

Club Officer Training Report Form



Clubs whose officers attend a live, District-sponsored Club officer training program receive credit toward the training goal in the Distinguished Club Program. For Clubs to receive credit, Districts must conduct their first training for Club officers elected annually and semiannually between June 1 and August 31, and send report forms for this training to World Headquarters postmarked no later than September 30. Districts must conduct a second training between December 1 and February 28 (or 29 in a leap year) for those Club officers elected annually or for Clubs electing semiannually, and send report forms for this training postmarked no later than March 31. Only Clubs whose officers attend training during these times will receive credit in the Distinguished Club Program.

Officers may receive credit for attending training only once during each period. For example, an officer of a Club electing annually attends two training sessions during the June-August period. His Club still will receive credit only once in the DCP. The Club will receive additional credit only if the officer attends training again during the December-February period.

To receive credit, Club officers must be trained by authorized District representatives in a live training session. While audiovisual aids, such as videos, may be used to enhance training, they may not be the sole method of training. Trainers must use the training material provided by Toastmasters International.

Of course, Districts may offer additional Club officer training at other times. But only Clubs whose officers attend training within specified time frames will receive credit in the Distinguished Club Program.

Use this form to submit training information. Only the Club President, Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer, and Sergeant at Arms may receive credit for attending; non-officers attending in place of elected officers are not eligible and are not to be listed on this form.

Fill in the information below. To be sure a Club receives credit for having its officers trained, write in the Club number where indicated. Note which of the Club's officers are in attendance and check the appropriate box(es) to the right of the Club number.

Review the list to confirm that all officers attending are included. Be sure to keep a copy for your records.

Person conducting training program _____

This report is for the period (check one): June 1 - August 31 December 1 - February 28

Date of Training Program _____, _____.

District _____

CHECK ALL OFFICERS ATTENDING

| CLUB NUMBER | President | Vice President Education | Vice President Membership | Vice President Public Relations | Secretary | Treasurer | Sergeant at Arms |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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