**AREA 2019/2020 TRANSITION and PLANNING DOCUMENT**

**Division \_\_\_, District 42**

|  |
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|  |

Current Area Director 2020/2021

Past Area Director 2019/2020

|  |  |
| --- | --- |
| Name |  |
| Email |  |

|  |
| --- |
|  |

Transition meeting scheduled for

1. **DISTINGUISHED AREA PROGRAM PERFORMANCE**

To qualify for the Distinguished Area Program:

* 1. Areas must have no net club loss.
  2. Areas must submit the Area Director’s Club Visit Report for 75 percent of their club bases for first-round visits by November 30 and for 75 percent of their club bases for second-round visits by May 31.
  3. Distinguished Area Achievements
     1. Distinguished Area must have 50% of clubs reach Distinguished Status
     2. Select Distinguished Area must have 50% of clubs reach Distinguished Status plus one more Distinguished club.
     3. Select Distinguished Area must have 50% of clubs reach Distinguished Status plus one more Distinguished club and a net club growth of one

Area \_\_\_\_\_ achieved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_status on **June 30, 2020.**

1. **CLUB PERFORMANCE 2019 / 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Club Name** | **Club #** | **DCP Points Achieved** | **DCP STATUS** |
|  |  |  |  |
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|  |  |  |  |
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1. **CLUBS and OFFICER CONTACT INFO**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name | |  | | | Club # | |  |
| Meeting Info | |  | | | | | |
| Location | |  | | | | | |
| Frequency of Club Executive Meetings | | | |  | | | |
| Club Contacts | | | Outgoing | | Incoming | | |
| President | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Education | Name | |  | |  | | |
| Email | |  | |  | | |
| VP Membership | Name | |  | |  | | |
| Email | |  | |  | | |
| Key Contacts (i.e. Club coaches, corporate sponsors) | | |  | | | | |
| Club Successes | | |  | | | | |
| Club Challenges | | |  | | | | |
| AD Club Visits Dates | | |  | | |  | |

1. **New Clubs/Potential Leads**

|  |  |  |  |
| --- | --- | --- | --- |
| **CLUB/Location** | **Club Sponsors** | **Club Mentors** | **Charter Date** |
|  |  |  |  |
|  |  |

1. **SPEECH CONTESTS**

**History of Contest Winners**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Evaluation** | **International** | **Table Topics** | **Humorous** |
| 2019 |  |  |  |  |
| 2020 |  |  |  |  |

**Contest Host Clubs**

|  |  |
| --- | --- |
| **Date** | **Host Club/Venue** |
| Fall 2019 |  |
| Spring 2020 |  |
| Fall 2020 |  |
| Spring 2021 |  |

1. **OF THE YEAR AWARDS – Area Level**

|  |  |  |
| --- | --- | --- |
| **Rookie** | **Name** | **Club** |
| 2019 / 2020 |  |  |
| 2020 / 2021 |  |  |

|  |  |  |
| --- | --- | --- |
| **Toastmaster** | **Name** | **Club** |
| 2019 / 2020 |  |  |
| 2020 / 2021 |  |  |

|  |  |  |
| --- | --- | --- |
| **Public Relations** | **Name** | **Club** |
| 2019 / 2020 |  |  |
| 2020 / 2021 |  |  |

|  |  |  |
| --- | --- | --- |
| **President** | **Name** | **Club** |
| 2019 / 2020 |  |  |
| 2020 / 2021 |  |  |

1. **Area Director Council Meetings**

|  |  |  |
| --- | --- | --- |
|  | **Scheduled Date** | **Location** |
| Fall |  |  |
| Spring |  |  |
| Extra (if needed) |  |  |

1. **Fall Contest Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deadline** | **Scheduled Date** | **Location** |
| Club Contests |  |  |  |
| Area Contest |  |  |  |
| Division Contest |  |  |  |

1. **Spring Contest Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deadline** | **Scheduled Date** | **Location** |
| Club Contests |  |  |  |
| Area Contest |  |  |  |
| Division Contest |  |  |  |

1. **Area Director Training Dates**

|  |  |  |
| --- | --- | --- |
|  | **Scheduled Date** | **Location** |
| June 2020 |  |  |
| September 2020 |  |  |
| January 2021 |  |  |

1. **Leadership Training Dates for your Division**

|  |  |  |
| --- | --- | --- |
|  | **Scheduled Date** | **Location** |
| June – Aug 2020 |  |  |
| Nov 2020 – Feb 2021 |  |  |
| Please work with your Division Director to help coordinate | | |

1. **Biggest Area challenge:**

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| --- |
|  |

1. **Biggest Area opportunity:**

|  |
| --- |
|  |

1. **General Information**

|  |  |  |
| --- | --- | --- |
| All Leaders Calls | Monthly | 2nd Sunday |
| Weekly Check In | Weekly | Wednesdays |
| SharePoint Site |  |  |
| District Central | <https://www.toastmasters.org/My-Toastmasters/Profile/District-Central> | |
| Event Calendar | <https://d42tm.org/events/> | |
|  |  |  |

1. **Email Past Area Visit Reports to incoming Area Director**

Date Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_