



# DISTRICT 3

## 2021 Club Action Plan Checklist

Time is of the essence; complete as many of these challenges as you can for a chance to win "District Bucks". Use this form to track your club actions; when you are ready to submit, go to the online form and submit all the actions your club has completed for your chance to share in \$3,000 worth of giveaways District 3's Dollar give away. The online form can only be submitted once per club and you cannot change or add your submission.

### Terms and Conditions

1. Club must be in good standing to qualify.
2. Club action plan begins 2/1/2021 and ends 5/15/21. Actions reported must occur between these dates unless specified. Not all items on the list are required. Submit as many as you can compete.
3. Only one form per club is accepted. Once you have submitted the form for your club, you cannot add more items later. Submit the complete form at <https://forms.gle/mH81KaNdTSwyWv3f8>.
4. Prizes will be awarded on a first come serve basis.
5. Many of these items require you to self-report or self-verify. Please remember integrity is one of Toastmasters core values.
6. Don't delay! Prizes will be awarded when one of the following occurs:
  - 6.1. the May 15th, 2021 deadline has passed
  - 6.2. the overall prize amount of \$3000 has been claimed
7. Prizes will be given out in the form of District Bucks.
8. One (1) District Buck will be awarded per item or point.
9. Maximum District Bucks awarded is \$100 per club.
10. District Bucks are a new D3 alternative to Toastmaster International Gift Certificates. District Bucks are held at the district level as a club credit. The club can order TI store items through the district using the credit (total credit must cover tax + shipping). Credit must be redeemed by June 15th, 2021. District Buck balances of less \$10 dollars will be forfeited on Jun 15th, 2021. Those clubs with balances above \$10 dollars that do not redeem District Bucks will be issued a TI store gift certificate. District Bucks from this incentive can be combined with other incentives programs that also award District Bucks.

### Terms and Conditions Certificate of Understanding

I have read and agree to the Terms and Conditions

Questions? Please email [TRIO@aztoastmasters.org](mailto:TRIO@aztoastmasters.org)

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# DISTRICT 3

## ➤ Actions for the Club President

Action	Date Completed
<input type="checkbox"/> Held Club Officers meeting	
<input type="checkbox"/> Reviewed DCP status during business part of club meeting ( <a href="http://dashboards.toastmasters.org/district.aspx?id=03&amp;hideclub=1">http://dashboards.toastmasters.org/district.aspx?id=03&amp;hideclub=1</a> )	
<input type="checkbox"/> Earned a new DCP education goal or achieved all 6 education DCP goals	
<input type="checkbox"/> Read the latest Area Director Report to club and reviewed areas for improvement	
<input type="checkbox"/> Interviewed your Area Director about the role and contacted the District about being an Area Director	
<input type="checkbox"/> Filled out Club Success Checklist (this form)	
<input type="checkbox"/> Invited Area Director to visit club	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	
<input type="checkbox"/> President - scheduled Club Officers election in May 2021 (please provide date of election →)	

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# DISTRICT 3

## ➤ Actions for the Vice President of Education

Action	Date Completed
<input type="checkbox"/> Approved an award in Base Camp	
<input type="checkbox"/> Submitted an award in Club Central	
<input type="checkbox"/> Sent out a member interest survey ( <a href="http://www.toastmasters.org/resources/member-interest-survey">www.toastmasters.org/resources/member-interest-survey</a> )	
<input type="checkbox"/> Tracked a member's achievements (you can use Base Camp Manager)	
<input type="checkbox"/> Attended a Club Officers Meeting	
<input type="checkbox"/> Scheduled a special club meeting (Moments of Truth, guest speaker, club exchange, etc.)	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	
<input type="checkbox"/> VPE - assigned a mentor to a member (up to 5 points, 1 point for each assigned - please provide names of Mentor and Member)	
1.	
2.	
3.	
4.	
5.	

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# DISTRICT 3

## ➤ Actions for the Vice President of Public Relations

Action	Date Completed
<input type="checkbox"/> Confirmed you have the correct meeting place on all website(s) and social media	
<input type="checkbox"/> Listed club on D3 Meetup page (open clubs) -OR- Listed club with HR (corporate clubs)	
<input type="checkbox"/> Developed a Public Relations plan/calendar	
<input type="checkbox"/> Implemented a club PR email (e.g. VPPR-yourclubname@gmail.com)	
<input type="checkbox"/> Implemented a new place to advertise	
<input type="checkbox"/> Posted a fun question or a poll on your club social media site(s)	
<input type="checkbox"/> Viewed and "liked" one of the D3 social media trainings on YouTube ( <a href="http://www.youtube.com/channel/UCRqzsUSpcwIFNciHqVGW4oQ">www.youtube.com/channel/UCRqzsUSpcwIFNciHqVGW4oQ</a> )	
<input type="checkbox"/> Sent an update to your members (newsletter or update email, talked to fellow officers about info they want in the newsletter)	
<input type="checkbox"/> Posted an invite to your regular club meeting on social media	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	
<input type="checkbox"/> VPPR - list where you advertised, for example newspapers, social media, and websites (1 point each, max 5 points)	
1.	
2.	
3.	
4.	
5.	

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# DISTRICT 3

## ➤ Actions for the Vice President of Membership

Action	Date Completed
<input type="checkbox"/> Create a guest package for your meetings (using either your own or download from <a href="https://aztoastmasters.org/members-resources">https://aztoastmasters.org/members-resources</a> )	
<input type="checkbox"/> Sent follow up emails to guests or visitors	
<input type="checkbox"/> Viewed club's DCP report, determined your base membership for the year and current club standing ( <a href="http://dashboards.toastmasters.org/district.aspx?id=03&amp;hideclub=1">http://dashboards.toastmasters.org/district.aspx?id=03&amp;hideclub=1</a> )	
<input type="checkbox"/> Met with your VPPR to help create a campaign to showcase your club to attract new members	
<input type="checkbox"/> Helped a new member signup and onboard with Pathways	
<input type="checkbox"/> Greeted any guests or visitors at a club meeting	
<input type="checkbox"/> Invited former members to return or attend a meeting	
<input type="checkbox"/> Encouraged other members to invite guests	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	

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# DISTRICT 3

## ➤ Actions for the Treasurer

Action	Date Completed
<input type="checkbox"/> Emailed club members with dues renewal details and deadlines	
<input type="checkbox"/> Collected and submitted all member renewals by 3/31	
<input type="checkbox"/> Provided finance status report during business portion of club meeting	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	

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# DISTRICT 3

## ➤ Actions for the Secretary

Action	Date Completed
<input type="checkbox"/> Logged club meeting minutes	
<input type="checkbox"/> Sent meeting minutes to members	
<input type="checkbox"/> Logged club officer meeting minutes	
<input type="checkbox"/> Sent meeting minutes to officers	
<input type="checkbox"/> Collected and stored new membership application(s)	
<input type="checkbox"/> Downloaded a report from Base Camp Manager	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	

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# DISTRICT 3

## ➤ Actions for the Sergeant at Arms

Action	Date Completed
<input type="checkbox"/> Greeted any guests or visitors at a club meeting	
<input type="checkbox"/> Recorded guest information	
<input type="checkbox"/> Hosted online meeting	
<input type="checkbox"/> Attended officer meeting	
<input type="checkbox"/> Recorded inventory of club supplies	
<input type="checkbox"/> Contacted venue and asked about availability (prepared to return to physical meetings)	
<input type="checkbox"/> Determined what items may be needed if club chooses to become hybrid club ( <a href="https://aztoastmasters.org/virtual_d3">https://aztoastmasters.org/virtual_d3</a> )	
<input type="checkbox"/> Prepared a deficiencies list (list of items club needs and does not have)	
<input type="checkbox"/> Identified and trained potential officer replacement	
<input type="checkbox"/> None Completed	

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# DISTRICT 3

## ➤ Membership Support and Growth (actions taken by club members)

- Membership Growth - list new club members (up to 5 new members, 1 point per member)

1.	4.
2.	5.
3.	

- Membership Support - list members that attended area contest to support your club contestants (5 points max, 1 point per member)

1.	4.
2.	5.
3.	

- District Support - list members that signed up to be a judge or functionary at an area contest (5 points max, 1 point per person)

1.	4.
2.	5.
3.	

- List names of members who joined a District 3 social media platform after 02/01/21 (3 points max, 1 point per social media platform)

1.	
2.	
3.	

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