

District 86 Club of the Year

Annual Assessment & Evaluation Form

Purpose: Recognizes clubs whose dedication, member development, growth, leadership and measurable impact significantly contribute to the District mission. Clubs in good standing are eligible; only clubs that submit the assessment are considered.

Award Year	Assessment Deadline	Club Name	Club Number
District	Division	Area	Club President

How the process works

1. Club — Evidence Reports accomplishments and provides concise evidence. Results are considered in context, including club size, starting point, new-club status, meeting pattern and member tenure.	2. Past District Leaders — Verification Previous-year District Director, Program Quality Director and Club Growth Director verify facts in their areas. They do not score, rank or recommend.	3. District Awards Committee — Evaluation One overall District Awards Evaluation Committee uses separate sub-panels. Evaluators are not current formal District leaders and must recuse for material conflicts, including membership in the club evaluated.
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Awards & Scoring

Education Leadership = Education score. Membership Leadership = Membership score. Current Club of the Year = 47.5% Education + 47.5% Membership + 5% optional Letters of Support / overall-impact evidence. A broader Overall Club Leadership & Impact criterion is recommended for next year.

Award / Component	Weight	Maximum
Education Leadership	Education score	100
Membership Leadership	Membership score	100
Club of the Year — Education	47.5%	47.5
Club of the Year — Membership	47.5%	47.5
Club of the Year — Letters / Impact evidence	5%	5
Club of the Year — Total	100%	100

Eligibility & Fairness Rules

- Clubs in good standing are eligible, but only clubs that submit the annual assessment are considered.
- President's Distinguished is not a prerequisite; Distinguished Club performance is scored after the Toastmasters year is complete and can be verified as of April 1.
- Late submissions or late completion of activities reduce the applicable score; lateness alone does not make a club ineligible.
- Membership results use both absolute and percentage improvement. Charter strength (20) and Smedley strength (25) receive explicit recognition.
- Newly chartered clubs and clubs with a high proportion of new members are evaluated in context; fewer advanced Pathways awards do not automatically indicate weaker education performance.
- Activities are evidence, not automatic points. Evaluators judge quality, consistency, improvement, results and impact.

Part A — Club Evidence

Provide concise evidence. Attach reports or screenshots only where useful; official data will be independently verified.

Education Leadership Assessment

Educational Achievement & Progress — 35 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
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• Pathways progress across members, considered in relation to membership size and tenure.		
• Completion of Levels 1–5 and DTM achievements.		
• Percentage of members making meaningful educational progress.		
• Advanced Pathways progress is evaluated in context of the club's meeting pattern, member mix and new-member percentage.		

Educational Program Quality & Member Development — 35 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Effective environment for members to pursue educational goals.		
• Mentoring, coaching, speech opportunities, evaluations and Pathways support.		
• Educational sessions or activities adding value beyond routine meetings.		
• Evidence of sustained member development, not simply award volume.		

Club Officer Training & Educational Stewardship — 20 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Round 1 officer training completion and timeliness.		
• Round 2 officer training completion and timeliness.		
• Additional recognition when 7 of 7 officers complete both rounds.		
• Club leadership actively supports an educational culture.		

Education Evidence & Verified Impact — 10 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Accuracy, completeness and clarity of evidence.		
• Specific examples of educational benefit to members.		

Membership Leadership Assessment

Membership Growth & Strength — 30 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Percentage and net membership growth from beginning-of-year baseline.		
• Achievement of charter strength (20) and/or Smedley strength (25).		
• Growth relative to club size, recognizing small/new clubs' improvement without requiring large absolute numbers.		

Retention, Engagement & Member Experience — 30 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Retention and longevity, considered in context.		

• New-member engagement, participation and integration.		
• Evidence of a healthy, welcoming and sustainable club.		

Club Growth & Community Development — 15 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Membership campaigns and targeted growth initiatives.		
• Club sponsors, mentors, coaches and other support roles.		
• Community programs such as Youth Leadership or Speechcraft, where applicable.		

District Service & Leadership Contribution — 15 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Members contributing to District leadership, committees or other District service.		
• Quality and impact of members' service rather than raw participation counts.		

Membership Evidence & Verified Impact — 10 points

Evidence / Measures	Club Evidence / Notes	Supporting Ref.
• Accuracy, completeness and clarity of evidence.		
• Specific examples showing how membership efforts strengthened the club.		

Letters of Support — Optional, maximum 3 letters / 5 points

If more than three letters are received, exactly three will be selected at random for review and all others will be discarded. Letters do not affect Education or Membership scores; they may contribute up to 5 Club of the Year points. Specific evidence is required; generic praise and the number of letters do not increase the score.

Writer / Role	Relationship	Specific Impact Evidence	Reference

Club President / Authorized Submitter Summary (250 words or less)

Part B — Independent Verification

The previous-year District Director, Program Quality Director and Club Growth Director verify facts only. They do not score, rank or recommend clubs.

Verification Area	Primary Verifier	Status	Comments / Context
Planning, Distinguished Club/official District results, District service and other District-level facts	Previous-Year District Director	☐ Verified ☐ Not Verified	
Pathways, education awards, officer training and education-related claims	Previous-Year Program Quality Director	☐ Verified ☐ Not Verified	
Membership, retention, growth, charter/Smedley strength, sponsors, mentors, coaches and club-growth claims	Previous-Year Club Growth Director	☐ Verified ☐ Not Verified	

Previous-Year District Director — Name: _____ Date: _____

Previous-Year Program Quality Director — Name: _____ Date: _____

Previous-Year Club Growth Director — Name: _____ Date: _____

Factual comments / context:

Part C — District Evaluation Committee

Use the 1–5 scale. Evaluate quality and impact demonstrated by evidence and verified information. Consider the club's starting point and context; do not reward raw volume alone.

Rating	Definition
1	Minimal evidence / expectations generally not met
2	Some evidence / partially effective
3	Meets expectations / effective
4	Exceeds expectations / strong impact
5	Exceptional / sustained and significant impact

Education Leadership — Evaluation

Criterion	Weight	Rating 1–5	Weighted Score	Evaluator Comment
Educational Achievement & Progress	35			
Educational Program Quality & Member Development	35			
Club Officer Training & Educational Stewardship	20			
Education Evidence & Verified Impact	10			
TOTAL	100			

Membership Leadership — Evaluation

Criterion	Weight	Rating 1–5	Weighted Score	Evaluator Comment
Membership Growth & Strength	30			
Retention, Engagement & Member Experience	30			
Club Growth & Community Development	15			
District Service & Leadership Contribution	15			
Membership Evidence & Verified Impact	10			
TOTAL	100			

Club of the Year Calculation

Current design: Education score × 47.5% + Membership score × 47.5% + Letters / overall-impact evidence up to 5 points.

Component	Maximum	Score
Education component	47.5	
Membership component	47.5	
Letters / overall-impact evidence	5	
TOTAL	100	

Committee Decision

Overall Club of the Year Score: _____ / 100

Finalist ranking: ☐ 1st ☐ 2nd ☐ 3rd ☐ Not a finalist

Conflict / recusal: ☐ No ☐ Yes

Committee Rationale:

Future Enhancement — Next Award Year

Add a dedicated Overall Club Leadership & Impact category to Club of the Year, evaluating club culture, leadership, innovation, service, member experience, sustainability and broader positive impact.

Governance

- One overall District Awards Evaluation Committee oversees the awards, with separate sub-panels for Club, Area Director and Division Director evaluations.
- Committee membership represents each Division and excludes current formal District leadership positions.
- An evaluator must recuse themselves if they are a member of the club being evaluated or have another material conflict.
- Verifiers confirm facts only; they do not score, rank or recommend.

District 86 — Where Leaders Are Made