

MEMBER ACHIEVEMENT RECORD



TOASTMASTERS CLUB

Use this form to track your progress in Toastmasters educational programs. By recording manual completions and other activities, you can monitor progress toward the CTM, ATM Bronze, ATM Silver, ATM Gold, Competent Leader, Advanced Leader, and DTM awards.

LAST NAME	FIRST NAME	M.I.	DATE JOINED
ADDRESS			TELEPHONE NUMBER (DAY)
CITY	STATE/PROVINCE	ZIP	TELEPHONE NUMBER (EVENING)

COMMUNICATION AND LEADERSHIP PROGRAM

Date Completed

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Project Number

1 2 3 4 5 6 7 8 9 10

Date CTM Received _____

ADVANCED COMMUNICATION AND LEADERSHIP PROGRAM

The Entertaining Speaker

Date Completed

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Project Number

1 2 3 4 5

The Discussion Leader

Date Completed

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Project Number

1 2 3 4 5

The Professional Speaker

Date Completed

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Project Number

1 2 3 4 5

Communicating on Television

Date Completed

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Project Number

1 2 3 4 5

Interpersonal Communication

Date Completed

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Project Number

1 2 3 4 5

Speaking to Inform

Date Completed

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Project Number

1 2 3 4 5

Specialty Speeches

Date Completed

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Project Number

1 2 3 4 5

Technical Presentations

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1 2 3 4 5

Storytelling

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1 2 3 4 5

Public Relations

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1 2 3 4 5

Speeches by Management

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1 2 3 4 5

The Professional Salesperson

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1 2 3 4 5

Interpretive Reading

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1 2 3 4 5

Special Occasion Speeches

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1 2 3 4 5

COACH

Coached a new member with the first three manual projects:

HIGH PERFORMANCE LEADERSHIP PROGRAM

NEW MEMBER'S NAME

DATE

DATE COMPLETED

REGISTRATION NO.



Compliments of Leo L. Allen, DTM; Region IV Director Candidate, Toastmasters International

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SUCCESS/LEADERSHIP AND SUCCESS/COMMUNICATION PROGRAMS

Service as Coordinator for the following programs:

	PARTICIPANTS	DATE COMPLETED	REGISTRATION NO.
Speechcraft	_____	_____	_____
How to Listen Effectively	_____	_____	_____
Parliamentary Procedure in Action	_____	_____	_____
How to Conduct Productive Meetings	_____	_____	_____
The Art of Effective Evaluation	_____	_____	_____
Mental Flexibility	_____	_____	_____
The Power of Ideas	_____	_____	_____
Characteristics of Effective Leaders	_____	_____	_____
Developing Your Leadership Skills	_____	_____	_____
From Speaker to Trainer	_____	_____	_____
Improving Your Management Skills	_____	_____	_____
Working in the Team Environment	_____	_____	_____

YOUTH LEADERSHIP PROGRAM

Service as Coordinator for a Youth Leadership Program:

DATE COMPLETED _____

REGISTRATION NO. _____

OFFICES

Service from July 1 through December 31 or January 1 through June 30 in the following Club offices:

	DATE SERVED	DATE ATTENDED TRAINING	DATE HELPED PREPARE CLUB SUCCESS PLAN
President	_____	_____	_____
Vice President Education	_____	_____	_____
Vice President Membership	_____	_____	_____
Vice President Public Relations	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Sergeant at Arms	_____	_____	_____

Service from July 1 through June 30 in the following District offices:

	DATE SERVED
District Governor	_____
Lt. Governor Marketing	_____
Lt. Governor Education & Training	_____
Public Relations Officer	_____
Secretary	_____
Treasurer	_____
Division Governor	_____
Area Governor	_____

ORGANIZATIONAL GROWTH

Service as a co-sponsor or mentor (appointed by District Governor) of a new Club. Name should appear on Application to Organize:

CLUB NAME	CLUB NO.	CHARTER DATE
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Service as a Club specialist (appointed by District Governor) in rebuilding existing Club with nine or fewer members to 20 members: (Form on file at World Headquarters.)

CLUB NAME	CLUB NO.	APPOINTMENT DATE
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THE SUCCESSFUL CLUB SERIES

Conducted the following programs:

	DATE CONDUCTED
Moments of Truth	_____
Finding New Members for Your Club	_____
Evaluate to Motivate	_____
Closing the Sale	_____
Creating the Best Club Environment	_____
Meeting Roles and Responsibilities	_____
Mentoring	_____
Keeping the Commitment	_____
Going Beyond Our Club	_____

THE BETTER SPEAKER SERIES

Conducted the following programs:

	DATE CONDUCTED
Beginning Your Speech	_____
Concluding Your Speech	_____
Take the Terror Out of a Talk	_____
Impromptu Speaking	_____
Selecting Your Topic	_____
Know Your Audience	_____
Organizing Your Speech	_____
Creating an Introduction	_____
Preparation and Practice	_____

AWARDS

Date ATM Bronze Received	ATM Bronze No.
Date ATM Silver Received	ATM Silver No.
Date ATM Gold Received	ATM Gold No.
Date Competent Leader Received	CL No.
Date Advanced Leader Received	AL No.
Date DTM Received	DTM No.

Noted Before applying for Competent Toastmaster (CTM), Advanced Toastmaster Bronze (ATM-B), Advanced Toastmaster Silver (ATM-S), Advanced Toastmaster Gold (ATM-G), Competent Leader (CL), Advanced Leader (AL), or Distinguished Toastmaster (DTM) awards, review the appropriate application form to ensure that all requirements have been met as given. Then complete the form and send it to World Headquarters.