



MEMBER ACHIEVEMENT RECORD

Member Achievement Record for:

NAME

Use this form to track your progress in Toastmasters' educational programs. By recording manual completions and other activities, you can monitor progress toward the CC, ACB, ACS, ACG, CL, ALB, ALS and DTM awards.

My club has assigned a mentor to help me. My mentor is:

LAST NAME

FIRST NAME

EMAIL ADDRESS

ADDRESS

TELEPHONE NUMBER (DAY)

CITY

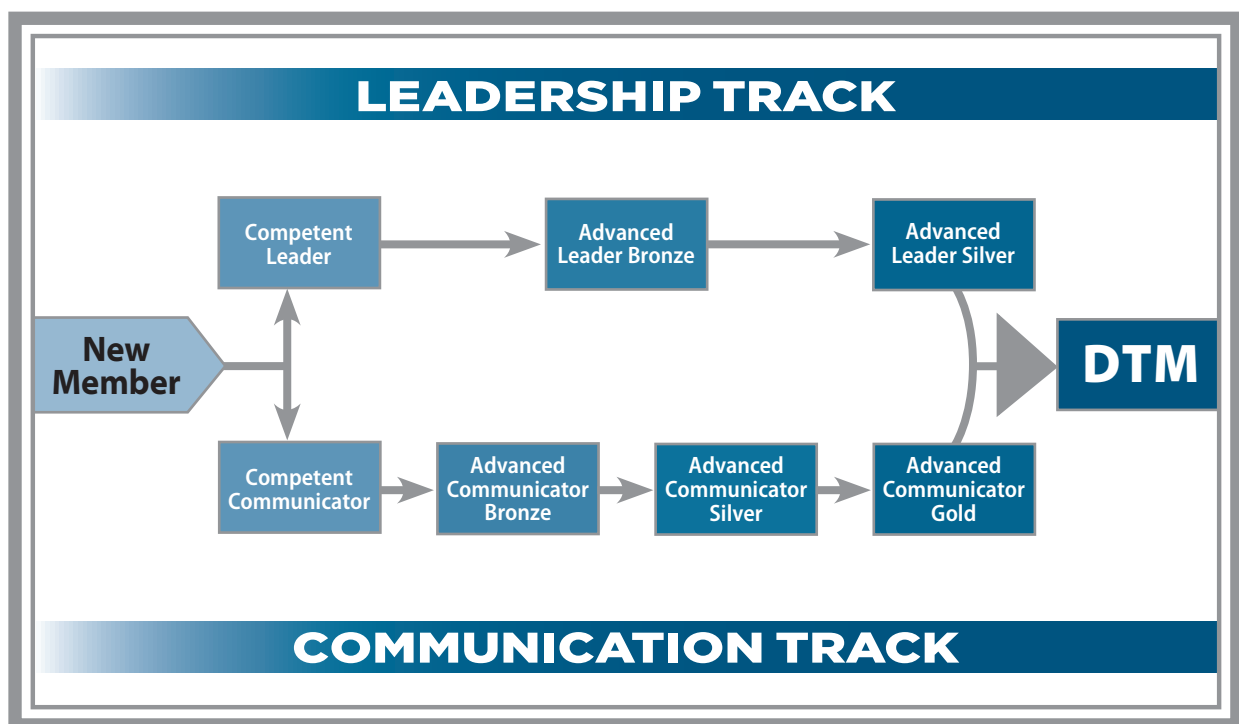
STATE/PROVINCE

ZIP

TELEPHONE NUMBER (EVENING)

TOASTMASTERS INTERNATIONAL COMMUNICATION AND LEADERSHIP TRACKS

The Toastmasters educational program consists of two tracks: a communication track and a leadership track. You can participate in both tracks at the same time or choose just one to start. Both tracks provide recognition for specific accomplishments. The diagram below shows the award progression in each track. Following pages provide more detail.



COMMUNICATION TRACK

Competent Communicator (CC)

To be eligible for this award, a member must have completed the 10 speeches in the *Competent Communication* manual. Check the appropriate box below after you complete each project.

For details see the CC award application in your manual. Also available at www.toastmasters.org/members. Use the CC application to apply for your award, not this record!

1 2 3 4 5 6 7 8 9 10

Advanced Communicator Bronze (ACB)

To be eligible for this award, a member must have:

- ▶ Achieved Competent Communicator award
- ▶ Completed two *Advanced Communication Series* manuals

For details see the AC awards application in your manual. Also available at www.toastmasters.org/members.

Advanced Communicator Silver (ACS)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster or Advanced Toastmaster Bronze award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted any two presentations from *The Better Speaker Series* and/or *The Successful Club Series*

For details see the AC awards application in your manual. Also available at www.toastmasters.org/members.

Advanced Communicator Gold (ACG)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze or Advanced Toastmaster Silver award)
- ▶ Completed two additional advanced manuals
- ▶ Conducted a presentation from the *Success/Leadership Series*, *Success/Communication Series* or a *Youth Leadership*
- ▶ Coached a new member with the first three speech projects

For details see the AC awards application in your manual. Also available at www.toastmasters.org/members.

The Entertaining Speaker (226A)

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh and what to do when you're asked to speak after dinner.

1 2 3 4 5

Speaking To Inform (226B)

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

1 2 3 4 5

Public Relations (226C)

This complete guide to preparing and delivering different types of public relations speeches will help you give goodwill speeches, appear on a radio talk show, "speak under fire" and give a crisis management speech.

- 1
- 2
- 3
- 4
- 5

Facilitating Discussion (226D)

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

- 1
- 2
- 3
- 4
- 5

Specialty Speeches (226E)

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches and oral interpretations.

- 1
- 2
- 3
- 4
- 5

Speeches by Management (226F)

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

- 1
- 2
- 3
- 4
- 5

The Professional Speaker (226G)

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

- 1
- 2
- 3
- 4
- 5

Technical Presentations (226H)

The projects in this manual will help you prepare and present briefings, proposals, technical papers and enhance a technical talk with the Internet.

- 1
- 2
- 3
- 4
- 5

Persuasive Speaking (226I)

The ability to influence and persuade others to accept your ideas, products or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

- 1
- 2
- 3
- 4
- 5

Communicating on Video (226J)

Television presentations differ from other presentations, and they require special considerations. With this manual you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference and use television to train.

- 1
- 2
- 3
- 4
- 5

Storytelling (226K)

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story and the historical story.

- 1
- 2
- 3
- 4
- 5

Interpretive Reading (226L)

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

- 1
- 2
- 3
- 4
- 5

Interpersonal Communication (226M)

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance and expressing dissatisfaction effectively.

- 1
- 2
- 3
- 4
- 5

Special Occasion Speeches (226N)

Provides instruction in giving toasts, speaking in praise, "roasting" someone and presenting and accepting awards.

- 1
- 2
- 3
- 4
- 5

Humorously Speaking (226O)

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

- 1
- 2
- 3
- 4
- 5

Use the Advanced Communicator (AC) application to apply for your award, not this record!

LEADERSHIP TRACK

Competent Leader (CL)

To be eligible for this award, a member must have completed the 10 projects in the *Competent Leadership* manual. Check the appropriate box below after you complete each project.

For details see the CL award application in your manual. Also available at www.toastmasters.org/members.

Use the CL application to apply for your award, not this record!

1 2 3 4 5 6 7 8 9 10

Advanced Leader Bronze (ALB)

To be eligible for this award, a member must have:

- ▶ Achieved Competent Leader award
- ▶ Achieved Competent Communicator award (or Competent Toastmaster award)
- ▶ Served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participated in the preparation of a Club Success Plan while serving in this office
- ▶ While a club officer, participated in a district-sponsored club officer training program
- ▶ Conducted any two programs from *The Successful Club Series* and/or *The Leadership Excellence Series*

For details see the Leadership/Distinguished Toastmaster Awards application. Available at www.toastmasters.org/members.

Advanced Leader Silver (ALS)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Leader Bronze award (or "old" Competent Leader award)
- ▶ Served a complete term as a district officer (district governor, lieutenant governor, public relations officer, secretary, treasurer, division governor, area governor)
- ▶ Completed the *High Performance Leadership* program
- ▶ Served successfully as a club sponsor, mentor or club coach

For details see the Leadership/Distinguished Toastmaster Awards application. Available at www.toastmasters.org/members.

Distinguished Toastmaster (DTM)

To be eligible for this award, a member must have:

- ▶ Achieved Advanced Communicator Gold award (or Advanced Toastmaster Gold award)
- ▶ Achieved Advanced Leader Silver award (or "old" Advanced Leader award)

Distinguished Toastmaster is the highest recognition a member may receive. For details see the Leadership/Distinguished Toastmaster Awards application. Available at www.toastmasters.org/members.

Use the Advanced Communicator (AC) application to apply for your award, not this record!

HIGH PERFORMANCE LEADERSHIP PROGRAM

COACH

Coached a new member with the first three speech projects:

DATE COMPLETED

NEW MEMBER'S NAME

DATE

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 NUMBER

CHARTER DATE

Service as a club coach (appointed by district governor) helping an existing club with 12 or fewer members to become a Distinguished Club. (Assignment form on file at World Headquarters.)

CLUB NAME / CLUB NUMBER

APPOINTMENT DATE

CLUB OFFICES HELD

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 | _____ | _____ | _____ |

DISTRICT OFFICES HELD

| | DATE SERVED |
|-------------------------------------|-------------|
| Secretary/Treasurer | _____ |
| Public Relations Officer | _____ |
| District Governor | _____ |
| Lt. Governor Education and Training | _____ |
| Lt. Governor Marketing | _____ |
| Division Governor | _____ |
| Area Governor | _____ |

SUCCESS/COMMUNICATION

| | DATE PRESENTED |
|---------------------------------|----------------|
| Speechcraft | _____ |
| How to Listen Effectively | _____ |
| The Art of Effective Evaluation | _____ |
| Building Your Thinking Power | _____ |
| From Speaker to Trainer | _____ |

SUCCESS/LEADERSHIP

DATE PRESENTED

How to Conduct Productive Meetings

Parliamentary Procedure in Action

Building Your Leadership Power

Improving Your Management Skills

YOUTH LEADERSHIP PROGRAM

NUMBER OF PARTICIPANTS

DATE COMPLETED

THE SUCCESSFUL CLUB SERIES

DATE PRESENTED

The Moments of Truth

Finding New Members for Your Club

Evaluate to Motivate

Closing the Sale

Creating the Best Club Climate

Meeting Roles and Responsibilities

Mentoring

Keeping the Commitment

Going Beyond our Club

How to be a Distinguished Club

The Toastmasters Education System

THE BETTER SPEAKER SERIES

DATE PRESENTED

Beginning Your Speech

Concluding Your Speech

Controlling Your Fear

Impromptu Speaking

Selecting Your Topic

Know Your Audience

Organizing Your Speech

Creating an Introduction

Preparation and Practice

Using Body Language

THE LEADERSHIP EXCELLENCE SERIES

DATE PRESENTED

| | |
|---------------------------|-------|
| Building a Team | _____ |
| Delegate to Empower | _____ |
| Developing a Mission | _____ |
| Giving Effective Feedback | _____ |
| Goal Setting and Planning | _____ |
| Motivating People | _____ |
| Resolving Conflict | _____ |
| Service and Leadership | _____ |
| The Leader as a Coach | _____ |
| The Visionary Leader | _____ |
| Values and Leadership | _____ |

AWARDS RECEIVED

| | | |
|---|-------|-------------------|
| Competent Communicator (CC) Award | _____ | DATE CC RECEIVED |
| Advanced Communicator Bronze (ACB) Award | _____ | DATE ACB RECEIVED |
| Advanced Communicator Silver (ACS) Award | _____ | DATE ACS RECEIVED |
| Advanced Communicator Gold (ACG) Award | _____ | DATE ACG RECEIVED |
| Competent Leader (CL) Award | _____ | DATE CL RECEIVED |
| Advanced Leader Bronze (ALB) Award | _____ | DATE ALB RECEIVED |
| Advanced Leader Silver (ALS) Award | _____ | DATE ALS RECEIVED |
| Distinguished Toastmaster (DTM) Award | _____ | DATE DTM RECEIVED |

Note: Before applying for Competent Communicator (CC), Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS), Advanced Communicator Gold (ACG), Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS), 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.



TOASTMASTERS
INTERNATIONAL

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