

DISTRICT 94 – CALENDAR 2019-2020

A GUIDE FOR DISTRICT, DIVISION, AND AREA ACTIVITIES

JUNE 2019	DISTRICT ACTIVITIES	DIVISION ACTIVITIES	AREA ACTIVITIES	OFFICERS RESPONSIBLE
Jun - Sep	1 st Round Division & Area Directors Training	1 st Round Division Directors Training	1 st Round Area Directors Training	PQD, Div. D
Jun - Aug	1 st Round Club Officers Training	1 st Round Club Officers Training	1 st Round Club Officers Training	PQD, Div D, AD
Jun 30	Submission of Club Officer List to WHQ for DCP credit	Submission of Club Officer List to WHQ for DCP credit	Submission of Club Officer List to WHQ for DCP credit	Clubs, PQD, Div .D, AD
Jun 1 – Jul 15	Prepare District Calendar & Submit to WHQ	Prepare Division Calendar & Submit to District Director	Prepare Area Calendar & Submit to Division & District Directors	DD, PQD, CGD, Div. D, AD
Jun - Aug	Year End Audit			DD, FM, Audit Chair

Jun –Jul 15	Submit Area & Division Alignment Report			IPDD, DD
Jun –Jul 15	Transition Meeting	Transition Meeting	Transition Meeting	IPDD,DD, PQD, CGD, Div.D, AD
Jun –Jul 15	Prepare District Leaders List & Committees	Prepare Division Leaders List & Committees	Prepare Area Leaders List & Committees	DD, PQD, CGD, Div.D, AD
JULY 2019				
Jul 1-15	Submit District Leaders list to TI WHQ	Submit Division officers list to District Director	Submit Area officers list to Division & District Directors	AM, DD ,Div.D, AD
Jul 1-15	Submit Area & Club alignment to TIWHQ			IPDD,DD
Jul 1 – 15	Submit District Calendar to TI WHQ	Submit Division Calendar to District Director	Submit Area Calendar to Division & District Directors	DD, AM, Div.D, AD

Jul 1 – 15	Submit to WHQ District signature form and bank signatory card.			DD,FM
Jul 1 – 15	Transfer all records to new administration	Transfer all records to new administration	Transfer all records to new administration	IPDD, DD, AM, FM, Div.D, AD
Jul 1 – 15	Contact clubs that have not submitted officers list to TI		Contact clubs that have not submitted officers list to TI	CGD, Div.D, AD
Jul 1-31	Division & Area Directors Training Continue. Submission of training report start	Division & Area Directors Training Continue. Submission of training report start	Division & Area Directors Training Continue. Submission of training report start	PQD, Div.D, AD
Jul 1-31	1 st Round Club Officers Training Continue. Submission of training report Start	1 st Round Club Officers Training Continue. Submission of training report start	1 st Round Club Officers Training Continue. Submission of training report start	PQD, Div.D,AD , Clubs
Jul1-31	Prepare previous year's financial records for submission To TI WHQ.			IPDD, FM, DD
Jul1-31	Start Preparing District Budget	Start Preparing Division Budget	Start Preparing Area Budget	DD, PQD, CGD, FM, Div.D, AD

Jul 1 – 31		Start Club Executive Committee Meetings. Prepare Club Success Plan.	Start Club Executive Committee Meetings. Prepare Club Success Plan.	Div.D, AD
Jul 1–Oct 31	Area Directors First Round of Club Visits		Area Directors First Round of Club Visits	AD, PQD
AUGUST 2019				
Aug 1 – Sep 15	Humorous and table topics Contests continue	Humorous and table topics Contests continue	Humorous and table topics Contests continue	PQD, Div.D, AD, Clubs
Aug 1 - Sep 30	Membership Building Month Start Smedley Awards membership building contest	Membership Building Month Start Smedley Awards membership building contest	Membership Building Month Start Smedley Awards membership building contest	CGD, Div.D, AD, Clubs
Aug 1 - 31	Due 2018-2019 Year End Audit Report; financial records; fixed asset template & accrual template; pay all outstanding bills for 2018-2019.			IPDD, DD, FM, Audit Chair
Aug 1 - 15	Send Proxies for voting at TI Annual Convention to District Director		Send Proxies for Voting at TI Annual Convention to District Director	DD, AM, Clubs

Aug 19 – 25	August 19 - 21: District leaders Training August 22- 24: TI Convention in Denver, Colorado			DD, PQD ,CGD
Aug 1 – 31	Continue working on District Budget	Complete Division Budget and submit to District Director	Complete Area Budget and submit to Division Director and District Director	DD, PQD, CGD, FM, Div.D, AD
Aug 1 – Sep 30		Hail & Farewell (Recognition & Awards for Excellence in 2018-2019)	Hail & Farewell (Recognition & Awards for Excellence in 2018-2019)	Div.D, AD, Clubs
Aug 1 - 31		Complete Club Executive Committee Meetings. Complete Club Success Plan & Submit to Area Director.	Complete Club Executive Committee Meetings. Complete Club Success Plan & Submit to Area Director.	Div.D, AD
Aug 1- 31	Start preparation for District Executive Committee Meeting & District Council Meeting to be held online.	Start preparation for Division Council Meeting, District Executive Committee Meeting & District Council Online Meeting	Start preparation for Division Council Meeting & District Council Online Meeting. Hold Area Council Meeting & Complete Area Success Plan.	DD,PQD ,CGD,PRM, AM, FM, LM, Div.D, AD

Aug 1 - 31	Complete 1 st Round Club Officer Training. Submission of training report continue	Complete 1 st Round Club Officer Training. Submission of training report continue	Complete 1 st Round Club Officer Training. Submission of training report continue	PQD, Div.D, AD, Clubs
Aug 1 - 31	Division & Area Directors Training Continue. Submission of training report continue	Division & Area Directors Training Continue. Submission of training report continue	Division & Area Directors Training Continue. Submission of training report continue	PQD, Div.D, AD
Aug 1- 31	Area Directors First Round of Club Visits continues. Submission of report	Divisions Directors supervision and Follow up of Club visits by Ads	Area Directors First Round of Club Visits continue. Submission of report	DD, PQD ,AD
SEPTEMBER 2019				
Sep 1 - 15	End Club Speech Contests. Humorous and table topics		End Club Speech Contests Humorous and table topics	PQD, Div.D, AD
Sep 16 - 30	Start Area Contests Humorous and table topics		Start Area Contests Humorous and table topics	
Sep 1- 30	Due Club Officers, Division & Area Directors Training Report	Due Club Officers, Division & Area Directors Training Report	Due Club Officers, Division & Area Directors Training Report	PQD, Div.D, DD

Sep 1- 30	Membership Building Month End Smedley Awards membership building contest	Membership Building Month End Smedley Awards membership building contest	Membership Building Month End Smedley Awards membership building contest	CGD, Div.D, AD, Clubs
Sep 1- 30	Due District Success Plan. Submit District Success Plan to WHQ.	Hold Division Council Meeting & Complete Division Success Plan for Submission to the District.	Hold Area Council Meeting and complete Area Success for submission to the Division	DD, PQD , CGD ,PRM, AM, FM ,LM ,Div.D , AD
Sep 1- 30	Meeting of District Trio	Meeting of Division Trio	Meeting of Area Trio	DD, PQD ,CGD
Sep 1- 30	Continue remittance of Club Dues to TI for Distinguished Club Credit	Continue remittance of Club Dues to TI for Distinguished Club Credit	Continue remittance of Club Dues to TI for Distinguished Club Credit	CGD, Div.D, AD, Clubs
Sep 1 – 30	Area Directors First Round of Club Visits continue. Submission of report		Area Directors First Round of Club Visits continue. Submission of report	PQD, Div.D, AD

Sep 1 – 30	Due: District Budget. District Executive Committee approve budget. Submit to WHQ	District Executive Committee approve District budget.	District Executive Committee approve District budget	DD,PQD ,CGD,PRM, AM, FM, LM, Div.D, AD
Sep 1 – 30	Complete Division & Area Directors Training. Submit training report	Complete Division & Area Directors Training.	Complete Division & Area Directors Training.	PQD, Div.D, AD
Sep 1 – Sep 30		Hail & Farewell (Recognition & Awards for Excellence in 2018-2019)	Hail & Farewell (Recognition & Awards for Excellence in 2018-2019)	Div.D, AD, Clubs
Sep 1 – Sep 30	Preparation and Holding Online the District Executive Committee Meeting & District Council Meeting	Preparation and Holding Online the District Executive Committee Meeting & District Council Meeting	Preparation and Holding Online the District Executive Committee Meeting & District Council Meeting	DD, PQD, CGD, PRM, AM, FM, LM, Div.D, AD, Clubs
Sept 30	Dues Deadline Deadline for Club dues to be received at WHQ for DCP credit	Dues Renewal Deadline Club dues to be received at WHQ for DCP credit	Dues Renewal Deadline Club dues to be received at WHQ for DCP credit	CGD, FM, Div.D, AD
OCTOBER 2019				
Oct 1-31	Treasurer presents Q1 Report to District Director. Submit Q1 Profit & Loss Financial Statement 2018-2019 to TI			FM
Oct 1-31	Appoint Audit Committee			DD

Oct 1-31	End Area Speech Contests. Start Division Contests Humorous and table topics	End Area Speech Contests. Start Division Contests Humorous and table topics		PQD, Div.D, AD
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Oct 1-31	Submission of Quarterly DCP, DDP and DAP Reports	Submission of Quarterly DCP and DDP Reports	Submission of Quarterly DCP and DAP Reports	PQD, CGD, Div.D, AD
Oct 1-31	Area Directors First Round of Club Visits continues. Submit report		Area Directors First Round of Club Visits continue. Submit report	PQD, Div.D, AD
Oct 1-Nov 30	Division Conference (Optional)/ Division Open House			Div.D
NOVEMBER 2019				
Nov 1-30	Due: Appointment of Audit Committee			DD
Nov 1-15	Due Quarterly Treasurer's Q1 Report for July 1 - September 30			FM

Nov 1- 30	Contact Clubs that have not remitted Oct dues for Distinguished Club credit	Contact Clubs that have not remitted Oct dues for Distinguished Club credit	Contact Clubs that have not remitted Oct dues for Distinguished Club credit	CGD, Div.D, AD
Nov 1-30	Appoint District Leadership Committee.			DD
Nov 1 - 30	End Division Speech Contests Humorous and table topics	End Division Speech Contests Humorous and table topics		PQD, Div.D, AD
Nov 1 - 30	End Area Directors First Round Club Visits Area Director's Report Due Report of Club visits due at WHQ for Distinguished Area credit		End Area Directors First Round Club Visits Area Director's Report Due Report of Club visits due at WHQ for Distinguished Area credit	PQD, AD
DECEMBER 2019				
Dec - Feb 28	Second Round Division and Area Directors Training	Second Round Division Directors Training	Second Round Area Directors Training	PQD – Div.D, AD
Dec - Feb 28	Second Round Club Officer Training	Second Round Club Officer Training	Second Round Club Officer Training	PQD, Div.D,AD

Dec 1-31		Submission of Quarterly DCP, DDP and DAP Reports & continue preparation for Division Conference 2018	Submission of Quarterly DCP, DDP and DAP Reports.	PQD, CGD , Div.D, AD
Dec 1-31	Setup District Alignment Committee			DD
Dec 1 - 31	Treasurer prepares Accrual Template and Inventory Template			FM
Dec 1 - 31	Audit Committee start preparation of Mid-Year Audit Report			FM, Audit
JANUARY 2020				
Jan 2-4	Mid-Year District Leaders Training			DD, PQD, CGD
Jan 1- 31	Second Round Club Officer Training continue	Second Round Club Officer Training continue	Second Round Club Officer Training continue	PQD, Div.D, AD
Jan 1-31	Meeting of District Trio Review of Distinguished District Program	Review of Distinguished Division Program	Hold Area Council Meeting Review of Distinguished Area Program	DD, PQD, CGD, Div.D, AD

Jan 1 – Feb 10	Begin Club International Speech and Evaluation Contests	Begin club International Speech and Evaluation Contests.	Begin club International Speech and Evaluation Contests	PQD, Div.D, AD
Jan 1-31	End Mid-Year Audit			FM, Audit Chair
Jan 1-31	Due Mid-Year Audit Report for July 1 - Dec 31			FM, Audit Chair
Jan1 - 31	Treasurer presents Q2 Treasurer's Report to District Director.			FM
Jan 1– April 30	Second Round Area Director Visits Start January through April 30		Second Round Area Director Visits Start	PQD, AD
FEBRUARY2020				
Feb 1- 29	End & Submit Second Round Club Officer Training Report		End & Submit Second Round Club Officer Training Report	PQD, Div.D, AD
Feb1 - Mar 31	Membership Building Month Start Talk Up Toastmasters membership building contest	Membership Building Month Start Talk Up Toastmasters membership building contest	Membership Building Month Start Talk Up Toastmasters membership building contest	CGD, Div.D, AD

Feb 1- 29		Hold Division Conference & Division Council Meeting & Review Distinguished Division Program	Hold Area Council Meeting Review of Distinguished Area Program	DD, Div.D, PQD, CGD, Div.D, AD
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Feb 1 - Mar 30	Start Preparation for April District Conference Guinea	Start Preparation for April District Conference in Guinea & Continue preparation for Division	Start Preparation for April District Conference Guinea & Hold Area Council Meeting	PQD
Feb 1 - 15	Present Mid-Year Audit Report for July 1 - Dec 31 for approval of District Executive Committee Submit Audit Report and financial records to WHQ			FM, Audit Chair
Feb 1 - 10	End Club International Speech and Evaluation Contests	End Club International Speech and Evaluation Contests	End Club International Speech and Evaluation Contests	PQD, Div.D, AD
Feb 11 – Mar 10	Area Contests Begin Area International Speech and Evaluation Contests		Area Contests Begin Area International Speech and Evaluation Contests	PQD, Div.D, AD
Feb 1– 29	Second Round Area Director Visits continue		Second Round Area Director Visits continue	PQD, Div.D, AD

MARCH 2020				
Mar 1-31	Membership Building Month End Talk Up Toastmasters membership building contest	Membership Building Month End Talk Up Toastmasters membership building contest	Membership Building Month End Talk Up Toastmasters membership building contest	CGD, Div.D, AD
Mar 1-31	Club Dues Pay to WHQ by March 31 for DCP credit	Club Dues Pay to WHQ by March 31 for DCP credit	Club Dues Pay to WHQ by March 31 for DCP credit	CGD, Div.D, AD
Mar 11 – Apr 14	Division Contests Division International Speech and Table Topics Contests	Division Contests Division International Speech and Table Topics Contests		PQD, Div.D, AD
Mar 1-31	Submit Second Round Club Officer Training Report		Submit Second Round Club Officer Training Report	PQD, Div.D, AD
Mar 1-31	Call for Nominations of Candidates for District elections Nominating Committee Submit Report Send Nominating Committee Report to District Council			DD

Mar 1 - 31	Membership Building Month Talk Up Toastmasters end	Membership Building Month Talk Up Toastmasters end	Membership Building Month Talk Up Toastmasters end	CGD, Div.D, AD
Mar 1-31	Meeting of District Trio Review of Distinguished District Programme	Hold Division Conference & Division Council Meeting& Review Distinguished Division Programme	Meeting of Area trio Review Distinguished Club Program.	DD, PQD, CGD, AD, Div.D, AD
Mar 1– 31	Second Round Area Director Visits continue		Second Round Area Director Visits continue	PQD, Div.D, AD
Mar 31	Deadline for Club Dues To be received at WHQ by March 31 for DCP credit		Deadline for Club Dues To be received at WHQ for DCP credit	CGD, Div.D,AD
APRIL 2020				
Apr 1-6	Send Nominating Committee's Report to District Council			DD, AD
Apr 1-15	Send Proxy/Credentials Forms			DD, AM

Apr 1– 14	Division Contests Division International Speech and Evaluation Contests	Division Contests Division International Speech and evaluation Contests		PQD, Div.D , AD
Apr 16-18	DISTRICT SPRING CONFERENCE GUINEA	DISTRICT SPRING CONFERENCE GUINEA	DISTRICT SPRING CONFERENCE GUINEA	DD, PQD, CGD, PRM, AM, FM, Div.D , AD, Clubs
Apr 16-18	District International Speech and Evaluation Contests	District International Speech and Evaluation Contests	District International Speech and Evaluation Contests	DD, PQD, CGD, PRM, AM, FM, Div.D , AD, Clubs
Apr 1 – 30	Treasurer presents Q3 Treasurer’s Report to District Director.			FM
MAY 2020				
May 1	Beat the Clock Membership Building Campaign Begins			CGD, Div D, AD
May	District Team Transition and Training of Division and Area Directors			DD, PQD , CGD, PRM, AM,FM, Div.D, AD
May 1 - 31	2nd Round Area Director's Visit end Report of Club visits due at WHQ for Distinguished Area Credit		2nd Round Area Director's Visit end Report of Club visits due at WHQ for Distinguished Area Credit	PGD, Div.D, AD

May 1- 31	Contact clubs that have not made dues renewal for Distinguished Club	Contact clubs that have not made dues renewal for Distinguished Club	Contact clubs that have not made dues renewal for Distinguished Club	CGD, Div.D, AD
May 1-31	District Alignment Committee Submit Report			DD
May 1-31	Submit District Officer selection results to WHQ		Club Officer Elections Submit officer list to WHQ by June 30 for DCP credit	PQD, AM , AD
JUNE 2020				
Jun 1-30	Beat the Clock Membership Building Campaign Complete	Beat the Clock Membership Building Campaign Complete	Beat the Clock Membership Building Campaign Complete	CGD, Div.D, AD
Jun 1-30	End Distinguished District Program	End Distinguished Division Program	End Distinguished Area Program	DD, PQD, CGD, PRM, AM, FM, LM, Div.D, AD
Jun 1-30	Start Year End Audit Report			FM, Audit Chair
Jun – Sep	Division & Area Directors Training	Division & Area Directors Training	Division & Area Directors Training	PQD, Div.D, AD
Jun – Aug	1 st Round Club Officers Training	1 st Round Club Officers Training	1 st Round Club Officers Training	PQD, Div.D, AD

Jun –Jul 15	Transition Meeting	Transition Meeting	Transition Meeting	DD, PQD, CGD, Div.D, AD
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