



DISTRICT CALENDAR

INTRODUCTION

This resource is intended to guide the district leadership team toward success.

Included:

- Checklists to measure success
- Deadline/important date reminders
- Tips to overcome challenges

JULY

Checklist:

- Complete year-end audit
- Train club, area and division officers
- Area governors - first-round club visits begin
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points

Deadlines/Important Dates:

July 1:

- The start of the Toastmasters year
- The Distinguished District, Division, Area and Club Programs begin

July 15: Reporting

- District officer list due to WHQ
- District calendar due to WHQ
- Area and division alignment changes due to WHQ
- District signature form due to WHQ

Tips:

- Build and support your team of leaders
- Begin club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ

AUGUST

Checklist:

- Complete club, area and division officer training
- Complete district budget
- Set district goals for the District Success Plan Matrix
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points

Deadlines/Important Dates:

August 31:

- Last day for club, area and division officer training
- Year-end audit due to WHQ



Tips for August:

- Submit club, area and division officer training online
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Network with other leaders - the International Convention is a great opportunity
- Look ahead; what's coming up?
- Take time to get to know your leadership trio and build the foundation – the International Convention is a great opportunity

SEPTEMBER

Checklist:

- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points
- Remind clubs to submit membership dues renewals online
- Complete area governor first-round club visits
- Send out credential/proxy forms to club president and vice president education at least two weeks in advance of the district conference

Deadlines/Important Dates:

September 30:

- Report of club, area and division officer training due to WHQ (85% of area and division governors trained and reported to WHQ in order to qualify for the Distinguished District Program)
- District Success Plan Matrix due to WHQ (Required to qualify for the Distinguished District Program)
- District budget due to WHQ
- End of promotion for a Distinguished District point for chartering as many clubs as possible in the months of August and September

Tips:

- Submit club, area and division officer training online
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Network with other leaders
- Don't get overwhelmed, ask for help, delegate and stay organized

OCTOBER

Checklist:

- Remind clubs to submit membership dues renewals online
- Complete area governor first-round club visits
- Prepare for district conference
- Prepare for district executive committee meeting
- Prepare for district council meeting
- Prepare previous year's financial records
- Start planning audit committee appointments



Deadlines/Important Dates for October:

October 1:

- October dues renewals due to WHQ

October 10:

- October dues renewals due to WHQ for Distinguished Club Program credit

October 15:

- Monthly treasurer's report (July 1 - August 31) due to District Trio

October 31:

- First-round area governor club visits should be completed

Tips:

- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- If every club in your district is distinguished, it makes your district goals easier to achieve
- Evaluate the training and use the findings to enhance the next officer training

NOVEMBER

Checklist:

- Remind clubs to submit membership dues renewals online
- Follow-up with those who have not paid their October dues

Deadlines/Important Dates:

November 1:

- District governor to appoint audit committee

November 15:

- October dues renewals due for Distinguished Area Program credit
- Monthly treasurer's report (July 1 – September 30) due to District Trio
- Treasurer's report (July 1 – September 30) due to WHQ

November 30:

- Area governors - first-round club visit reports due to WHQ
- Previous year's financial records due to WHQ

Tips:

- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Share successes and challenges with other leaders
- Don't forget to thank your volunteers for everything that they do

DECEMBER

Checklist:

- Second-round training for club officers begins
- Start planning for elections
- Start working on appointing nominating committee
- Start planning next district conference



Deadlines/Important Dates for December:

December 15:

- Monthly treasurer's report (July 1 – October 31) due to District Trio

Tips:

- Submit club-officer training online
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Look ahead; what's coming up?
- The year is halfway over – celebrate what you've accomplished!

JANUARY

Checklist:

- Publish the call for candidates (if not yet published)
- Mid-year review – Check the DPR – if your district is not at 50% of goal achievement, re-think your district's strategy
- Complete mid-year audit
- Train club, area and division officers
- Area governors - second-round club visits begin
- Prepare for proxy/credentials

Deadlines/Important Dates:

January 15:

- Monthly treasurer's report (July 1 – November 30) due to District Trio

Tips:

- Submit club-officer training online
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Check out what other districts are doing – look at other district Web sites for ideas

FEBRUARY

Checklist:

- Train club officers
- Prepare for proxy/credentials
- Complete area governor second-round club visits
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org)

Deadlines/Important Dates:

February 15:

- Mid-year audit due to WHQ
- Monthly treasurer's report (July 1 – December 31) due to District Trio

February 28 (29 on leap years):

- Last day to complete club-officer training



Tips for February:

- Submit club-officer training online
- Confirm submissions with WHQ
- Work on club building efforts
- Stay on track; check your DPR reports regularly

MARCH

Checklist:

- Remind clubs to submit membership dues renewals online
- Complete area governors second-round club visits
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org)

Deadlines/Important Dates:

March 15:

- Monthly treasurer's report (July 1 – January 30) due to District Trio

March 31:

- Report of club-officer training due to WHQ

Tips:

- Submit club-officer training online
- Confirm submissions with WHQ
- Delegate!
- Look ahead; what's coming up?
- Work on club building efforts
- Stay on track; check your DPR reports regularly

APRIL

Checklist:

- Submit club membership dues renewals online
- Complete area governor second-round club visits
- Prepare for district conference
- Prepare for district executive committee meeting
- Prepare for district council meeting
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org)

Deadlines/Important Dates:

April 1:

- April dues renewals due to WHQ

April 10:

- April dues renewals due to WHQ for Distinguished Club Program credit

April 15:

- Monthly treasurer's report (July 1 – February 28) due to District Trio

April 30:

- Second-round area governor club visits should be completed



Tips for April:

- Confirm submissions with WHQ
- Work on club building efforts
- Stay on track; check your DPR reports regularly

MAY

Checklist:

- Start planning for regional conference

Deadlines/Important Dates:

May 15:

- April dues renewals due for Distinguished Area Program credit
- Monthly treasurer's report (July 1 – March 31) due to District Trio
- Treasurer's report (July 1 – March 31) due to WHQ

May 31

- Area governors - second-round club visit reports due to WHQ

Tips:

- Confirm submissions with WHQ
- Look ahead; what's coming up?
- Stay on track; check your DPR reports regularly
- Reflect over the last year on all of the district accomplishments and celebrate!
- Start planning for the transition of the district administration – lessons learned is a good starting point

JUNE

Checklist:

- Start training club, area and division officers (Ensure a minimum of 85% of area and division governors are trained and reported to WHQ to qualify for credit towards the Distinguished District Program)
- Start planning district calendar
- Prepare and distribute a district directory (to request a district list to help do this, e-mail: **districts@toastmasters.org**)
- Incoming officers start working on the year-end audit with previous administration

Deadlines/Important Dates:

June 30:

- Club officer lists due to WHQ
- Last day of the Toastmasters year

Tips:

- Build and support your team of leaders
- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Stay focused on goals
- Stay in communication with the previous year's leaders
- Ask questions
- Ensure a minimum of 85% of area and division governors are trained and reported to WHQ to qualify for credit towards the Distinguished District Program