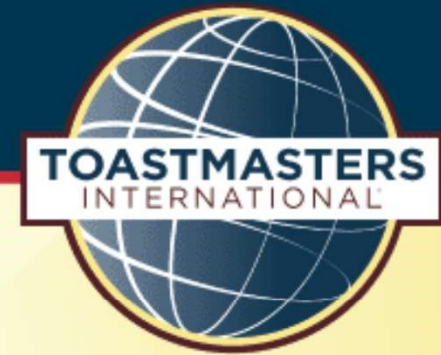




AREA AND DIVISION DIRECTOR TRAINING

June 4, 2016

SentryWorld – Stevens Point



Welcome! Thank You!

'Before you are a leader,
SUCCESS is all
about **growing yourself**.

When you become a
LEADER, success is
all about **growing others**.'

– JACK WELCH

TOASTMASTERS
INTERNATIONAL

What Do You See?



Agenda



Introductions	9:00 – 9:45 AM	Team
Break	9:45 – 10:00 AM	All
Vision/Team Development	10:00 – 11:00 AM	Cindy Laatsch
What Are Your Duties?	11:00 – 12:00 PM	Keith Cumiskey and Jeff Ebel
Lunch	Noon	All
Your First 30-60-90 Days	1:00 – 2:00 PM	Rhonda Williams
- What to do first		
- Division Council Advice		Amy Linn-Strosin
Activity	2:00 – 2:15 PM	All
Break	2:15 – 2:30 PM	All
Accountability Partners	2:30 – 3:00 PM	All
Expense Reporting	3:00 – 3:15 PM	Ed Thelen and Ryan Frank
Q & A	3:15 – 3:45 PM	All
Prep for Next Meeting	3:45 – 4:00 PM	All
Optional Overtime	4:00 -5:00 PM	All



Introductions



- ▶ Interview your partner for 2 minutes
- ▶ Switch
- ▶ Take 1 minutes to introduce each other
- ▶ Questions?



Break 15 Minutes



AREA AND DIVISION DIRECTOR TRAINING

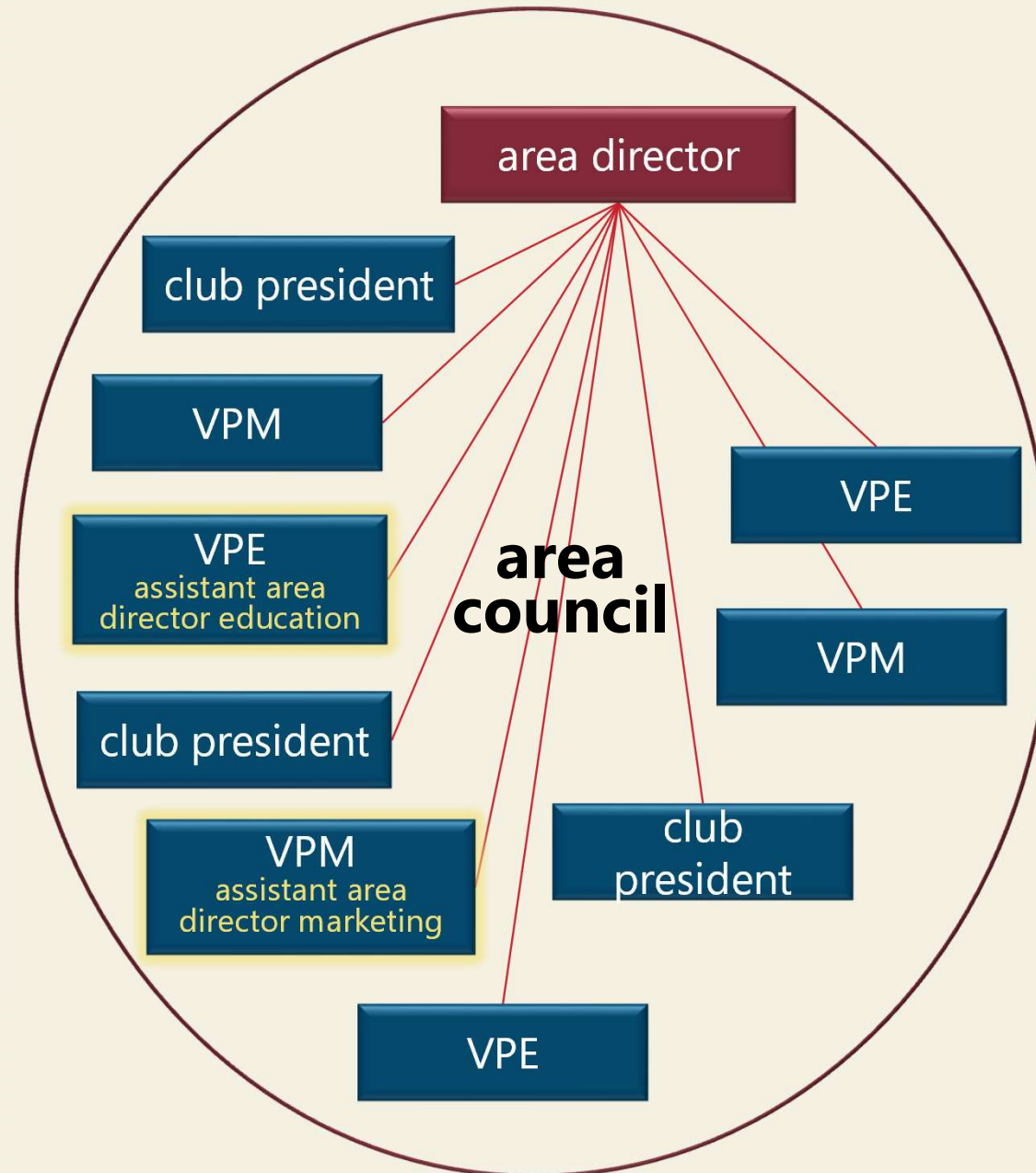
Develop Successful Teams
Vision and Team

Session Agenda

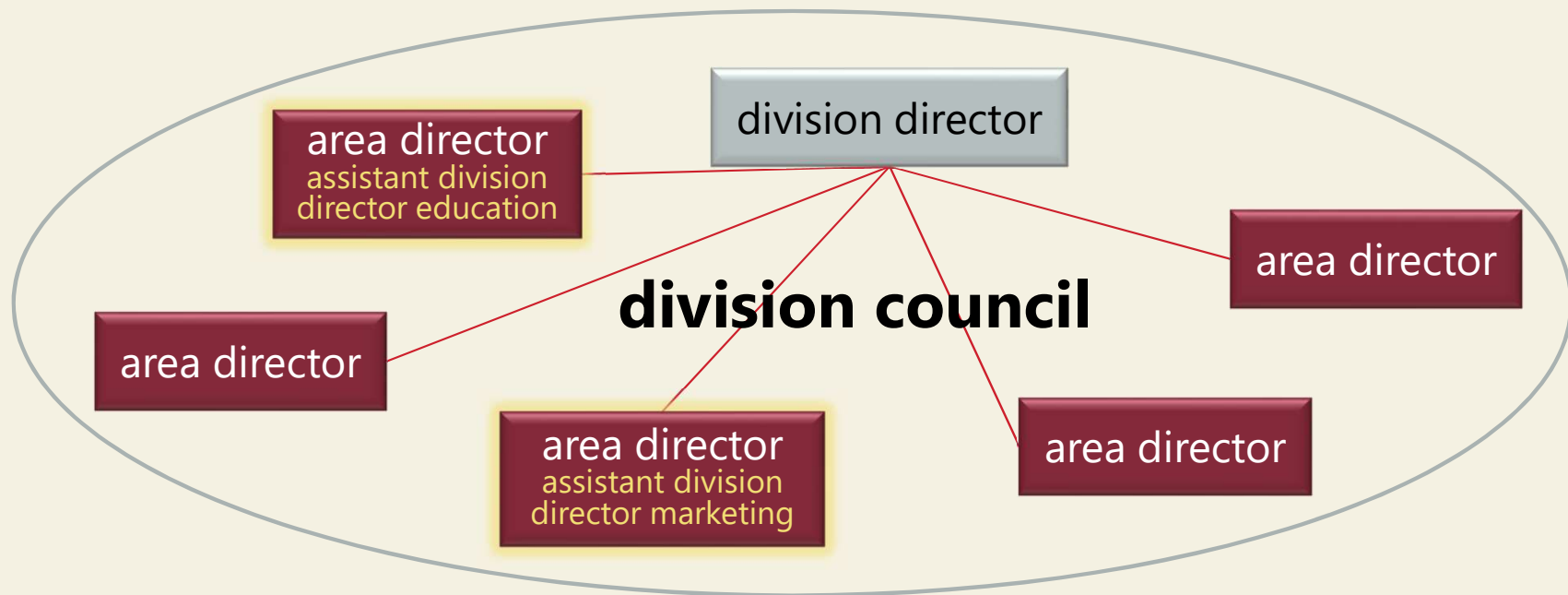


- ▶ Your team members
- ▶ Your team agreement
- ▶ Team motivation
- ▶ Conflict resolution in a team

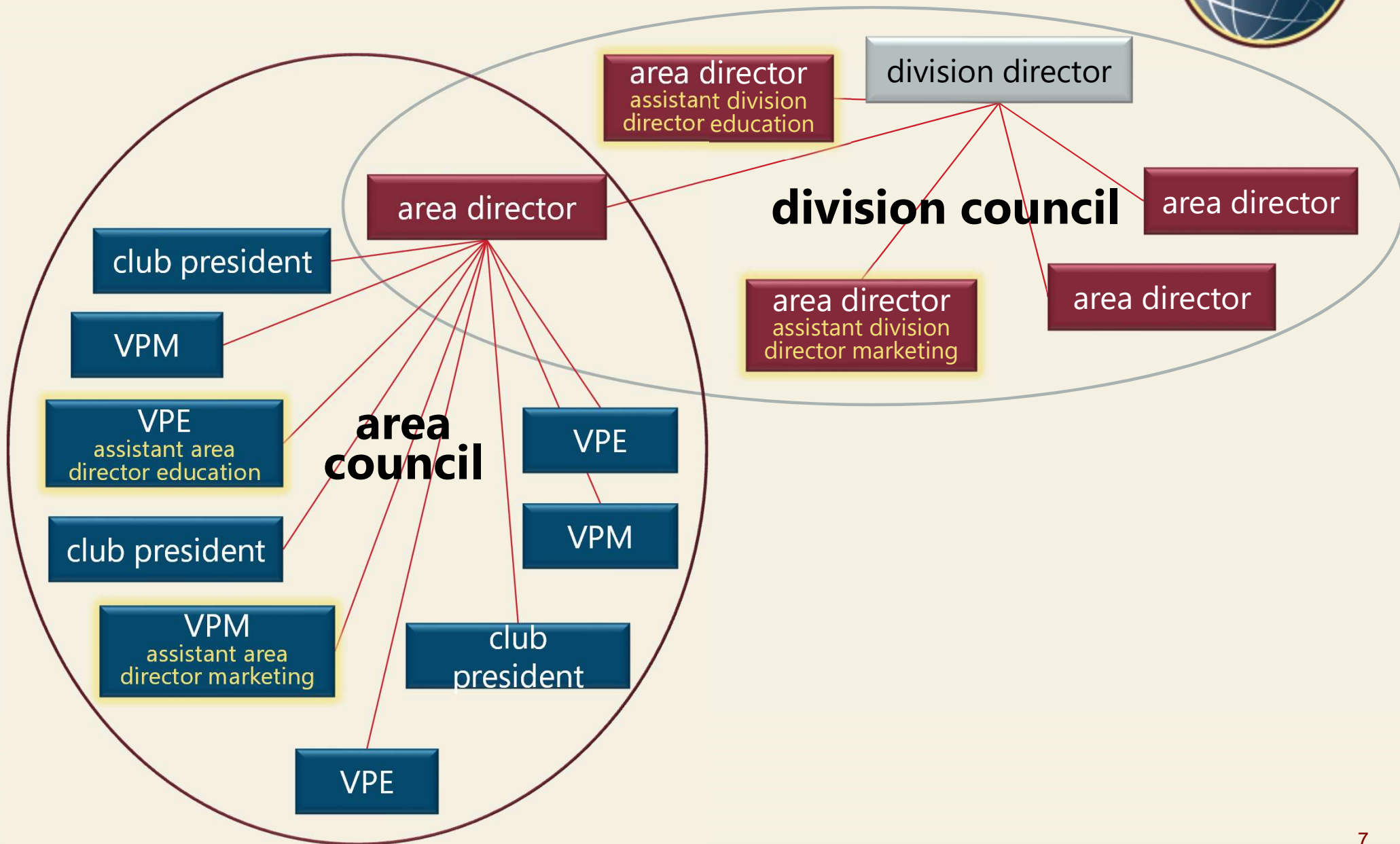
Area Team



Division Team



Team Support



Your Team Agreement



- ▶ Team Composition
- ▶ Values
- ▶ Team Operating Principles
- ▶ Potential Obstacles
- ▶ Meeting Protocol
- ▶ Team Interaction and Behavioral Norms

Five Principles of Motivation



- ▶ Understanding motivation
- ▶ Focusing on value
- ▶ Clarifying expectations
- ▶ Recognizing your team
- ▶ Leading by example

Team Conflict Resolution



- ▶ Talk in private.
- ▶ Share responsibility and agree to resolve issues.
- ▶ Present viewpoint in unemotional way.
- ▶ Determine points of agreement and disagreement.
- ▶ Decide how to proceed on disagreements.
- ▶ Summarize discussion in writing and move forward.

Conflict is an expressed struggle between at least two interdependent parties who perceive incompatible goals, scarce resources, or interference from others in achieving their goals.



Team Conflict Resolution



- ▶ How do you feel about differing opinions?
- ▶ Is that conflict?
- ▶ What prevents you from dealing with perceived conflict?



PEACE
IS NOT THE ABSENCE
OF CONFLICT BUT
THE ABILITY TO
COPE WITH IT



AREA AND DIVISION DIRECTOR TRAINING

WHAT ARE MY DUTIES?

Keith Cumiskey, DTM
Jeff Ebel, DTM

Agenda



Contests



Visits



Reports



Councils



Reaching Distinguished



► Benefits

- Gain speaking experience
 - Provide opportunity for others to learn by observing proficient speakers
 - Builds a sense of Toastmaster community
- As an Area or Division Director **you** are responsible to conduct contests

Fall Contest Dates



Club	July 1 – August 20
Area	August 21 – September 24
Division	September 25 – October 22
District	November 4 and 5

Communicated
in May District
Newsletter

- ▶ Do **not** to schedule contests on September 2-5 (Labor Day weekend) and September 17 (DEC meeting).
- ▶ Toastmasters International Speech Contest Rules (Section 3.B) give Districts the option to allow areas with four (4) or less clubs and divisions with four (4) or less areas to advance the two highest-placed available contestants to the next level. We will exercise this option.

Type of Speech Contests



- ▶ Humorous - Fall
- ▶ Evaluation - Fall
- ▶ International - Spring
- ▶ Table Topics - Spring

Speech Contest Resources for Clubs

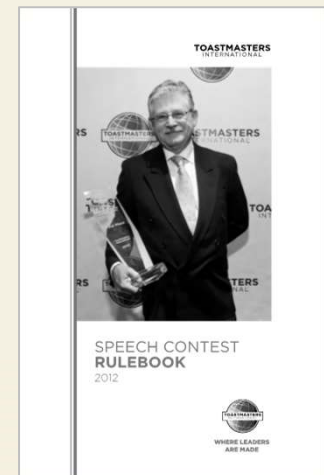


- ▶ Area and division directors are resources for club officers' speech contest questions
- ▶ Area and division directors should have a thorough understanding of speech contests
- ▶ District 35 – Contest in a Box

Speech Contest Rules



- ▶ *Speech Contest Rulebook* (Item 1171)
 - The ultimate resource for contest issues
- ▶ Questions can be directed to World Headquarters
 - Email speechcontests@toastmasters.org
 - Phone 949-858-8255



Upcoming Speech Contest To-Do's



Action	Complete when ?
Reinforce value of contests at club level	June 15
Remind club presidents of date range for club contests	June 15
Recruit leadership team	June – Area July - Division
Establish date, book venue, communicate to clubs. Send info to Keith Cumiskey	July 15 – Area August 15 - Division

Agenda



Contests



Visits



Reports



Councils



Reaching Distinguished



WHY???



Its About the Members!

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.



Clubs Support Members

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth



Districts Support Clubs

District Mission

We build new clubs and support all clubs in achieving excellence.

Club Visits



Members

Clubs – 12 to 30 Members

Areas – 3 to 6 Clubs

Divisions – 3 to 6 Areas

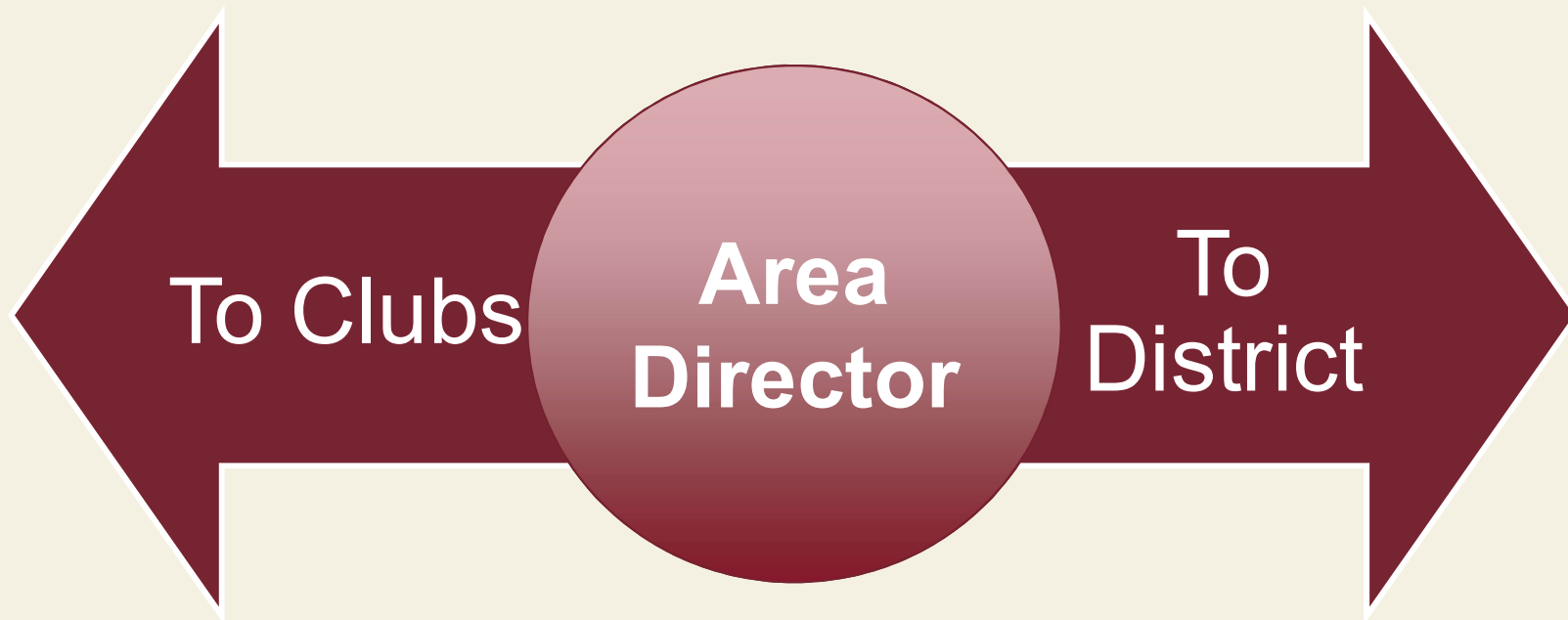
Districts

**Regions – 3 to 9
Districts**

**BOD – 19
Members**

TI

Information Flow





Why visit?

- ▶ Personal contact, build rapport
- ▶ Observe, provide feedback
- ▶ Assist
- ▶ Organize
- ▶ Inform
- ▶ Cheerlead



WIIFM

- ▶ Experiential learning
- ▶ Networking
- ▶ Speaking opportunities
- ▶ Contribute to others' success
- ▶ Accelerate your development



As Area Director

- 1. One visit each half year*
- 2. Conduct your visit(s) and file your report as soon as possible*
- 3. Report provides insight to District leadership*
- 4. Establish relationship with the club, provide support*



Tips

- ▶ Introduce yourself to Club Presidents
- ▶ Tell them WHY visits are important, what you will be doing
- ▶ Ask for schedule, best time to visit
- ▶ Schedule visits well in advance
- ▶ Send report form in advance of visit
- ▶ Ask for opportunity to address the club

Agenda



Contests



Visits



Reports



Councils



Reaching Distinguished



<https://www.toastmasters.org/>

► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Almost everything you need
to do online as a District
Officer begins here !



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

This is where you enter
your club visit reports



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Download club officer list
and membership list (of
your area or division) in
.csv format



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Division Directors record
club officer training here



► *Leadership Central > District Central*

Conduct District Business

You're currently managing: 00010035 - District 35 [Exit](#)

[Submit Area Director Club Visit Report](#)

[List request: Club officers](#)

[List request: Membership](#)

[District Success Plan](#)

[Division and Area Director Training Report](#)

[Record/review club officer training](#)

[View prospective clubs](#)

[View district awards](#)

[View Distinguished Performance Reports](#)

[Wire Transfer Instructions \(PDF\)](#)

Review the DCP status of
your clubs, area, division
and district

Toastmasters International



TOASTMASTERS INTERNATIONAL

These reports are for the program year July 1, 2015 to June 30, 2016 and are not yet final.

Club Search

Name or Number

Select a District

2015-2016

May

As of 23-May-2016

Export

Home

Dashboard

Toastmasters.org

Performance

Other Reports

Daily Reports

Additional Reports

Support

District Recognition

Club Recognition

Dashboard Guide

Mobile

				Membership Payments					Club Growth			Distinguished Clubs		
Region				New	Renewals	Charter	YTD	Base	Growth	YTD	Base	Growth	YTD	%
▼	Region 01	DSP	Training	7,210	25,739	960	33,909	36,351		848	907		219	
	District 02	Y	Y	1,516	5,345	154	7,015	7,709	-9%	169	184	-8.15%	51	27.72%
	District 09	Y	Y	339	1,510	66	1,915	1,985	-3.53%	56	60	-6.67%	8	13.33%
	District 15	Y	Y	674	2,327	85	3,086	3,346	-7.77%	78	83	-6.02%	21	25.3%
	District 21	Y	Y	1,150	4,028	66	5,244	5,709	-8.15%	143	162	-11.73%	23	20.37%
	District 26	Y	Y	1,515	5,506	348	7,369	7,744	-4.84%	170	176			
	District 32	Y	Y	636	2,505	65	3,206	3,448	-7.02%	92	97			
	District 96	Y	Y	1,380	4,518	176	6,074	6,410	-5.24%	140	144			
▼	Region 02	DSP	Training	9,021	32,334	1,217	42,572	45,127		1,016	1,071			
	District 04	Y	Y	2,874	10,048	490	13,412	13,873	-3.32%	274	281			
	District 07	Y	Y	1,322	4,925	133	6,380	6,950	-8.2%	160	171			
	District 33	Y	Y	1,572	5,626	232	7,430	7,923	-6.22%	206	211			
	District 39	Y	Y	1,176	4,726	118	6,020	6,532	-7.84%	165	181			
	District 49	Y	Y	500	2,083	78	2,661	2,737	-2.78%	64	66			
	District 57	Y	Y	1,577	4,926	166	6,669	7,112	-6.23%	147	153			
▼	Region 03	DSP	Training	9,206	32,397	1,461	43,064	44,367		997	1,041			
	District 16	Y	Y	737	2,836	90	3,663	3,825	-4.24%	91	94			
	District 22	Y	Y	828	3,535	99	4,462	4,490	-0.62%	106	111			
	District 23	Y	Y	681	2,638	133	3,452	3,520	-1.93%	102	102			
	District 25	Y	Y	1,332	4,764	119	6,215	6,679	-6.95%	149	167			
	District 50	Y	Y	1,688	5,440	358	7,486	7,687	-2.61%	172	179	-3.31%	64	33.75%
	District 55	Y	Y	1,825	6,285	345	8,455	8,641	-2.15%	187	189	-1.06%	58	30.69%
	District 56	Y	Y	2,115	6,899	317	9,331	9,525	-2.04%	190	196	-3.06%	69	35.2%
▼	Region 04	DSP	Training	6,189	27,534	626	34,349	36,318		906	973		228	
	District 06	Y	Y	1,844	8,571	170	10,585	10,989	-3.68%	275	289	-4.84%	73	25.26%
	District 19	Y	Y	525	2,490	48	3,063	3,149	-2.73%	83	92	-9.78%	18	19.57%
	District 24	Y	Y	1,471	2,362	22	2,825	3,071	-8.01%	71	88	-19.32%	18	20.45%
	District 42	Y	Y	2,282	8,755	206	11,243	12,074	-6.88%	283	297	-4.71%	82	27.61%
	District 64	Y	Y	548	2,772	115	3,435	3,707	-7.34%	104	110	-5.45%	19	17.27%
	District 78	Y	Y	549	2,584	65	3,198	3,328	-3.91%	90	97	-7.22%	18	18.56%
▼	Region 05	DSP	Training	8,363	32,290	1,169	41,822	44,251		1,011	1,086		276	
	District 08	Y	Y	885	3,281	230	4,396	4,341	1.27%	104	106	-1.89%	28	26.42%

Displays
and Daily

Displays both Dashboard and Daily Reports menus

Toastmasters International



Update Reports for District

Reports are uploaded daily

April Dues Renewal Status

Dues renewal status for all active clubs in the district. Additional information may be shown if WHQ has received a partial submittal or if there is a problem with the renewal.

January Club Officer List Status

January Club officer list status for all active clubs in the district.

Educational Achievements (current year)

Educational achievements recorded for individuals in clubs in the district since July 1 of the current program year.

New Clubs

Lists all new clubs in the district since July 1 of the current program year.

New Club Sponsors and Mentors

Club sponsors and mentors for newer clubs.

Triple Crown

Members Earning Three or More Education Awards.

October Dues Renewal Status

Dues renewal status for all active clubs in the district. Additional information may be shown if WHQ has received a partial submittal or if there is a problem with the renewal.

July Club Officer List Status

July Club officer list status for all active clubs in the district.

Educational Achievements Archive

Educational achievements recorded for individuals in clubs in the district.

Prospective Clubs

Information about prospective clubs in your district.

Club Coaches

Existing assignments and recent completions.

Daily reports show valuable information on the day-to-day operation of your area and division

Toastmasters International



District 35 ▼ 2015-2016 ▼ May ▼ As of 23-May-2016 ▼ Export ▼

District Performance Division and Area Performance Club Performance

Club Performance for District 35

To be considered for recognition, clubs must have 20 members or a net growth of at least five new members as of June 30th

Club Goals

- 1 Two CC awards
- 2 Two more CC awards
- 3 One AC award
- 4 One more AC award
- 5 One CL/ALB/ALS/DTM award

Club Goals

- 6 One more CL/ALB/ALS/DTM award
- 7 Four new members
- 8 Four more new members
- 9 Four officers trained during both training periods
- 10 One dues renewal and one officer list submitted on time

Goals

- Distinguished
5
Select Distinguished
7
President's Distinguished
9

Expand Collapse

▼ Division C		D Clubs 1			S Clubs 1						P Clubs 1					
▼ Area 01		D Clubs 0			S Clubs 0						P Clubs 0					
		Membership		Goals	CC's		AC's		CL's		Mem.		Trn.		Rn.JLst	
		Base	To Date	Met	1	2	3	4	5	6	7	8	9a	9b	10a	10b
00001457 Risers From The West Club		12	8	2	0	0	1	0	0	0	2	0	2	5	2	1
00009769 Expressions Club 9769		20	16	2	1	0	0	0	0	0	4	2	5	2	2	1
01521807 Madison Achievers		14	10	5	2	1	0	0	0	0	4	5	6	5	1	1
▼ Area 02		D Clubs 0			S Clubs 1						P Clubs 0					
		Membership		Goals	CC's		AC's		CL's		Mem.		Trn.		Rn.JLst	
		Base	To Date	Met	1	2	3	4	5	6	7	8	9a	9b	10a	10b
00000173 Madison Club #1		17	12	6	2	0	0	0	1	1	4	10	0	4	2	1
00001159 Uptowner Toastmasters Club		24	19	7	2	0	1	0	1	1	4	0	7	4	2	1
S 00001366 Eastside Madison Toastmasters Club		16	24	7	0	0	1	0	1	1	4	9	4	4	2	1
00004940 Hill Farms Club		20	16	3	2	0	1	0	0	0	3	0	5	2	2	1

Dashboard provides you valuable information on the status of your clubs, area and division

District 35 Website



<http://d35.toastmastersdistricts.org/>

Previous Next Options ▾



Toastmasters District 35

Main Menu

- [Home](#)
- [Contact Us](#)
- [Meet Our District Leaders](#)
- [Public Downloads](#)
- [D35 Spring Convention 2016](#)
- [Find a Club](#)
- [Toastmasters.org Resources](#)
- [Instant Search - TmTools](#)
- [ALT Open House in a Box](#)
- [Speechcraft Assistance](#)
- [Early Membership Payment Incentive](#)
- [Capture the Banner Contest](#)
- [Club Ambassador Program](#)
- [Net5](#)
- [District 35 Calendars - All Events](#)
- [District 35 Leaders 2015-2016](#)
- [New District Leader Titles](#)
- [District 35 Videos](#)
- [Google+ Gallery](#)
- [Newsletter](#)
- [Online Training](#)
- [Our Hall of Fame](#)
- [Past District 35 Governors](#)

D35 Leaders Only

Welcome to the District 35 Toastmasters website. **Distinguished District of 2014-2015!!**

☐ [FIND A CLUB NEAR YOU](#)

☐ Toastmasters International

District 35 Website



For more information on Toastmasters International, visit toastmasters.org

Logins

Useful and
timely
information
about what is
going on in
District 35

Agenda



Contests



Visits



Reports



Councils



Reaching Distinguished



Why Councils?

- ▶ Create Area/Division success plan
- ▶ Communicate
- ▶ Provide leadership opportunities
- ▶ Identify, develop new leaders
- ▶ Diversity of thought for problem solving



TI Recommended Structure for Area Council

- ▶ Area director
- ▶ Assistant area director program quality
- ▶ Assistant area director club growth
- ▶ Secretary
- ▶ Club presidents
- ▶ Club vice presidents education
- ▶ Club vice presidents membership



TI Recommended Structure for Division Council

- ▶ Division director
- ▶ Assistant division director program quality
- ▶ Assistant division director club growth
- ▶ Area directors of the division

Build Your Team

- ▶ Define Core and Extended teams
- ▶ Identify candidates
- ▶ Recruit
- ▶ Provide the WIIFM and the WHY
- ▶ Define principles, protocols and behaviors



Plan Your Meetings

- ▶ How often
- ▶ How will you meet, F2F, conf. call, etc.
- ▶ Define objectives and goals, short/long
- ▶ Support District and Club goals



Tips

- ▶ Be organized
- ▶ Facilitate
- ▶ Diversity is powerful
- ▶ Use HP Leadership program for guidance
- ▶ Use *Distinguished* programs for guidance
- ▶ Build continuity

Agenda



Contests



Visits



Reports



Councils



Reaching Distinguished

Why be Distinguished?



- ▶ Distinguished Club Program
- ▶ District Recognition Program

Distinguished Club Program



- ▶ Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Five of 10 goals	Distinguished Club
Seven of 10 goals	Select Distinguished Club
Nine of 10 goals	President's Distinguished Club

Qualifying Requirements



- ▶ Distinguished Club Program
 - Membership of 20 or a net growth of at least five new members as of June 30

Membership Net Growth Definition



- ▶ Membership net growth occurs when the total number of club members at year-end (June 30) exceeds the base amount.

Membership Base Definition



- ▶ The membership base amount refers to the number, on July 1, of club members (renewing, new, charter, dual, and reinstated) who paid April dues.

10 DCP Goals



- Two CCs
- Two more CCs
- One ACB, ACS, or ACG
- One more ACB, ACS, or ACG
- One CL, ALB, ALS, or DTM
- One more CL, ALB, ALS, or DTM
- Four new members
- Four more new members
- Minimum of four club officers trained during each of two training periods
- One membership dues-renewal report and one club officer list submitted on time

Distinguished Area Program



► Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Distinguished clubs equal to at least 50 percent of the area's club base	Distinguished Area
Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club	Select Distinguished Area
Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club and a net club growth of one	President's Distinguished Area

Qualifying Requirements



► Distinguished Area Program

- No net club loss
- Submit the Area Director's Club Visit Report for 75% of club base
 - First round visits by November 30th
 - Second round visits by May 31st

Net Club Loss Definition



- ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

Area's Club Base Definition



- ▶ The area's club base is the number of paid clubs assigned to the area as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
 - These and new clubs chartered between April 1 and June 30 are counted in the club base.

Distinguished Division Program



► Distinguished, Select Distinguished, President's Distinguished

Achievement	Recognition Earned
Distinguished clubs equal to at least 40 percent of the division's club base	Distinguished Division
Distinguished clubs equal to at least 45 percent of the division's club base	Select Distinguished Division
Distinguished clubs equal to at least 50 percent of the division's club base plus net growth of one	President's Distinguished Division

Qualifying Requirements



- ▶ Distinguished Division Program
 - No net club loss

Net Club Loss Definition



- ▶ Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

Division's Club Base Definition



- ▶ The division's club base is the number of paid clubs assigned to the division as of July 1.
- ▶ Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
 - These and new clubs chartered between April 1 and June 30 are counted in the club base.

Conclusion: Closing Remarks



- ▶ This is just an overview
- ▶ There is a wealth of information available to you ...
explore toastmasters.org
- ▶ Ask questions
- ▶ Be proactive
- ▶ Use the phone as well as email
- ▶ Develop maintain personal relationships with your clubs
(area directors) and your area directors (division
directors)



Lunch



30-60-90 Days



Your First 30 Days



30 days

Reinforce value of contests at club level

Remind club presidents of date range for club contests (July 1 - Aug 20)

Recruit leadership team for area contests

Obtain club and officer lists

TLIs - Establish date, book venue, communicate to clubs and Keith Cumiskey

Conduct TLIs - Record training

Schedule first council meetings

Schedule club visits



Your First 60 Days



60 days

Recruit leadership team for division contests

Area contests - Establish date, book venue, communicate to clubs and Keith Cumiskey

Conduct TLIs - Record training (through August 31)

Conduct club visits (and file reports)



Your First 90 Days



90 days

Division contests - Establish date, book venue, communicate to clubs and Keith Cumiskey

Conduct area contests (August 21 - September 24)

Record TLI training (before November 30)

Continue club visits (and file reports)

Communicate Fall Conference Information

Bring Fall Conference brochures to Contests

Complete your enrollment for Fall Conference

Pass The Ball

Let's play ...

Pass the ball!





Break



Accountability Partners



The Value and How To's of Expense Reporting

Ryan Frank – Incoming Finance
Manager

Ed Thelen – Incoming Club Growth
Director

June 4, 2016



Why Have Expense Reimbursement?

- ▶ As part of international organization some money should come back “to the people”
- ▶ Toastmasters recognizes we are volunteers - everything shouldn't come out of our pockets
- ▶ Good to see our money directly in action



Steps Toward Expense Reimbursement

- ▶ 25% of TI dues come back to the District
- ▶ District prepares budget
- ▶ Reimbursements made to individuals based upon budget

Typical Items for Area/Division Directors to be Reimbursed

- ▶ Travel (mileage)
- ▶ TLIs - \$200 Per Division per Season
- ▶ Speech Contests
 - Division Contests \$75.00
 - Area Contests \$40.00



Expense Reimbursement Requirements

- ▶ All expenses must be submitted within 60 days of when they were incurred
- ▶ All expenses should have supporting documentation



Review of Reimbursement Process

**VOUCHER FOR
REIMBURSEMENT**



Date of request: _____

District number: _____

Position held: _____

Check payable to (full name): _____

Mailing address: _____

1. Complete this form.

2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement, and note the corresponding number as listed below.

3. Return to the district director (address below).

4. The district director reviews, approves, and forwards to the finance manager for payment.

5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable.

Line	Month of Expense	Currency	Amount	Expense Description (If travel, indicate mileage and rate used in calculation.)	Finance Manager's Use Only		
					Account Label	Reporting Code	Event Period
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total:							

Approvals

District director's name (print): _____ District director's signature: _____ Date: _____

If a single expenditure is more than \$600 or a check is payable to the district director or finance manager, the program quality director or club growth director's approval is required.

Program quality director or club growth director's name (print): _____ Program quality director or club growth director's signature: _____ PQD or CGD (circle one) Date: _____

Finance manager's name (print): _____ Finance manager's signature: _____ Date: _____

Check Number: _____ Check Date: _____



Q & A



Next DEC Meeting

Saturday, July 16, 2016
9:00 am - Noon
Froedtert Medical College



Next DEC Meeting – Proposed Topics

**Accountability partner update
District Success Plan / Budget
Club coaching program Update - Kathleen
Area / Division councils ... success update
Accountability partner update
Club building activity – Ed
Quick conference update - Keith**



Overtime!

