

2018 - 2019 District 16 Calendar

Description		DCP Critical		Clubs watch for the DCP critical items to maximize your goals!
<b>JULY</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>Toastmasters 2018-2019 Year!</b>
DCP		1		Begin: DCP (Distinguish Club Program)
THUR BI-WKLY CALL	TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence
AREA VISITS	AREA DIRECTORS	All Month		Install New Club Officers
AREA VISIT REPORTS	AREA DIRECTORS	All Month		Begin 1st Round of Club Visits and submit immediately online (NLT - Nov 30th)
OKC TLI - Make-Up	Club Officers/PQD	17	6:30-8:00	OKC TLI: Chair: Kathleen O'Toole - 1st Round: Make-up Training (NLT Aug 31)(coordinate with PQD)
TULSA TLI - Make-Up	Club Officers/PQD	24	6:30-8:00	TLI: Chair: Anita Davis - 1st Round: Tulsa Make-up Training (NLT Aug 31)(coordinate with PQD)
Club Proxy	Club Pres or Sec/DD	NLT 15		District First Notice: Club Officer to Assign Proxy's for <b>TI Business Meeting- Chicago</b>
Reports to TI	DD	NLT 15		District: Leaders Officer's list and Top 3 Photos Due to TI (NLT - July 15)
Reports to TI	DD	NLT 15		District: Calendar Due to TI (NLT - July 15)
District Budget	DD	All Month		All proposed budgets begin submitting to DD
Reports to TI	DD	NLT 15		District: Area and Division Alignment Due to TI (NLT - July 15)
Reports to TI	DD	NLT 15		District: Signature Form and Bank Signatory Card Due to TI (NLT - July 15)
Club Officers list	CGD	DUE		Contact 2018-2019 club - remind Club officers list Due
Club Officers Training	PQD	All Month		Continue District 1st Round: Club Officers Training: Begin Submitting on Line (NLT Aug 31st)
Reports to TI	PQD	All Month		Club Officers and DEC Officers Trained - Report Submitted on Line (NLT Sept 30th)
<b>AUGUST</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
AREA VISIT REPORTS	AD/CGD	All Month		1st Round of Club Visits and submit immediately on-line (NLT - Nov 30th)
Smedley Award	CLUB	All Month		"Smedley Award": Membership Building Program – (Aug - Sept 30th)
DUES to TI	CLUB/PQD/DEC	All Month		Reminder Semi-Annual Club Dues: Collect and Submit to TI (NLT Oct 1st)
OKC TLI- Make-Up	CLUB OFFICERS/PQD	TBD	TBD	Trainer's: Area/Division Directors - 1st Round: OKC -Make-up Training (NLT Aug 31)(coordinate with PQD)
Tulsa TLI- Make-Up	CLUB OFFICERS/PQD	TBD	TBD	Trainer's: Area/Division Directors - 1st Round: Tulsa Make-up Training (NLT Aug 31)(coordinate with PQD)
Club Proxy	Club Pres & Sec/DD	NLT 15		District Final Notice: Club Officer to Assign Proxy's for <b>TI Business Meeting - Chicago</b>
DEC	DD/PQD	11	8:30-2:00	2nd Meeting: DEC Meeting -EOC: 4601 N Choctaw Rd. Training for Area and Division Directors & District Officers
CONTEST	DD	11		Fall: Humorous and Evaluation to Division level - Spring: International & Table Topics
TI Training	DISTRICT TRIO	19 - 21		District TRIO Candidate Interview & Training - <b>Chicago, Illinois</b>
TI Conference	ALL Toastmasters	22 - 26		Toastmasters International Convention – <b>Chicago, Illinois</b>
Club Officers Training	PQD	NLT 31st		District 1st Round: Club Officers Training Ends: Begin Submitting on Line (NLT Aug 31st)
Submit Trained	PQD	All Month		Club Officers and DEC Officers Trained - Report Submitted on Line (NLT Sept 30th)
District Budget	DD	All Month		District Budget: Submit to World Headquarters (NLT Sept 30)
District Success Plan	DD	All Month		2018-2019 District Success Plan: Submit (NLT Sept 30)
Yr End Audit	IPDD/FM	NLT 31		2017-2018 District Year end Audit: Due to TI (NLT Aug 31)
Dist Finance Records	IPDD/FM	NLT 31		2017-2018 (Previous Year) District Financial Record: Due to TI (NLT Aug 31)
District Fixed Assets	IPDD/FM to DD	NLT 31		2017-2018 District Fixed Asset Template: Due DD Due to TI (Aug 31)
District Accruals	IPDD/FM to DD	NLT 31		2017-2018 District Accrual Template: Due DD Due to TI (NLT Aug 31)

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SEPTEMBER	POSITION	DATE	TIME	2018-2019
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
DUES to TI	CLUB/PQD/DEC	All Month		Reminder Semi-Annual Club Dues: Collect and Submit to TI (NLT Oct 1st)
Smedley Award	CLUB/PQD/DEC	NLT 30		"Smedley Award": Membership Building Program Ends – (Aug - Sept) Check w/ Area Director: Incentive
AREA VISIT REPORTS	AD/CGD	All Month		1st Round of Club Visits and submit IMMEDIATELY ONLINE (NLT - Nov 30th)
Proxy's to Club DC	DD	All Month		District Proxy Votes to Club's President & VPE's ( NLT - Oct 6th)
District Leaders List	DD	NLT 1		Changes to the District Leaders List: Report to TI for Credit (NLT - Sept 1)
District Budget	DD	NLT 30		District Budget: Due to World Headquarters (NLT -Sept 30)
District Success Plan	DD	NLT 30		District Success Plan: Due to World Headquarters (NLT - Sept 30)
Trained Reports to TI	PQD	NLT 30		District: Officer's Training Reports: Division, Area, Club - Submit to TI (NLT - Sept 30)
Award Recognition	DD/PQD/IMDD	8th	11:00 - 2:00	2017-2018 Celebration Luncheon- registration <a href="http://www.d16.toastmastersdistricts.org">www.d16.toastmastersdistricts.org</a>
DEC Virtue MTG	DD/PQD	22	8:30 - 9:00	3rd Meeting: District Executive Committee Meeting -EOC: Virtue Mtg
DC Virtue MTG	DD/DC	22	9:00-10:30	Electronic District Council Meeting -DEC and Pres & VPE Meeting ( EOC via Zoom?)
Draft Due to Pam	Trio/Div Team	NLT 25		Newsletter Manager, Pam Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (October 2018)
CONTEST	Club	All month		August 11th DEC meeting Fall: Humorous and Evaluation Contest
OCTOBER	POSITION	DATE	TIME	2018-2019
THUR BI-WKLY CALL	TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
DLCC Appointed	DD	NLT 1		District Appoint Leadership Committee Chair to TI (NLT Oct 1)
Tasks	DD	All Month		Plan Audit Committee for Mid-Year Audit
Tasks	Trio	All Month		Plan to Evaluate trainings
Semi Club Officer	CLUB/CGD/DEC	All Month		Nominating Committee: Accepts Nominations for Semi-Annual Club Officers
Club DUES to TI	CLUB/PQD/DEC	1		Reminder Club's Semi-Annual Club Dues to TI (NLT Oct 1 ) <b>DCP CREDIT</b>
1st Newsletter	Pam	5th		Newsletter Manager: Pamela Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (October 2018)
Proxy's to Club DC	DD	NLT 6th		District Proxy Votes to Club's President and VPE's ( NLT - Oct 6th)
DEC Mtg & Training	DD/PQD	20	8:30-2:00	4th Meeting: District Executive Committee Meeting -EOC: 4601 N Choctaw Rd. Choctaw
AREA VISIT REPORTS	AD/CGD	All Month		1st Round of Club Visits & Submit IMMEDIATELY ONLINE (NLT - Nov 30th)
1st Qtr P&L Stmt	DD/FM	NLT 31		District: 1st qtr P&L: Due to TI (NLT Oct 31st w/ Cert Page & Narrative)
Candidates Declarations	DD/DLCC	All Month		Call for Candidates Declarations
CONTEST	Area	All Month		Fall: Humorous and Evaluation to Division level - Spring: International & Table Topics
NOVEMBER	POSITION	DATE	TIME	2018-2019
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
CONTEST	DIVISION	All Month		Fall: Humorous and Evaluation to Division level - Spring: International & Table Topics
Audit Committee	DD/DLCC	1st		Appointed Audit Committee Due to TI
DLCC	DD	1st		Appointed District Leadership Committee Due to TI
Candidates Declarations	Trio/DLCC	All Month		Continue to Call for Candidates Declaration
Draft Due to Pam	Trio/Div. Teams	NLT 25		Newsletter Manager: Pam Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (December 2018)
Task Submit TLI	PQD	NLT 30		Ends Changes to 1st Round Club Officers Training Reports on-line
AREA VISIT REPORTS	AD/CGD	NLT 30		End of 1st Round: Club Visit Reports and Reports Due to TI to Receive Credit
Elect New Officers	CLUB/CGD	1st Mtg		First Meeting in November Clubs Semi-Annual Clubs Only - Elect New Officers
POST OFFICERS LIST	CLUB/CGD	All Month		Clubs Send Semi-Annual New Officer's List to TI ON-LINE (NLT Dec 31 )

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Tasks	PQD/Trio	All Month		Reminder Contact Clubs with unpaid membership dues
Tasks	Trio/DEC	All Month		Share Success and Recognize Volunteers
<b>DECEMBER</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
<b>CONTEST</b>	<b>DIVISION</b>	All Month		<b>Fall: Humorous and Evaluation to Division level - Spring: International &amp; Table Topics</b>
AREA VISIT REPORTS	AD/CGD	1-Jan		Begin 2nd Round: Club Visit Reports
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
Begin Conference	Trio	All Month		Begin Planning Annual Conference
2nd Newsletter	Pam	5th		Newsletter Manager: Pamela Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (December 2018)
TLI - Lawton	Club Officers/PQD	8th	8:30-12:00	2nd round of Club Officers Training - Lawton: District Training: @ TBD (All TM's Welcome)
Candidates Declare	DLCC	15		Candidates Declaration of Intent Due to District Leadership Committee
Alignment Committee	DD	1		Form District Alignment Committee
Accrual Template	DD/FM	NLT 31		Complete Accrual Template
Inventory Template	DD	NLT 31		Complete Inventory Template
Task	PQD	All Month		Begin Submit second-round club officer training reports online
Task	CGD	DUE		Contact 2018-2019 club - remind Club officers list Due
Club Officers list	CGD	NLT31		Reminder - Semi- Annual Club officers list Due (NLT Dec 31st)
<b>JANUARY</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
AREA VISIT	AREA DIRECTOR	All Month		Semi-Annual Install New Club Officers
AREA VISIT REPORTS	AD/CGD	All Month		Continue 2nd Round of Club Visits & Submit immediately online (NLT - May 31th)
TI Trio Training	DISTRICT TRIO	11-12th		District Trio: Midyear Training - <b>San Antonio</b>
TLI OKC	CLUB OFFICERS/PQD	26TH	TBD	OKC: 2nd Round District Training: @ Location TBD (All TM's Welcome)(SPECIAL GUEST)?
TLI TULSA	CLUB OFFICERS/PQD	26TH	TBD	TULSA: 2nd Round District Training: @ EOC Choctaw: 4601 N Choctaw Rd (All TM's Welcome) (SPECIAL GUEST)?
Draft Due to Pam	Trio/Div. Teams	NLT 25		Newsletter Manager: Pam Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (Feb 2019)
<b>FEBRUARY</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
Talk Up Toastmasters	CLUB	All Month		"Talk Up Toastmasters": Membership Building Program (Feb - March)
SPEECH CONTEST(S)	CLUB/PQD	All Month		Begin Club Speech Contest(s): International & Table Topics
TLI- Make-Up?	CLUB/ PQD	TBD	TBD	Trainers: PQD/AREA DIRECTOR - OKC/Tulsa: Club Officer Make-Up Training NLT Mar 31st
3rd Newsletter	Pam	5th		Newsletter Manager: Pamela Sperry: <a href="mailto:psperryis@yahoo.com">psperryis@yahoo.com</a> (Feb 2019)
DEC	PQD	16	8:30 - 2:00	5th Meeting: @ - EOC, Choctaw, OK - Leadership Summit Training: Distribute All Trophies
Mid-Yr Audit	DD/FM	NLT 15		District Mid-Year Audit Due to World Headquarters (NLT Feb. 15)
Financial Doc	DD/FM	NLT 15		District 1st Half Financial Documents: (July 1 - Dec 31) Due to World Headquarters (NLT Feb. 15)
Templates	DD/FM	NLT 15		Accrual & Inventory Templates are Due to World Headquarters Feb. 15
AREA VISIT REPORTS	AREA DIRECTOR	All Month		Continue 2nd Round of Club Visits & Submit immediately on-line
Task Submit TLI	PQD	All Month		Submit list Club Officers Trained for DCP Credit (Submit NLT May 31st)
<b>MARCH</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday

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DUES to TI	CLUB/PQD	All Month		Collect Semi-Annual Club Dues and Submit to TI by Apr 1 (NLT - Apr 10th to compete in contest)
Talk Up Toastmasters	CLUB	NLT 31		"Talk Up Toastmasters": Membership Building Program (Feb - March) - Check w/ Area Director: Incentive
SPEECH CONTEST(S)	AREA	All Month		Area Speech Contest(s): International & Table Topics
TLI- Make-Up?	CLUB/ PQD	TBD	TBD	Trainers: PQD/AREA DIRECTOR - OKC/Tulsa: Club Officer Make-Up Training NLT Mar 31st
DLCC Report	DD	23		District Leadership Committee Submits Report to DD
Draft Due to Pam	Trio/Div. Teams	NLT 25		Newsletter Manager: Pam Sperry: psperryis@yahoo.com (Apr 2019)
Report to TI	PQD	All Month		Final Day: Submit Online: Club Officer's Training Report (NLT May 31)
<b>APRIL</b>	<b>POSITION</b>	<b>DATE</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
DUES to TI	CLUB/PQD	1		Dues: membership-renewal dues for credit in the DCP (April 1st) (Pay online @www.toastmasters.org)
DEC	PQD	13	8:30 - 2:00	6th Meeting: District Executive Committee: @ EOC, Choctaw, OK Training: Area & Division Directors & District Officers
SPEECH CONTEST(S)	DIVISION	All Month		Division Speech Contest(s): International & Table Topics
AREA VISIT REPORTS	AD/CGD	All Month		2nd Round of Club Visits and Submit IMMEDIATELY ONLINE (NLT - May 31st)
4th Newsletter	Pam	5th		Newsletter Manager: Pamela Sperry: psperryis@yahoo.com (April 2019)
3rd Qtr P&L	DD/FM	NLT 30		District 3rd Quarter P&L Statement Due to TI(NLT 30th)
Dist Goal Distinguish	DISTRICT	30th		District 16 Goal Distinguish or better by April 30th
<b>MAY</b>	<b>POSITION</b>	<b>Date</b>	<b>TIME</b>	<b>2018-2019</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
Beat the Clock	CLUB	All Month		"Beat the Clock": Membership Building Program (May-June)
Elect Club OFFICERS	CLUB/PQD	1st mtg		Due/Post Elected 2017-2018 Club Officer's List (NLT June 30th for DCP 1/2 Goal Credit)
SPEECH CONTEST(S)	DISTRICT	3rd	TBD	Speech: Table Topics @ Conference
SPEECH CONTEST(S)	DISTRICT	4th	TBD	Speech: International @ Conference
SPEECH CONTEST(S)	DISTRICT	5th	8:00-12:00	Speech: Humorous and Evaluation @ Conference
Spring Conference	DISTRICT/PQD/DD	3/4/5th	TBD	Theme: TBD :@ Location: TBD - Chair: TBD
Election Results	DD			Election Results to TI - Shortly after Conference
Draft Due to Pam	Trio/Div. Teams	NLT 25		Newsletter Manager: Pam Sperry: psperryis@yahoo.com (June 2019)
AREA VISIT REPORTS	AD/CGD	31		2nd Round of Club Visits & Submit IMMEDIATELY ONLINE (NLT -May 31st & to Receive Credit)
Online Report to TI	PQD	31		Correction of 2nd Round Officers Training Report (Due NLT 31)
<b>JUNE</b>	<b>2018-2019</b>	<b>Date</b>	<b>TIME</b>	<b>Toastmasters 2018-2019 Year Ends!</b>
THUR BI-WKLY CALL	DISTRICT TRIO	All Year	6:00PM	We build new clubs & support all clubs in achieving excellence - Agenda e-mailed out Monday
Beat the Clock	CLUB	NLT 30		"Beat the Clock": Membership Building Program: (May-June) Check w/Area Director: Incentive
DEC	DD/PQD	15	8:30 - 2:00	7th & 1st 2018-2019 & 2019-2020 Meeting: District Executive Committee Training Meeting – EOC, Choctaw, OK
5th Newsletter	Pam	5th		Newsletter Manager: Pamela Sperry: psperryis@yahoo.com (June 2019)
OFFICER'S LIST	CLUB/PQD	NLT 30	All Month	2019-2020 Club Officer's List Due to TI (NLT June 30th, 2019 for DCP 1/2 Goal Credit)
Tulsa TLI	CLUB/PQD	tbd	8:30 - 12:00	2019-2020 1st - Round Club Officers Training: Tulsa - (All TM's Welcome) @ TBD
Lawton TLI	CLUB/PQD	tbd	8:30 - 12:00	2019-2020 1st Round - Club Officers Training: Lawton - (All TM's Welcome) @ TBD
OKC TLI	CLUB/PQD	tbd	8:30 - 12:00	2019-2020 Club Officers Training: OKC - (All TM's Welcome) @ TBD
DCP	DISTRICT	30	11:59PM	2018-2019 DCP Program Ends -Toastmasters' Last Calendar Day of the Year (June 30)

**COLOR KEY**

<b>MONTH</b>	<b>THUR BI-WKLY TRIO CALL</b>	<b>DCP Critical</b>	<b>TLI</b>	
<b>Newsletter</b>	<b>DEC Mtg &amp; Training</b>	<b>SPEECH CONTEST(S)</b>		
<b>DISTRICT/ DC</b>	<b>DIVISION/DIRECTOR</b>	<b>Membership Building Program Incentives</b>		
<b>AREA/DIRECTOR</b>	<b>CLUB</b>	<b>Spring Conference</b>	<b>Report to TI</b>	