

Keep this
record of your
Toastmasters
accomplishments.

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

E-MAIL ADDRESS

ADDRESS

TELEPHONE NUMBER (DAY)

CITY

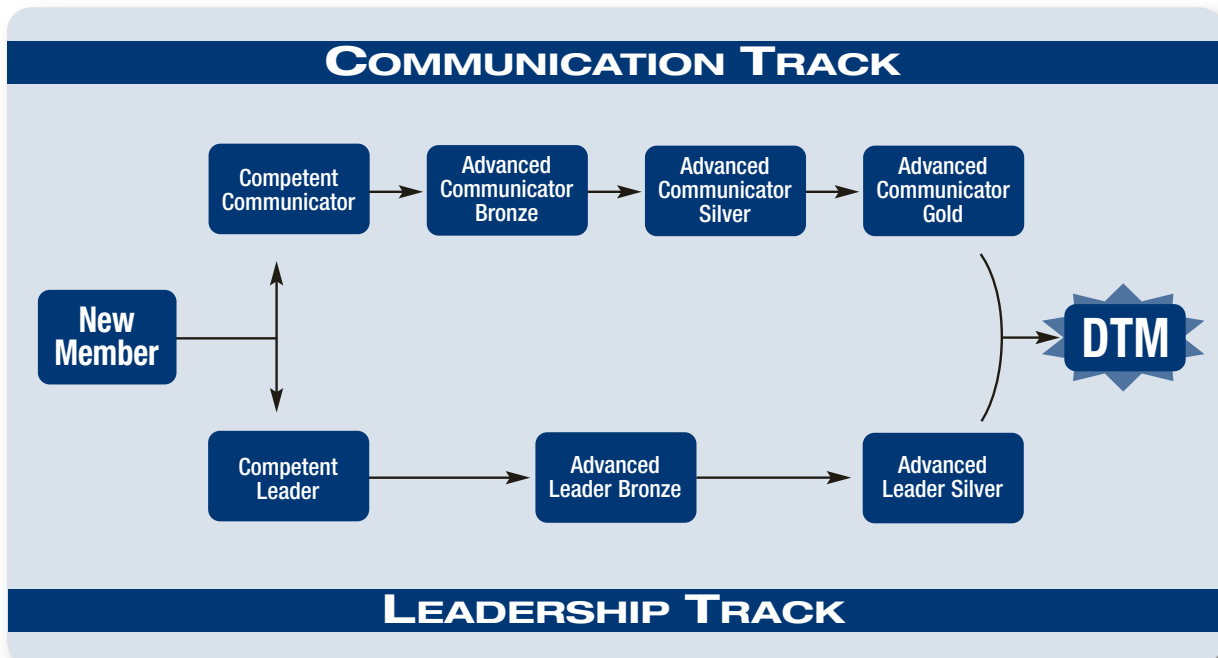
STATE /PROVINCE

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!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 programs 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 *Success/Leadership*, *Success/Communication*, or a Youth Leadership program
- 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Television (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!

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Leadership Award application to apply for your award, not this record.

HIGH PERFORMANCE LEADERSHIP PROGRAM

COACH

Coached a new member with the first three manual 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 PROGRAM

DATE PRESENTED

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

SUCCESS/LEADERSHIP PROGRAM

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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