



Area Handover Checklist

		Done
1	Area Profile	
	Complete Area Profile Template	
	Provide copy to your Division Director for their Handover	
2	Club Profiles	
	Complete Club Profile Template	
	Provide copy to your Division Director for their Handover	
3	Area Director Official Club Reports	
	Copy of all Official Club Visit Reports	
	Club Visit Summary – Provide copy to your Division Director for their Handover	
4	Area Council Minutes	
	Copy of all Council Meeting minutes	
5	Area Contests	
	Copy of Budget and Actuals for contest	
	Copy of Contest Flyers	
	Copy of Agenda/Programme	
	Copy of Running Sheets	
	List of winners and their clubs so that perpetual trophies can be tracked	
	Complete Area/Division Contest Planning Template indicating if online or F2F	
6	Club Leadership Training	
	Complete Club Leadership Template	
7	Area/Division Assets	
	Complete Area/Division Asset Template	
8	Annual Awards	
	Complete List of Area/Division Annual Awards Template	
9	End of Year	
	Complete End of Year Template	
	Invite your successor to visit clubs with you in May and June to meet the club officers and members.	
	Invite your successor to Area Council Meeting	

AREA PROFILE

Area:

Clubs in Area					
Name	Type	Meeting Venue	Meeting Day/Time	Membership Base	DCP Goals
Clubs in-information in Area					
Name	Type	Meeting Venue	Meeting Day/Time	Sponsor/Mentors	Expected Charter Date
Incoming Area Officers					
Role	Name/Education Award		Contact Email/Phone		
Area Director					
Area Staff Officers					
Area Staff Officers					
Upcoming Anniversaries/Special Events					
Members interested in an HPL project					
Members who are up to 20/30 year anniversary					
Members with potential for future leadership roles					
Members with expertise/knowledge in specific areas (ie potential for Staff Officer/Mentor)					
DTMs in the Area					
General Comments					

CLUB PROFILE

Club:

Meeting Day/Frequency
Meeting Time (and duration)
Venue
Contact
Number of Members (and member profile)
DCP Results
Milestones
Significant Anniversary
Contest Winners <ul style="list-style-type: none"> • Humorous Speech • Table Topics • International Speech • Speech Evaluation
Members interested in an HPL project
Members almost at DTM
Members who are up to 20/30 year anniversary
Members with potential for future leadership roles
Members with expertise/knowledge in specific areas (ie potential for Staff Officer/Mentor)
DTMs in the club
General Comments

INCOMING OFFICERS

Role	Name/Education Award	Contact Email/Phone
President		
VPE		
VPM		
VPPR		
Secretary		
Treasurer		
Sergeant At Arms		
Immediate Past President		

Club:

Meeting Day/Frequency
Meeting Time (and duration)
Venue
Contact
Number of Members (and member profile)
DCP Results
Milestones
Significant Anniversary
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DTMs in the club
General Comments

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VPM		
VPPR		
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Treasurer		
Sergeant At Arms		
Immediate Past President		

CLUB VISITS SUMMARY

Key Points including Strengths and Challenges.

Club:
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AREA/ CONTEST PLANNING

How are host clubs selected?

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Suitable venues for contests

Venue	How to book?	Venue Contact	Toastmaster Contact

Vendors for trophy engraving

Vendor	Contact	Toastmaster Contact

Experienced Contest Personnel

Name	Role	Contact Details

Host Club for next Humorous Speech and Table Topics Contest if 2 contests held. If only one contest please complete the International section only.

Number of Contests held in Area.....

Club:

Club Contact:

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Venue:

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Date/Time:

Contest Planning Progress:

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Humorous Speech & Table Topics

Host Club:

Item	Attached
Budget	
Flyer	
Agenda/Programme	
Running Sheet	
Actual Income and Expenses (plus claim form if a loss)	

Personnel

Role	Person	Club/District Office
Chief Judge		
Toastmaster HS		
Toastmaster TT		
MC		
Calligrapher		
Photographer		
Counter		
Counter		
Timer		
Timer		
SAA		
SAA		

Winner - Humorous Speech:

Contact details:

Winner - Table Topics:

Contact details:

International Speech & Speech Evaluation

Host Club:

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Item	Attached
Budget	
Flyer	
Agenda/Programme	
Running Sheet	
Actual Income and Expenses (plus claim form if a loss)	

Personnel

Role	Person	Club/District Office
Chief Judge		
Toastmaster IS		
Toastmaster TT		
MC		
Test Speaker		
Calligrapher		
Photographer		
Counter		
Counter		
Timer		
Timer		
SAA		
SAA		

Winner - International Speech:

Contact details:

Winner – Speech Evaluation:

Contact details:

AREA ASSETS

Item	Who Has It / Contact Details
Banner and Banner Bag	
Banner Stand	
Perpetual Trophy -	
Perpetual Trophy -	
Perpetual Trophy -	
Perpetual Trophy -	

AREA ANNUAL AWARDS

List all Area/Division Awards including contest perpetual trophies

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

END OF YEAR

What worked well:

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Review of current resources:

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New club opportunities needing further investigation:

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Projects underway:

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Upcoming events:

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Dates of Club Visits in May/June:

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