. Ratio of Awards to Clubs (Line 2 ÷ Line 1) _____

Points are awarded according to the following scale:

RATIO	POINTS
.50-.54	1
.55-.59	2
.60-.64	3
.65-.69	4
.70-.74	5
.75-.79	6
.80-.84	7
.85-.89	8
.90-.94	9
.95 or higher	10

Enter total points here and on page 9 _____

POINT TOTALS

SECTION I - REQUIRED ACTIONS

Yes/No Points

- A. District High Performance Plan
(No points are awarded in this section - Indicate yes or no) _____
- B. Division Governor/Area Governor Training Program
(No points are awarded in this section - Indicate yes or no) _____

SECTION II - DISTRICT GROWTH

- A. Net District Membership Growth (Per Capita Payments) — Met goal? _____
- B. Net Club Growth — Met goal? _____

SECTION III - EDUCATIONAL ACCOMPLISHMENTS

- A. Competent Toastmaster Awards — Met goal? _____
- B. Able and Advanced Toastmaster Awards — Met goal? _____

ALL SIX SUBSECTIONS ABOVE MUST BE INDICATED "YES" FOR DISTRICT TO QUALIFY AS A DISTINGUISHED DISTRICT.

SECTION IV - DISTINGUISHED CLUB, DISTINGUISHED AREA, AND LEADERSHIP AWARD PERFORMANCE

- A. Distinguished Club Program (maximum 10 points) _____
- B. Distinguished Area Program (maximum 10 points) _____
- C. Leadership Awards (maximum 10 points) _____

GRAND TOTAL POINTS _____