

District 35 – Procedures Manual – REVISED APRIL 2024

General formatting, punctuation, spacing, margins, spelling, capitalization, font, and font size that do not affect the content or meaning will not be presented for approval. Changes will be automatically changed and/or corrected.

Changes throughout manual

1. References to Spring Convention changed to Spring Conference
2. Adding in “the” or “an” for proper sentence structure

Specific updates

1. Cover page Revision Date – updated to April 2024
2. Foreword from the District Trio

The year 2024 stands as a momentous milestone in the history of Toastmasters International celebrating a century since the visionary Ralph C. Smedley founded this remarkable organization. Back in 1924, Dr. Smedley envisioned a collaborative haven where Toastmasters could hone their public speaking skills—an environment that would foster growth, camaraderie, and excellence.

Steeped in tradition, District 35 proudly upholds these ideals. Our legacy of collaboration, cooperation, and unwavering commitment to Toastmasters International’s core values—Integrity, Respect, Service, and Excellence—defines us. As a District, we champion our mission: **“We build new clubs and support all clubs in achieving excellence.”** Simultaneously, we empower our members, providing a nurturing space for personal development, self-confidence, and leadership skills.

The **District 35 Procedures Manual** is a compilation of our cherished traditions and best practices. It does not supersede Toastmasters International’s Governing Documents, policies, or protocols. This manual does serve as a vital resource to clarify gray areas, ensure consistency, and answer questions that may arise. Think of it as our compass—a guide to help navigate uncharted waters.

We extend our heartfelt gratitude to the **Procedures Review Committee**, led by Ed Thelen and comprising Kris Pool and Teri McGregor, esteemed Past District Directors and Distinguished Toastmasters. Their dedication has shaped this document, helping to enrich our shared culture.

As we celebrate Toastmasters’ centenary, we honor those who paved the way. To all District 35 Toastmasters who came before us: your contributions have woven the fabric of our procedures and traditions. Together, we continue to build a legacy—one that echoes across time and empowers generations to come.

On behalf of District 35, our sincerest thanks!

Jason Feucht, DTM
2023-2024 District Director

Robert Wall, DTM
2023-2024 Program Quality Director

Theresa Flynn, DTM
2023-2024 Club Growth Director

3. Move the Logistics Manager section from after Parliamentarian to before the Credentials Committee section

4. Introduction

- a. Update prior revision date
- b. Current text: April 2023
- c. Proposed text: April 2024

5. Acronyms

- a. Change “listing” to “list”

6. Parliamentarian

- a. Section B – Qualifications
- b. Updated text to add specific language
- c. Current text:

The Parliamentarian is appointed by the District Director and may be re-appointed for any number of terms. The Parliamentarian shall have an intimate working knowledge of Roberts Rules of Order and proper parliamentary procedure. The Parliamentarian shall have full knowledge of the Club Constitution and Bylaws, District Administrative Bylaws, and the Toastmasters International Constitution and Bylaws.

- d. Proposed text:

The Parliamentarian is appointed by the District Director and may be re-appointed for any number of terms. The Parliamentarian shall have an intimate working knowledge of Roberts Rules of Order, proper parliamentary procedure, and if possible, shall have served as a District Governor or District Director. The Parliamentarian shall have full knowledge of the Club Constitution and Bylaws, District Administrative Bylaws, the Toastmasters International Constitution and Bylaws, as well as this Document and District 35 past practices.

7. Parliamentarian

- a. Section C.1.d – Scope of Duties and Responsibilities
- b. Updated text to add District 35 Protocols
- c. Current text:

... in accordance with:

- a. Roberts Rules of Order
- b. Toastmasters International Bylaws
- c. District Administrative Bylaws

- d. Proposed text:

... in accordance with:

- a. Roberts Rules of Order
- b. Toastmasters International Bylaws
- c. District Administrative Bylaws
- d. District 35 Protocols

8. Parliamentarian

- a. Section E - Accountability
- b. Remove District Executive Committee and District Council

c. Current text:

1. District Director
2. District Executive Committee – when in session
3. District Council – when in session

d. Proposed text:

1. District Director

9. District Speech Contest Chair and Chief Judge

a. Section A - General

b. Add language about conflicts between district procedures and official contest rules

c. Current text:

Toastmasters International has designated the Program Quality Director as responsible for the Speech Contests at all levels of the District. The Program Quality Director will assist and guide division and area officers in establishing program formats and maintaining schedules as outlined in the District Calendar. A District Speech Contest Chair may be appointed by the Program Quality Director and shall be responsible for coordinating the speech contests at the district level. All speech contests in District 35 shall conform to rules published by Toastmasters International.

d. Proposed text:

Toastmasters International has designated the Program Quality Director as responsible for the Speech Contests at all levels of the District. The Program Quality Director will assist and guide division and area officers in establishing program formats and maintaining schedules as outlined in the District Calendar. A District Speech Contest Chair may be appointed by the Program Quality Director and shall be responsible for coordinating the speech contests at the district level. All speech contests in District 35 shall conform to rules published by Toastmasters International. **Anywhere where there may be a conflict between District Procedures and the Official Contest Rules as published by Toastmasters International, the Official Contest Rules always take precedence.**

10. District Speech Contest Chair and Chief Judge

a. Section B.1 – Qualifications

b. Add language of “must each be active Toastmasters”

c. Current text:

The Contest Chair and Chief Judge must be active Toastmasters in good standing, each for a minimum of two (2) years, having participated or presided at an Area Speech Contest, a Division Speech Contest, and at least one District Convention/Conference.

d. Proposed text:

The Contest Chair and Chief Judge **must each be active** Toastmasters in good standing, each for a minimum of two (2) years, having participated or presided at an Area Speech Contest, a Division Speech Contest, and at least one District Convention/Conference.

11. District Speech Contest Chair and Chief Judge

a. Section D.3 – Chief Judge Scope of Duties and Responsibilities

b. Add language to include offering training

c. Current text:

Be the district authority on speech contest rules, available to answer questions as they arise.

- d. Proposed text:
Be the district authority on speech contest rules, available to offer training and answer questions as they arise.

12. Newsletter Editor

- a. Section A – General
- b. Add language to work with the District PRM
- c. Current text:
The Newsletter Editor is the vital link in communicating information to all District members via the District 35 Toastmasters newsletter. The Newsletter Editor may be appointed annually by the District Director.
- d. Proposed text:
The Newsletter Editor is the vital link in communicating information to all District members via the District 35 Toastmasters newsletter. The Newsletter Editor may be appointed annually by the District Director and will work closely with the District Public Relations Manager.

13. Newsletter Editor

- a. Section E - Accountability
- b. Remove PQD and CGD, add PRM
- c. Current text:
 - 1. District Director
 - 2. Program Quality Director
 - 3. Club Growth Director
- d. Proposed text:
 - 1. District Director
 - 2. Public Relations Manager

14. Logistics Manager

- a. Entire section
- b. Reordered and moved from after Parliamentarian to before Credentials Committee

15. Credentials Committee

- a. Section D.1 – Scope of Duties and Responsibilities
- b. Change language for in-person to hybrid meeting option
- c. Current text:
Establish operating procedure for the committee prior to the District Council Meetings and based on the instructions for in-person or virtual District Council Meeting.
- d. Proposed text:
Establish an operating procedure for the committee prior to the District Council Meetings and based on the instructions for hybrid or virtual District Council Meetings.

16. Credentials Committee

- a. Section F - Accountability

- b. Remove District Council
- c. Current text:
 1. District Director
 2. District Council
- d. Proposed text:
 1. District Director

17. Alignment Committee

- a. Section B.2 - Membership
- b. Add language of “or current”
- c. Current text:
Committee shall consist of former District Officers in good standing (minimum of two), appointed by the District Director
- d. Proposed text:
The committee shall consist of former or current District Officers in good standing (minimum of two), appointed by the District Director

18. Alignment Committee

- a. Section C – Qualifications
- b. Add language of “or current” and remove “or district officers”
- c. Current text:
Any former district officer in good standing may serve on the committee. Members shall not be candidates for office or district officers. The District Director shall appoint the committee chair, and in conjunction with him or her, shall appoint the other committee members. Appointments should be made at least sixty (60) days prior to the spring District Council meeting.
- d. Proposed text:
Any former or current district officer in good standing may serve on the committee. Members shall not be a candidate for office. The District Director shall appoint the committee chair, and in conjunction with him or her, shall appoint the other committee members. Appointments should be made at least sixty (60) days prior to the spring District Council meeting.

19. Alignment Committee

- a. Section D.7 and D.8 – Scope of Duties and Responsibilities
- b. Add new D.7 and move current D.7 to D.8
- c. Current text:
7. The Alignment Committee Chair or designee shall present the realignment to the District Council at the District Spring Conference.
- d. Proposed text:
7. Support the communication process to the district, including to the affected clubs, areas, and divisions through various channels.
8. The Alignment Committee Chair or designee shall present the realignment to the District Council at the District Spring Conference.

20. Spring Conference Committee

- a. Section D.1 – Scope of Duties and Responsibilities
- b. Add language for a new D.1 and subsequently renumber remaining items
- c. Current text:
None
- d. Proposed text:
 1. Preparation of a net zero conference budget and ticket pricing for approval by the District Director, Program Quality Director, and Club Growth Director.

21. Spring Conference Committee

- a. Section F.2 – Resources
- b. Remove “and/or” and replace with just “or”
- c. Current text:
Recent or past Conference and/or Convention Chairs
- d. Proposed text:
 2. Recent or past Conference **or** Convention Chairs

22. Kurzer Prospecting Award

- a. Section G - Accountability
- b. Remove PQD and CGD
- c. Current text:
 1. District Director
 2. Program Quality Director
 3. Club Growth Director
- d. Proposed text:
 1. District Director

23. District 35 Awards

- a. Section A – General – first paragraph
- b. Remove District Executive Committee and District Council
- c. Current text:
The top District Awards (District Toastmaster of the Year, Division Director of the Year, and Area Director of the Year) are listed with brief descriptions in the District Recognition section of the District Leadership Handbook. The forms for these three awards are a single document on the Toastmasters International website. Other awards as deemed appropriate by the District Director and the District Executive Committee are listed below
- d. Proposed text:
The top District Awards (District Toastmaster of the Year, Division Director of the Year, and Area Director of the Year) are listed with brief descriptions in the District Recognition section of the District Leadership Handbook. The forms for these three awards are **available in** a single document on the Toastmasters

International website. Other awards may be given as deemed appropriate by the District Director, in consultation with the Program Quality Director and Club Growth Director.

24. District 35 Awards

- a. Section B - Qualifications
- b. Add language “in consultation with PQD and CGD”
- c. Current text:
The District Director, Program Quality Director, and Club Growth Director will determine the qualifications for each of the recognition awards that do not relate to a specific District Officer as indicated in the section below - Plaques for District Officers. The District Director may choose to not present some of the “Other Awards” listed below or add other special awards.
- d. Proposed text:
The District Director, Program Quality Director, and Club Growth Director will determine the qualifications for each of the recognition awards that do not relate to a specific District Officer as indicated in the section below - Plaques for District Officers. The District Director, in consultation with the Program Quality Director and the Club Growth Director, may choose to not present some of the “Other Awards” listed below or add other special awards.

25. Additional changes regarding the wording of awards – see page 15

26. Hall of Fame

- a. Section A – General
- b. Add “is responsible” and “having it”
- c. Current text: The Administration Manager for maintaining the ongoing Hall of Fame information and have it published on the District website.
- d. Proposed text: The Administration Manager is responsible for maintaining the ongoing Hall of Fame information and having it published on the District website.

27. Director’s Award

- a. Section E – Description of the Award
- b. Replace the color of the ribbon and add the specific year
- c. Current text: The District shall purchase a red satin ribbon with gold lettering inscribed “District 35 Director’s Award.”
- d. Proposed text: The District shall purchase a turquoise satin ribbon with gold lettering inscribed “District 35 Director’s Award YYYY – YYYY.”

28. District Event Non-Paying Protocol

- a. Section B #8 – Qualifications
- b. Changed wording from decreased to reduced and no payment to non-payment
- c. Current text: The following roles may be subject to performance metrics set by the District Director in order to receive decreased or no payment options AND e. Area Directors (lunch only)

- d. Proposed text: The following roles may be subject to performance metrics set by the District Director in order to receive **reduced or non-paying** options AND e. Area Directors (**reduced only**)

29. Banquet/Head Table Seating Arrangement

- a. Section A, 2nd paragraph – General
- b. Change language to add “when practical”
- c. Current text: District 35 typically uses two larger head tables for district conferences.
- d. Proposed text: **When practical**, District 35 **may use** two larger head tables for district conferences.

30. Financial Procedure

- a. Section A - General
- b. Add language referencing Toastmasters International and district funds
- c. Current text: Toastmasters International provides finance policies and guidelines in the Governing Documents Policies and Protocol, especially in sections “Policy 8.3, District Leader Expenses” and “Policy 8.4, District Fiscal Management.” Finance Manager training is provided by Toastmasters International. The content duplicates some information only to provide context for district-specific procedures and practices
- d. Proposed text: Toastmasters International provides finance policies and guidelines in the Governing Documents Policies and Protocol, especially in sections “Policy 8.3, District Leader Expenses” and “Policy 8.4, District Fiscal Management.” Finance Manager training is provided by Toastmasters International. The content duplicates some information only to provide context for district-specific procedures and practices. **All district funds belong to Toastmasters International and must be used for the advancement of the district mission in support of members.**

31. Financial Procedure

- a. Section B – Travel Reimbursement
- b. Add language to the last line of the paragraph referencing Toastmasters International policy
- c. Current text: The rate is set at the Federal Charitable Organization mileage rate or as otherwise determined by the District Director as part of the budget process.
- d. Proposed text: The rate is set at the Federal Charitable Organization mileage rate or as otherwise determined by **Toastmasters International Policy and/or** the District Director as part of the budget process.

32. Financial Procedure

- a. Section C.2 – Administrative Expenses
- b. Add language regarding members paying for expenses, such as mileage and postage, personally
- c. Current text: Individuals may absorb such expenses, whenever possible.
- d. Proposed text: Individuals may **personally** absorb **any** such expenses, **if they so choose**, whenever possible.

33. Financial Procedure

- a. Section D.1 – District Events

- b. Add reference to TI Policy
- c. Current text: All district, division, and area functions are to be self-supporting unless otherwise designated in this Procedure Manual.
- d. Proposed text: Individuals: All district, division, and area functions are to be self-supporting **per Toastmasters International Policy** unless otherwise designated in this Procedure Manual.

34. Financial Procedure

- a. Section D.3 – District Events
- b. Change wording about financial assistance for scheduled events
- c. Current text: Planning shall be realistic with the aim of creating neither a profit nor deficit. Any incidental profit accrued is to be forwarded directly to the Finance Manager. The District will provide financial assistance for scheduled district events, as long as previously accrued profits have been returned to the District account. The amount of assistance and circumstances is determined by the District Executive Committee as part of the budgeting process.
- d. Proposed text: Planning shall be realistic with the aim of creating neither a profit nor a deficit. Any incidental profit accrued is to be forwarded directly to the Finance Manager. **The District may request to leverage District Reserves to provide financial assistance for scheduled district events, however, approval of Toastmasters International is required as part of the budgeting process in accordance with Toastmasters International Policy.**

35. Financial Procedure

- a. Section E, E1, E2, E3, E4 – International Convention Expenses
- b. Change Section Title, update supporting text to include language if funds allow, attendance requirements, and TI policy
- c. Current text: International Convention Expenses
 1. If the Toastmasters International allowance made available to the Immediate Past District Director is deemed inadequate, additional district funds may be made available to them for convention expenses as part of the budget process.
 2. Toastmasters International provides travel allowance for the District Director, Program Quality Director, and Club Growth Director for round-trip airfare to the convention site. The district will provide additional funds for lodging and transportation expenses such as taxis, trains, or buses as well as meals during travel to and from the event as part of the budget process.
 3. To merit the disbursement of District funds, the Program Quality Director and Club Growth Director must attend the District Officers Training sessions and as many educational sessions as assigned or deemed necessary by the District Director. Attendance is subject to verification and approval by the District Director.
- d. Proposed text: **District Leader Training and** International Convention Expenses
 1. If the Toastmasters International allowance made available to the Immediate Past District Director is deemed inadequate, additional district funds may be made available to them for convention expenses as part of the budget process **if budgeted and funds allow.**
 2. Toastmasters International provides a travel allowance for the District Director, Program Quality Director, and Club Growth Director for round-trip airfare to **attend District Leader Training.** The district will provide additional funds for lodging and transportation expenses such as taxis, trains, or buses as well as meals during travel to and from the event as

- part of the budget process to attend District Leader Training. Additional funds for attendance at the International Convention are discretionary if budgeted funds allow.
3. To merit the disbursement of District funds, the Program Quality Director and Club Growth Director must attend the District Leader Training sessions, and in the case of reimbursement beyond the requirements for District Leader Training, as many International Convention events as assigned or deemed necessary by the District Director. Attendance is subject to verification and approval by the District Director.
 4. See Governing Documents: Policies and Protocol, Section Policy 8.3: District Leader Expenses for other reimbursements by Toastmasters International or the District.

36. Financial Procedure

- a. Section G.2 – Financial Reserves
- b. Add point 2 referencing TI policy
- c. Current text: NONE
- d. Proposed text: Per Toastmasters International policy, approval from World Headquarters is required for budgeting the district resulting in a profit or loss and any spending of District Reserves.

37. Financial Procedure

- a. Section H.1.a – Financial Operations for the Year July 1 to June 30, Incidental Income from Area, Division, and District events
- b. Add language regarding the property of the district
- c. Current text: All surplus funds that accrue from area, division, and district events shall be sent to the Finance Manager for deposit to the district bank account.
- d. Proposed text: All surplus funds that accrue from area, division, and district events are the property of the District and shall be sent to the Finance Manager for deposit to the district bank account.

38. Financial Procedure

- a. Section H.2.c – Financial Operations for the Year July 1 to June 30, Expenses Reimbursements/Payments
- b. Add language regarding unbudgeted expenditures and expenses over \$500 be budgeted
- c. Current text: Per Toastmasters guidelines, a single expenditure in excess of \$500 USD must be authorized in advance in writing by both the District Director and the Program Quality Director or Club Growth Director.
- d. Proposed text: Per Toastmasters guidelines, a single unbudgeted expenditure in excess of \$500 USD must be authorized in advance in writing by both the District Director and the Program Quality Director or Club Growth Director. All expenses in excess of \$500 should be budgeted.

39. Financial Procedure

- a. Section H.6 – District Bank Account
- b. Add language regarding additional bank accounts
- c. Current text: NONE
- d. Proposed text: No additional bank accounts shall be opened without the approval of Toastmasters International.

40. Financial Procedure

- a. Section H.9.b and H.9.c – Credit / Debit Card
- b. Add language about TI credit card issued to District Director and delete c. completely.
- c. Current text:
 - b. Toastmasters International offers a Corporate Credit Card which is the only “District Liable” credit card permitted; this card is directly connected to the Toastmasters web-based expense system (Concur).
 - c. Cards are available to 4 officers at the discretion of the District Director in accordance with Toastmasters International Policy
 - i. District Director – recommended
 - ii. Program Quality Director – recommended
 - iii. Club Growth Director – recommended
 - iv. District Finance Manager – optional
 - d. Debit Cards

Proposed text:

- b. Toastmasters International offers a Corporate Credit Card which is the only “District Liable” credit card permitted; this card is directly connected to the Toastmasters web-based expense system (Concur) and shall be assigned to the District Director.
- c. Debit Cards

41. Financial Procedure

- a. Section E - Accountability
- b. Remove District Executive Committee
- c. Current text:
 - 1. District Director
 - 2. Finance Manager
 - 3. District Executive Committee
- d. Proposed text:
 - 1. District Director
 - 2. Finance Manager

42. Conference Rotation

- a. Section A – General
- b. Add language regarding rotation of conferences
- c. Current text:

District 35 rotates conferences through the divisions. In order to establish a balance throughout the district for conference sites, the sequence for each division has been established by the District Director. This schedule is maintained by the Site Selection Committee Chair. When new divisions are created or divisions are disbanded due to realignment, the sequence will be adjusted.

Changes can be made by the District Director in the rotation schedule in the best interests of the district. Site rotation should result in conferences not following each other in the same division, even in different years.

In the event that the scheduled division is unable to host a conference according to the rotation schedule, the District Director will determine the location of the conference in another division.

d. Proposed text:

District 35 will attempt to rotate conferences through the divisions. To establish a balance throughout the district for conference sites, the sequence for each division has been established by the District Director. This schedule is maintained by the Site Selection Committee Chair. When new divisions are created or divisions are disbanded due to realignment, the sequence will be adjusted.

Changes can be made by the District Director in the rotation schedule in the best interests of the district. Site rotation should result in conferences not following each other in the same division, even in different years if possible.

In the event that the scheduled division is unable to host a conference according to the rotation schedule, the District Director will determine the location of the conference in another division.

43. Conference Rotation

a. Section E - Accountability

b. Remove District Executive Committee

c. Current text:

1. District Director
2. District Executive Committee

d. Proposed text:

1. District Director

44. Division and Area Contest Financing

a. Section A – General

b. Add language regarding TI documents, district budget, and returning district funds

c. Current text:

Opening paragraph: The Toastmasters International documents, such as the Speech Contest Rulebook, describe how to operate division and area speech contests, but not how they are financed...

1. All division and area contests are to be self-supporting and designed to break even. A portion of the contest budget may include a District subsidy as determined by the District Director. Under no condition are clubs, at any level of contests, to be assessed fees to defray expenses.

d. Proposed text:

Opening paragraph: The Toastmasters International documents, including the annual Speech Contest Rulebook, describe how to operate division and area speech contests, but not how they are financed...

1. All division and area contests are to be self-supporting and designed to break even. A portion of the contest budget may include a District subsidy as determined by the District Director and the district budget. Under no condition are clubs, at any level of contests, to be assessed fees to defray expenses.
5. All funds collected and spent are considered district funds and any excess must be returned to the District.

45. Division and Area Contest Financing

- a. Section B.4 – Qualifications
- b. Add new point/language regarding Division and Area Directors as the contest chair
- c. Current text: NONE
- a. Proposed text:

4. Division and Area Directors are the contest chair of their contest and will plan their contest; they MAY appoint a Contest Toastmasters to host the contest. In the event the Division or Area Director is running for an ELECTED office in the subsequent Toastmasters year, the Division or Area Director MUST appoint a Contest Toastmaster to host the contest they planned.

46. Division and Area Contest Financing

- a. Section C.1 – Scope of Duties and Responsibilities
- b. Add language about templates available on TI website
- c. Current text: Determine award costs. Coordinate acquisition of the first and second place trophies with the Program Quality Director. This includes whether the district is providing the trophies or reimbursement to the district is required. Participation and appreciation certificates should be printed from the Toastmasters International website.
- d. Proposed text: Determine award costs. Coordinate acquisition of the first and second-place trophies with the Program Quality Director. This includes whether the district is providing the trophies or reimbursement to the district is required. Participation and appreciation certificates should be printed from the **templates available on the** Toastmasters International website.

47. Document Management Procedure

- a. Section A - General
- b. Delete language “it is important that”
- c. Current text: The nature of the leadership structure in Toastmasters’ districts is such that people change roles annually. The potential for losing institutional knowledge is great. For this reason, it is important that records be maintained so that each year’s leaders can build upon the success, experience, and data from prior years.
- d. Proposed text: The nature of the leadership structure in Toastmasters’ districts is such that people change roles annually. The potential for losing institutional knowledge is great. **For this reason, records be maintained** so that each year’s leaders can build upon the success, experience, and data from prior years.

48. Document Management Procedure

- a. Section B – File Structure
- b. Add language regarding storing records
- c. Current text: All documents described in this procedure shall be stored in the District file management system, currently hosted on the District website. Emails and other storage devices (USB devices, discs, paper folders, etc.) may be convenient for short term or one-time transmission but does not facilitate long term or consistent storage.
- d. Proposed text: All documents described in this procedure shall be stored in the District file management system, currently hosted on the District website **or other common online file serving tool**. Emails and other storage devices (USB devices, discs, paper folders, etc.) may be convenient for short-term or one-time transmission but do not facilitate long-term or consistent storage.

Listed out of order:
District 35 Awards

- a. Section C – Awards Presented by District 35 at Spring Conference
- b. Add specifics to each award regarding text, education designation, and ribbon colors → Proposed text only listed
- c. Current text:
- d. Proposed text on each item:

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35 Director

YYYY – YYYY

District 35

YYYY – YYYY

Program Quality Director

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Club Growth Director

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Administration Manager

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Finance Manager

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Public Relations Manager

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Division X Director

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

YYYY – YYYY

Area X# Director

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35
YYYY – YYYY

Logistics Manager

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

Area Director of the Year

YYYY – YYYY

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

Division Director of the Year

YYYY – YYYY

First Name Last Name, DTM (*only designations of DTM, PDG, PDD, PID, or PIP if space allows and applicable*)

District 35

Toastmaster of the Year

YYYY – YYYY

ADD ADDITIONAL AWARD DETAILS

International Speech Contest

District

1st Place Trophy

1st Place

YYYY – YYYY District 35

International Speech Contest

2nd Place Trophy

2nd Place

YYYY – YYYY District 35

International Speech Contest

3rd Place Certificate

Division

1st Place Trophy or Certificate

1st Place

YYYY – YYYY District 35

International Speech Contest

2nd Place Trophy or Certificate

2nd Place

YYYY – YYYY District 35

International Speech Contest

3rd Place Certificate

Area

1st Place Trophy or Certificate

1st Place

YYYY – YYYY District 35

International Speech Contest

2nd Place Trophy or Certificate
2nd Place
YYYY – YYYY District 35
International Speech Contest

3rd Place Certificate

Other Contest(s)

District

1st Place Trophy
1st Place
YYYY – YYYY District 35
Contest Name

2nd Place Trophy
2nd Place
YYYY – YYYY District 35
Contest Name

3rd Place Certificate

Division

1st Place Trophy or Certificate
1st Place
YYYY – YYYY District 35
Contest Name

2nd Place Trophy or Certificate
2nd Place
YYYY – YYYY District 35
Contest Name

3rd Place Certificate

Area

1st Place Trophy or Certificate
1st Place
YYYY – YYYY District 35
Contest Name

2nd Place Trophy or Certificate
2nd Place
YYYY – YYYY District 35
Contest Name

3rd Place Certificate

Section C.4 – Awards Presented by District 35 at Spring Conference

a. Add new text

b. Current text: NONE

c. Proposed text:

4. Other Toastmasters International Awards – awards must be nominated unanimously by the Trio

a. Corporate Recognition Award

i. **This can** only be awarded in conjunction with an International Officer or International Director visit. **For additional information, reference:** <https://www.toastmasters.org/leadership-central/district-leader-tools/district-visits/corporate-recognition-award>

b. Communication and Leadership Award

i. The Communication and Leadership Award is presented by the district to a person in the community who is an outstanding communicator or leader. **For additional information, reference:** <https://www.toastmasters.org/shop/district-leaders/1971C--Communication-and-Leadership-Award>

Section C.5 – Other Awards (ribbons, certifications, pins, etc.)

a. Add new text to specify details on the award and what will be printed on each

a. Kurzer Prospecting Award – no changes

b. Seven Officers Trained ribbons for clubs with 7 officers trained during summer TLI

i. Light Blue ribbon with gold foil lettering

District 35
7 Officers Trained (*vertically on ribbon*)
Summer YYYY – YYYY

c. Seven Officers Trained ribbons for clubs with 7 officers trained during winter TLI

i. Light Blue ribbon with gold foil lettering

District 35
7 Officers Trained (*vertically on ribbon*)
Winter YYYY – YYYY

d. Fab Four ribbons (clubs that gained 4 new members; not awarded to clubs earning Net Five, Elite, or Sweet 16)

i. Grey ribbon with gold foil lettering

District 35
Fab 4 (*vertically on ribbon*)
New Members
YYYY – YYYY

e. Net Five ribbons (clubs that gained a net 5 new members; not awarded to clubs earning Elite 8 or Sweet 16)

i. Hot Green ribbon with gold foil lettering

District 35
All About the Base (*vertically on ribbon*)
Net 5
New Members
YYYY – YYYY

f. Elite 8 ribbons (clubs that gained 8 new members; not awarded to clubs earning Sweet 16)

i. Raspberry ribbon with gold foil lettering

District 35
Elite Eight (*vertically on ribbon*)
New Members
YYYY – YYYY

g. Sweet 16 ribbons (clubs that gained at least 16 or more new members)

i. Sapphire ribbon with gold foil lettering

District 35
Sweet Sixteen (*vertically on ribbon*)
New Members

YYYY – YYYY

h. Kaizen Club Ribbons

- i. Kaizen is the Japanese art of continuous improvement. This concept stresses the need for continuous improvement to achieve high levels of quality. At the club level, it is important to keep this in mind: If we are not doing anything to improve our clubs, we remain stagnant and eventually begin to backtrack. Each year, District 35 recognizes clubs that have achieved Distinguished or better for 3 years in a row. This is a major accomplishment for a club and District 35 is proud to be able to recognize these clubs for their efforts both over the past year and in previous years.

- ii. Hot Orange ribbon with gold foil lettering
District 35
Kaizen Award (*vertically on ribbon*)
YYYY – YYYY

Delete items d, e, and f. regarding Fab Four, Net Five, and Elite Eight ribbons

Section D.6 – Scope of Duties and Responsibilities

- a. Change wording from “in a timely manner” to “promptly”
- b. Current text:
 - 6. Order awards, as appropriate, and in a timely manner.
- c. Proposed text:
 - 6. Order awards, as appropriate **and promptly**.