

NOTE: For the District deadline for submitting Outstanding Officer Awards for the time period July-December 2004, contact the [District Awards Chair](#) for more information.

You will need to submit separate copies to your Area Governor and Division Governor for consideration at the Area and Division levels.

The form can be used for nominating someone for any club office, Rookie of the Year, and Toastmaster of the Year. Separate forms are available for Area Governor of the Year and Division Governor of the Year:

Why Should I Recognize My Club's Officers?

- Toastmasters is a volunteer organization
- Officers positions are voluntary
- Officers work hard!
- It shows appreciation
- Motivation for future success
- People like receiving accolades

How to Nominate Outstanding Officers

- Fill out the form (see above)
 - Submit it to your Area Governor
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A How-To Guide for Filling Out the Form

- Fill out **everything** on the form
- At the very top include the name and information for the nominee
- Check the office that nominee is holding
 - Write in for "Rookie of the Year" or "Toastmaster of the Year"
- Under officer-specific sections:
 - Put check marks or X's in appropriate spaces
 - Put percentages where needed
- Type or print **neatly**
 - If they can't read it, they won't consider it!
- Attach separate pages as needed
- Best way to fill out the write-in section is to break it apart into 3 main blocks:
 - As an Outstanding President/VP-Education/etc.
 - Look at qualifications for office (they can be found in the back of the "Basic" Communications and Leadership Manual)
 - Think about how nominee accomplished those qualifications outstandingly
 - Be short and to the point, but descriptive
 - If this office has additional responsibilities in your club, include them here
 - As an Outstanding Officer (in general)
 - Officers have many additional responsibilities, for example:
 - Organized a new member handbook
 - Organized a guest packet
 - Organized Speak-a-Thons
 - Organized social events
 - These are equally important as normal duties
 - As an Outstanding Toastmaster
 - Nominee may do many things not required of their office or of an officer
 - Need to have these things considered!
 - This information may be the tiebreaker in close decisions
 - Examples of things to list might be:
 - Helped out at a TLI
 - Helped out at a District Conference
 - Attended Regional Conference

- Attended International Conference
 - Served as a club mentor/sponsor/coach
 - Sponsored/Mentored new members
 - For the write-in section for Rookie of the Year and Toastmaster of the Year nominations:
 - Organize information so it is logically grouped and easy to pick out
 - List everything you can think of -- these are very tough categories to win
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Things To Do/Not To Do

Do

- Fill out the form completely
- Fill it out legibly
- Fill it out sincerely and honestly

Do Not

- Forget about the office for which the person is being nominated
 - Turn it in unreadable
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Who Should Do It?

- You! Me! Everyone!
 - Club members nominate their officers
 - Club Presidents nominate other officers
 - Area Council members and Division Governors nominate Area Governors
 - Area Governors and District Governor nominate Division Governors
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When Should We Do It?

- **ASAP!**
- The sooner you fill it out, the better the nomination form will be
- Look for deadlines set by your Area, Division, and District