

CLUB SUCCESS PLAN

Activity	Goal	Strategy	Resources	Assignment	Timetable		Actual Completion
					Start	Complete	
(1) CC (Competent Communicator)	2	Determine which members are in a position to achieve CC status during the year. Encourage new members to complete manual projects, chart members' progress, recognize achievements. Make sure club meets weekly so members have more speaking opportunities.	Member Achievement Record (1328). Member Program Progress Chart, CC Badge, CC Pin	Vice President Education is responsible for encouraging, tracking and recognizing educational achievements.			
(2) Additional CC's	2 or more	Same as above	Same as above	Same as above			
(3) AC's (AC Bronze, AC Silver, AC Gold)	1	Determine which member is in a position to achieve AC status during the year and list. Provide any assistance necessary. Chart progress, recognize achievements.	Member Achievement Record (1328). Advanced Member Progress Chart, AC application, AC badge, AC Bronze, Silver and Gold badge attachments, AC pin, AC Bronze, Silver and Gold chevrons.	Same as above			
(4) Additional AC's (AC Bronze, AC Silver, AC Gold)	1 or more	Same as above	Same as above	Same as above			

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(5) CL, AL, or DTM (Competent Leader, Advanced Leader, Bronze, Advanced Leader Silver, Distinguished Toastmaster)	1	Determine which member is in a position to achieve one of these awards during the year and list. Provide any assistance necessary. Chart progress, recognize achievements.	Member Achievement Record (1328), Leadership Award application, CL, ALB, and ALS badge attachments, DTM badge, CL, ALB, and ALS pin tags, DTM pins, DTM medalions.	Same as above			
(6) Additional CL, AL or DTM (Competent Leader, Advanced Leader Bronze, Advanced Leader Silver, Distinguished Toastmaster)	1 or more	Same as above	Same as above	Same as above			

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(7) New Members	4	<p>Your club needs at least 20 members at all times to conduct the Toastmasters educational program. What does the club currently do to recruit new members? Clubs, must have an active membership building campaign, making use of the promotional material available from Toastmasters International. Promote the club and the Toastmasters International organization through:</p> <ul style="list-style-type: none"> - Newspaper and magazine articles - Community calendar - Radio/TV appearances and announcements - Window and bulletin board displays - Chamber of Commerce listings - Club Speakers Bureau - Communication Achievement Awards given to community members - Speechcraft, Success/Leadership and Success/Communication programs conducted for non-members <p>Make guest feel welcome and ask them to join the club. Assign each new member a mentor and orient them to Toastmasters.</p>	<p>Toastmasters International's and the district's membership building contest; consult Toastmasters International's Online Supply Catalog for extensive list of promotional material available.</p>	<p>Vice President Membership and membership committee to spearhead campaign; all members should recruit new members, Vice President Public Relations should work to promote the club.</p>			
(8) Additional new members	4 or more	Same as above	Same as above	Same as above			

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(9) Club Officer Training	At least 4 officers trained during June-August and at least 4 during December-February	In order to be a strong, effective club which fulfills the needs and wants of its members, the club officers must be trained properly. All officers should strive to attend district-sponsored training.	Contact area, division or district governor for schedule of training sessions.				
(10) Dues and membership reports and club officer lists	1 membership report and 1 club officer list submitted by deadlines	Dues and membership list must be received at World Headquarters by 5 p.m. PT October 10 and by 5 p.m. PT April 10. If sent by e-mail or online through the Toastmasters International Web site, it must be sent by 11:59 p.m. on October 10 or April 10. The club should strive to submit both reports online and by the deadlines. Only those members who pay dues to Toastmasters International are recognized as members of the club.	Report forms are mailed to club presidents of record in September and March.	Club Treasurer should begin collecting dues in early September and early March. Club President or Treasurer completes report and submits it online. Clubs also have the option of submitting the dues and membership list by mail or fax.			

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		<p>Officer list must be postmarked on or before June 30 and received at World Headquarters by 5 p.m. PT July 7 (for clubs that elect annually and semi- annually) and postmarked Decemeber 31 and received by 5 p.m. PT Jan 7 (for those that elect semi- annually). If sent by e-mail or online through the Toastmasters International Web site, it must be sent by 11:59 p.m. on June 30 or December 31 (for those clubs electing semiannually).</p> <p>Toastmasters International and the district frequently send important material to the club officers of record. It is therefore imperative that you submit any officer changes as soon as possible. Likewise, clubs must report any changes in meeting time, day, place or change in the club name. Name changes and a change in the city or town in which your club meets must be reported to World Headquarters on a resolution form since these are changes to your club's constitution.</p>	<p>Club officer list sent to clubs in May (for clubs that elect annually and semi- annually) and in October (for clubs that elect semiannually).</p>	<p>Club president or club secretary responsible for submitting changes. After each election, submit officer list online through Toastmasters International Web site. Clubs also may mail or fax officer lists.</p>			

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Membership Requirements	Have at least 20 members OR a net growth of at least 5 members at year-end	<p>Your club needs at least 20 members at all times. Even if your club has more than 20 members, it can benefit from adding more. New faces, personalities, ideas and speeches enrich the club environment. Strive to maintain your club's membership at least 20 OR increase the total membership by 5, based on the club's beginning membership base on July 1 and its ending membership count on June 30. Use the strategies listed above.</p> <p>Also work to retain current members. Retention begins with your club meeting. When meetings are enjoyable, educational and well-conducted, members will want to remain active. Keep club meetings stimulating by:</p> <ul style="list-style-type: none"> - Having meeting begin and end on time. - Making sure all meeting participants are prepared - Making sure all club members have the opportunity to speak - Maintaining program variety <p>Schedule:</p> <ul style="list-style-type: none"> - Theme meetings - Speaker/evaluator exchanges - Joint meetings with other clubs - Speech contests 	<p>Enjoyable meetings, good programming, supportive atmosphere, effective evaluations, and Toastmaster related goals all contribute to member satisfaction and retention. The Toastmasters Supply Catalog has numerous tools to enhance your club's meetings, such as:</p> <ul style="list-style-type: none"> - The Better Speaker Series - The Successful Club Series - The Leadership Excellence Series - Table Topics games - Success/Communication programs - Success/Leadership programs 	All club officers and members			

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