

MEETING EXCELLENCE AWARD 2024-2025

The club must meet all of the following criteria:

- Members and guests are greeted warmly and enthusiastically.
- Meeting starts and adjourns on time.
- 15 or more Toastmasters club members must be present (not limited to members of the hosting club).
- At least one non-Toastmaster guest is present.
- Members wear badges and guests are given name tags. ****Virtual meetings** have participants named and participants renamed for their meeting roles or officer roles if not a functionary. i.e. Guest – Suzy Smith, Toastmaster – John Alpha, Timer – Mike Beta, Ah Counter – Maria Marshal, President – Carol Delta, etc...
- Printed agendas are distributed and followed with 3 or fewer assignment changes to the agenda. ****Virtual meetings** have agendas posted in the chat.
- There is applause after every speaker – functionaries included. ****Virtual meetings** have virtual applause or jazz hands.
- All speeches are pathway speeches.
- Evaluations are both specific and supportive.
- Participants are positively recognized and ribbons/rotating trophies are awarded. ****Virtual meetings** also have recognition. Awards can be virtual. Surveys, chat and polling may be used.
- Table Topics are interesting and/or fun – participants are able to speak for the full time period.

Email to Soreal Sparx, DTM, Program Quality Director at PQD@d5tm.org the following information.

- 1) Name of Club to receive “Meeting Excellence Award” patch:
- 2) Name of District Leader submitting award: