MEMBER ACHIEVEMENT RECORD



Member Achievement Record for:

NAME

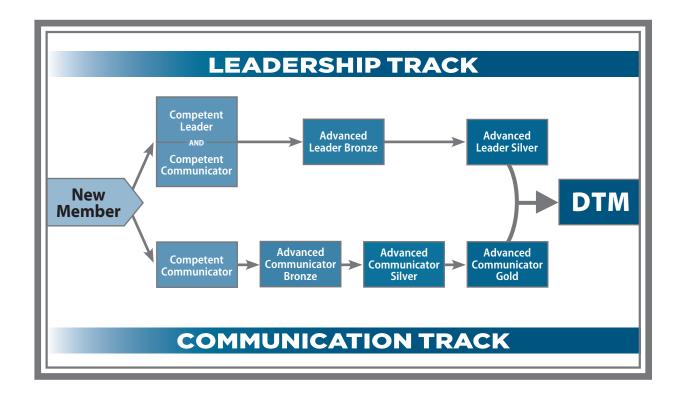
Use this form to track your progress in Toastmasters' educational programs. By recording manual completions and other activities, you can monitor progress toward the CC, ACB, ACS, ACG, CL, ALB, ALS and DTM awards.

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

LAST NAME	FIRST NAME	EMA	AIL 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

To b	mpetent (be eligible fo	r this aw	ard, a me	ember m				speeches	in the Co	ompetent Comm	<i>unication</i> manual.
For		ne CC av	vard app	lication i	n your m	anual. Als	o availabl	e at www	ı.toastma	asters.org/mem	bers.
osc		2	3	4	□ 5	6	7	8	9	□ 10	
	Advanced Communicator Bronze (ACB) To be eligible for this award, a member must have:										
•	Achieved C	ompete	nt Comn	nunicato	r award						
•	Completed	two Adv	vanced Co	ommunic	ation Ser	ies manua	als				
For	details see th	ne AC av	vards app	olication	in your n	nanual. Al	so availab	le at ww	w.toastm	nasters.org/mer	nbers.
To k	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.										
		al include ow to ma l	es valuak ake an au	ole inforn udience l	nation or		•	,	-	natic speech, wh eak after dinner	
	Speaking The project demonstra	ts in this	manual	will help						s. Topics covered informing.	d include the

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	
This ma	inual offe		nce in pre covered. T	senting v	vorkshop and conference presentations. Role-playing and problem- ual is a must for managers, trainers, teachers and administrators.	
Speake	rs must k		speak in		uations and this manual will help. Types of speeches covered include ntroductions, inspirational speeches and oral interpretations.	
This ma	ınual will		successforvered inc	ully hand lude brie	le a variety of speaking situations managers encounter in their work fings, technical speeches, motivational talks and confrontations.	
This ma	nual is a ny repres	onal Sp complete sentative a 2	e guide to and speak	becomine becomine becoming the		
The pro	jects in t	esentat this manu with the li	al will hel nternet.	p you pre	epare and present briefings, proposals, technical papers and enhance	
The abi	lity to inf		id persua	de others	to accept your ideas, products or services is vital. The projects in this excellent persuasive techniques and expand your presentation skills.	

	entations (differ from s, appear as	other pre	sentations, and they require special considerations. With this manual you'll on a "talk" show, conduct a press conference and use television to train.
Storytelling Everyone love: with morals, th	s a story. T	Types of stang story ar		
Interpretive This manual w monodramas,	rill help yo plays and	ou develop I oratorical	your inte speeche	
Interpersor Topics covered performance a	d include	conversing essing dissa	g with eas atisfaction	se, negotiating, handling criticism, coaching someone to improved n effectively.
Special Occ Provides instru 1) ng in praise, "roasting" someone and presenting and accepting awards. □ 5
	e to laugh	.This manu	ual shows	you how to use humorous stories and jokes throughout your speech to ste 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 f	irst three speech projects:
DATE COMPLETED	NEW MEMBER'S NAME	DATE

ORGANIZATIONAL GROWTH

Service as a co-sponsor or mentor (appo	inted by district governor) of a new club. Name should appe	ear on Application to Organize
CLUB N	AME / CLUB NUMBER		CHARTER DATE
Service as a club coach (appointed by Distinguished Club. (Assignment form			ver members to become a
CLUB N	AME / CLUB NUMBER		APPOINTMENT DATE
CLUB OFFICES HELI	D		
Service from July 1 through December 3	31 or January 1 through Ju	une 30 in the following club office:	
	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 I	HELD		
		DATE SERVED	
Secretary/Treasurer			
Public Relations Officer			
District Governor			
Lt. Governor Education and Training	_		
Lt. Governor Marketing	_		
Division Governor			
Area Governor	_		
SUCCESS/COMMUN	ICATION		
		DATE PRESENTED	
Speechcraft	_		
How to Listen Effectively	_		
The Art of Effective Evaluation	_		
Building Your Thinking Power			
From Speaker to Trainer			

SUCCESS/LEADERS	HIP		
		DATE PRESENTED	
How to Conduct Productive Meetings			_
Parlimentary Procedure in Action			_
Building Your Leadership Power			
Improving Your Management Skills			_
YOUTH LEADERSHIP	PROGRAM		
NUMBER OF PARTICIPANTS	DATE COMPLETED		
THE SUCCESSFUL CI	UB 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 SPEAKE	ER 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

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	

DATE PRESENTED

AWARDS RECEIVED	
Competent Communicator (CC) Award	
Advanced Communicator Bronze (ACB) Award	DATE CC RECEIVED
Advanced Communicator Silver (ACS) Award	DATE ACB RECEIVED
	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 DELLA DECEMBED.
	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.



P. O. Box 9052 • Mission Viejo, CA 92690 USA • 949-858-8255 • www.toastmasters.org/members