**Checklist**



**Area Handover**

|  |  |  |
| --- | --- | --- |
|  | | **Done** |
| **1** | **Area Profile** |  |
| Complete Area Profile Template |  |
| Provide copy to your Division Director |  |
| **2** | **Club Profiles** |  |
| Complete Club Profile Template |  |
| Provide copy to your Division Director |  |
| **3** | **Area Director Official Club Reports** |  |
| Copy of all Official Club Visit Reports |  |
| Club Visit Summary – Provide copy to your Division Director |  |
| **4** | **Area Council Minutes** |  |
| Copy of all Council Meeting minutes |  |
| **5** | **Area Contests** |  |
| Copy of Budget and Actuals for contests |  |
| Copy of Contest Flyers |  |
| Copy of Agenda/Programme |  |
| Copy of Running Sheets / Scripts |  |
| List of winners and their clubs so that perpetual trophies can be tracked |  |
| Complete Area/Division Contest Planning Template |  |
| **6** | **Area Assets** |  |
| Complete Area Asset Template |  |
| **7** | **Annual Awards** |  |
| Complete List of Area/Division Annual Awards Template |  |
| **8** | **End of Year** |  |
| Complete End of Year Template |  |
| Hold End of Year Area Council meeting (May/June) |  |

**District 71**

**Where Leaders are Made**

Area:

**AREA PROFILE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clubs in Area** | | | | | | | |
| **Name** | **Type** | **Meeting Venue** | | **Meeting Day/Time** | **Membership Base** | | **DCP Goals** |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
| **Prospective Clubs in Area** | | | | | | | |
| **Name** | **Type** | **Meeting Venue** | | **Meeting Day/Time** | **Sponsor/Mentors** | | **Expected Charter Date** |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
| **Incoming Area Officers** | | | | | | | |
| **Role** | | | **Name** | | | **Contact Email/Phone** | |
| Area Director | | |  | | |  | |
| Area Team member | | |  | | |  | |
| Area Team member | | |  | | |  | |
| **Upcoming Anniversaries/Special Events** | | | | | | | |
| **Members interested in a level 5 leadership project or DTM project** | | | | | | | |
| **Members who will be celebrating a special anniversary** | | | | | | | |
| **Members with potential for future leadership roles** | | | | | | | |
| **Members with expertise/knowledge in specific areas (potential for one of the Area, Division or District teams)** | | | | | | | |
| **DTMs in the Area** | | | | | | | |
| **General Comments** | | | | | | | |

**CLUB PROFILE**

|  |
| --- |
| **Club Name** |
| Meeting Day/Frequency |
| Meeting Time (and duration) |
| Venue |
| Contact |
| Number of Members (and member profile) |
| DCP Results |
| Milestones |
| Significant Anniversary |
| Contest Winners  ............................................................................................................................ Humorous Speech   ........................................................................................................................... Table Topics   ........................................................................................................................... International Speech   ........................................................................................................................... Speech Evaluation |
| Members interested in a level 5 leadership project or DTM project |
| Members almost at DTM |
| Members who will be celebrating a special anniversary |
| Members with potential for future leadership roles |
| Members with expertise/knowledge in specific areas |
| DTMs in the club |
| General Comments |

**INCOMING OFFICERS**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name/Education Award** | **Contact Email/Phone** |
| President |  |  |
| VPE |  |  |
| VPM |  |  |
| VPPR |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Sergeant At Arms |  |  |
| Immediate Past President |  |  |

|  |
| --- |
| **Club Name** |
| Meeting Day/Frequency |
| Meeting Time (and duration) |
| Venue |
| Contact |
| Number of Members (and member profile) |
| DCP Results |
| Milestones |
| Significant Anniversary |
| Contest Winners  ............................................................................................................................ Humorous Speech   ........................................................................................................................... Table Topics   ........................................................................................................................... International Speech   ........................................................................................................................... Speech Evaluation |
| Members interested in a level 5 leadership project or DTM project |
| Members almost at DTM |
| Members who will be celebrating a special anniversary |
| Members with potential for future leadership roles |
| Members with expertise/knowledge in specific areas |
| DTMs in the club |
| General Comments |

**INCOMING OFFICERS**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name/Education Award** | **Contact Email/Phone** |
| President |  |  |
| VPE |  |  |
| VPM |  |  |
| VPPR |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Sergeant At Arms |  |  |
| Immediate Past President |  |  |

|  |
| --- |
| **Club Name** |
| Meeting Day/Frequency |
| Meeting Time (and duration) |
| Venue |
| Contact |
| Number of Members (and member profile) |
| DCP Results |
| Milestones |
| Significant Anniversary |
| Contest Winners  ............................................................................................................................ Humorous Speech   ........................................................................................................................... Table Topics   ........................................................................................................................... International Speech   ........................................................................................................................... Speech Evaluation |
| Members interested in a level 5 leadership project or DTM project |
| Members almost at DTM |
| Members who will be celebrating a special anniversary |
| Members with potential for future leadership roles |
| Members with expertise/knowledge in specific areas |
| DTMs in the club |
| General Comments |

**INCOMING OFFICERS**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name/Education Award** | **Contact Email/Phone** |
| President |  |  |
| VPE |  |  |
| VPM |  |  |
| VPPR |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Sergeant At Arms |  |  |
| Immediate Past President |  |  |

|  |
| --- |
| **Club Name** |
| Meeting Day/Frequency |
| Meeting Time (and duration) |
| Venue |
| Contact |
| Number of Members (and member profile) |
| DCP Results |
| Milestones |
| Significant Anniversary |
| Contest Winners  ............................................................................................................................ Humorous Speech   ........................................................................................................................... Table Topics   ........................................................................................................................... International Speech   ........................................................................................................................... Speech Evaluation |
| Members interested in a level 5 leadership project or DTM project |
| Members almost at DTM |
| Members who will be celebrating a special anniversary |
| Members with potential for future leadership roles |
| Members with expertise/knowledge in specific areas |
| DTMs in the club |
| General Comments |

**INCOMING OFFICERS**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name/Education Award** | **Contact Email/Phone** |
| President |  |  |
| VPE |  |  |
| VPM |  |  |
| VPPR |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Sergeant At Arms |  |  |
| Immediate Past President |  |  |

# CLUB VISITS SUMMARY

**Key Points including Strengths and Challenges.**

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Club: ..............................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

# AREA CONTEST PLANNING

How are host clubs selected? .........................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

Suitable venues for contests

|  |  |  |  |
| --- | --- | --- | --- |
| **Venue** | **How to book?** | **Venue Contact** | **Toastmaster Contact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Experienced Contest Officials

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Speech Contests

Host Club(s): ..........................................................................................................................................

Contest Type(s): ..........................................................................................................................................

|  |  |
| --- | --- |
| **Item** | **Attached** |
| **Budget** |  |
| **Flyer** |  |
| **Agenda/Programme** |  |
| **Running Sheet / Script** |  |
| **Actual Income and Expenses** |  |

Personnel

|  |  |  |
| --- | --- | --- |
| **Role** | **Person** | **Club/District Office** |
| **Chief Judge** |  |  |
| **Contest Chair(s)** |  |  |
| **MC/Toastmaster** |  |  |
| **Photographer** |  |  |
| **Counter** |  |  |
| **Counter** |  |  |
| **Timer** |  |  |
| **Timer** |  |  |
| **SAA** |  |  |
| **SAA** |  |  |

Results

List contest, winners and contact details

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Speech Contests

Host Club(s): ..........................................................................................................................................

Contest Type(s): ..........................................................................................................................................

|  |  |
| --- | --- |
| **Item** | **Attached** |
| **Budget** |  |
| **Flyer** |  |
| **Agenda/Programme** |  |
| **Running Sheet / Script** |  |
| **Actual Income and Expenses** |  |

Personnel

|  |  |  |
| --- | --- | --- |
| **Role** | **Person** | **Club/District Office** |
| **Chief Judge** |  |  |
| **Contest Chair(s)** |  |  |
| **MC/Toastmaster** |  |  |
| **Photographer** |  |  |
| **Counter** |  |  |
| **Counter** |  |  |
| **Timer** |  |  |
| **Timer** |  |  |
| **SAA** |  |  |
| **SAA** |  |  |

Results

List contest, winners and contact details

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

# AREA ASSETS

|  |  |
| --- | --- |
| **Item** | **Who Has It / Contact Details** |
| Banner |  |
| Banner Stand |  |
| Perpetual Trophy - |  |
| Perpetual Trophy - |  |
| Perpetual Trophy - |  |
| Perpetual Trophy - |  |
| Area Director Regalia |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**AREA ANNUAL AWARDS**

List all Area Awards including contest perpetual trophies

|  |  |
| --- | --- |
| Award Name |  |
| Criteria |  |
| Selection Process |  |
| Presented when |  |
| Presented by |  |
| Previous Winner |  |

|  |  |
| --- | --- |
| Award Name |  |
| Criteria |  |
| Selection Process |  |
| Presented when |  |
| Presented by |  |
| Previous Winner |  |

|  |  |
| --- | --- |
| Award Name |  |
| Criteria |  |
| Selection Process |  |
| Presented when |  |
| Presented by |  |
| Previous Winner |  |

|  |  |
| --- | --- |
| Award Name |  |
| Criteria |  |
| Selection Process |  |
| Presented when |  |
| Presented by |  |
| Previous Winner |  |

|  |  |
| --- | --- |
| Award Name |  |
| Criteria |  |
| Selection Process |  |
| Presented when |  |
| Presented by |  |
| Previous Winner |  |

# END OF YEAR

What worked well: .........................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Review of current resources: ..........................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

New club opportunities needing further investigation: ....................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Projects underway: ........................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

Upcoming events: ..........................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................

.......................................................................................................................................................................