



January 30, 2020

Dear Leaders,

The end of the program year is quickly approaching, and with it, the end of traditional education program.

We understand that some members are still taking steps to finish their progress in the traditional education program and there are members whose ongoing Club Coach appointments or club or District leadership roles are their last requisite for traditional leadership awards. To assist with getting awards processed, World Headquarters is allowing members to submit their Advanced Leadership award applications early. Starting June 1, 2020, World Headquarters will begin processing leadership applications for members with leadership and Club Coach roles that are in progress until the end of the 2019-2020 program year.

For members currently working towards successfully completing a Club Coach role, preliminary Distinguished Club Program results will be displayed on the Distinguished Performance Report dashboards at this time. World Headquarters will treat in-progress Club Coach appointments as successful provided that the club has met Distinguished status or higher prior to the submission of the application.

In order to qualify for District leadership credit, members currently serving as District leaders must have terms starting the beginning of the program year. In order to qualify for club leadership credit, members currently serving as club officers must have terms beginning January 1. Members who meet these qualifications will be treated as if they have a complete leadership role on June 1, 2020.

During this period, these Advanced Leadership awards must be submitted to World Headquarters directly and will only be accepted until 11:59 p.m. Mountain Time on June 30, 2020. They can be submitted via fax or email:

- Fax: +1 303-799-7753
- Email: educationprogram@toastmasters.org

We look forward to working with you to ensure that you receive proper credit for your accomplishments in the traditional program! Please do not hesitate to reach out to us at educationprogram@toastmasters.org if you have any other questions.

Sincerely,

Education Services Team
Toastmasters International
www.toastmasters.org

This email has been sent to all District Directors, Program Quality Directors, Club Growth Directors, Division Directors, Area Directors, and Vice Presidents Education.

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