

District 22: Procedures and Best Practices Policy

Revision: May 09, 2025

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I. DESCRIPTION OF DOCUMENT

I-1. Purpose revised 08/02/2024

1. This guide is intended to provide District Officers and members with a reference source for the procedures and best practices of District 22.

I-2. Authorization

1. The information provided in this document provides historical information, general procedures and best practices which are in consonance with the Administrative Bylaws, but provide additional detail needed to operate the district in support of its members.

I-3. Revisions – revised 08/02/2024

1. A Committee appointed by the District Director may be assigned the responsibility of reviewing this document periodically and providing recommendations for updates.
2. Revisions may also be suggested by Toastmasters who are members in good standing of District 22 clubs in good standing.
3. Document revision physical process
 - a. Revision dates will be noted on the header line of any revised section. Date format is MM/DD/YYYY
 - b. Text changes will be highlighted in yellow for easy identification and to avoid format changes due to bold font.
 - i. Periodically, Toastmasters International may make changes that impact this document. These revisions should be noted as 'TI Update'.
 - c. Revision Control Summary will be briefly noted with a summary of changes made and include the date
 - d. Upon final approval by the District Executive Committee or District Council as per approval requirements in section 1-4, all changes will be altered to standard black font and revised removed from the section header.
4. Periodically, Toastmasters International may make changes that impact this document. These revisions should be noted as 'TI Update' on this document for revision Approval.
 - a. Example: In August 2023, TI increase the daily meal reimburse amount for District Leaders from \$30 to \$50. These changes could impact Section V: Fiscal Procedures.

I-4. Approval Process – revised 08/02/2024

1. Once proposed revisions have been given to the District Director, said revisions must be submitted to Toastmasters International for approval prior to being presented to the District Executive Committee (DEC).
 - a. Provisions revisions should be email to the attention of the District Director using the district email: d22.toastmasters@gmail.com
2. Revisions related to District Fiscal/Financial Procedures or practices must be approved by both the District Executive Committee (DEC) and the District Council, in that order, prior to implementation.
 - a. These revisions may be made to be effective either immediately or at the start of the next Toastmaster year.
3. Other revisions shall be approved by the DEC or the District Council prior to implementation. If the District Executive Committee determines the changes should be approved by the District Council, the District Director will distribute the recommended changes to the District Council at least 4 weeks prior to the scheduled District Council meeting.

- a. Changes can be approved to take effect immediately, or at the start of the next Toastmaster year.
4. Changes approved by the DEC will be reported at the next District Council meeting, verbally and in writing.

I-5. Document Maintenance – revised 08/02/2024

1. The Administration Manager will maintain this document. When the document is revised, it is the responsibility of the Administration Manager to see that the revised document is published on the District 22 website in a timely manner.
 - a. The approved document will be uploaded to the Member Exclusive Access section on the District's website.
 - b. The previous version will be retained on the District Website until the next District Council meeting.

II. DISTRICT OFFICERS

II-1. Elected Officers

1. The elected officers are the District Director, Program Quality Director, Club Growth Director, and all Division Directors.

II-2. Appointed Officers - revised 08/02/2024

1. The appointed officers are the Administration Manager, District Finance Manager, Public Relations Manager, all Area Directors, and District Chairpersons and Assistants/Chars who are needed for the benefit of supporting the members of District 22.
 - a. Note: Additional Positions are discussed in the Best Practices section of this Manual.

II-3. Reference - revised 08/02/2024

1. Elected positions will be filled in accordance with Article VII: Officers (f) of the District Administrative Bylaws.
2. Appointed positions will be filled in accordance with Article VII: Officers (c) of the District Administrative Bylaws.

III. DISTRICT OPERATIONS – revised 05/5/2018

III-1. Alignment of Clubs, Areas, and Divisions revised 08/02/2024

1. The District Realignment Committee shall be appointed by the District Director and comprised of a minimum of one representative from each Division.
 - a. This committee shall be chaired by the Club Growth Director.
2. Recommendations of the realignment committee shall be reviewed by District Executive Committee Meeting prior to the District Council annual meeting.
3. Recommendations of the realignment committee shall be reviewed, approved or returned to the committee by the District Council at its annual meeting.
 - a. The annual meeting is held between March 15th and June 1st.
 - b. If returned to the committee, updated recommendations will be emailed to the District Council for review and approval.
4. Recommended realignment shall be entered by the District Director into District Central after approval of the District Council is received.
5. Recommended realignment shall be acted upon during New Business of the District Council Meeting and become effective on the first day of the next Toastmaster year (July 1st). .

6. District Boundary – added and provided by Districts on 11/27/2024

A. The District 22 boundaries are written as follows:

- *Kansas*
- *Missouri:*
 - *All counties west of the following counties (using their eastern borders as the boundary):*
 - *Harrison, Daviess, Livingston, Carroll, Saline, Pettis, Benton, Hickory, Polk, Greene, Christian, Taney*
 - Represented in green highlights



III-2. District Store – revised 08/02/2024

1. District Store is no longer in practice within District 22. The usage maybe looked at in the future for in-person/hybrid events. The verbiage for this section from 10/22/2016 was as follows:
 - a. The District may offer Toastmasters materials for sale at District conferences, Toastmasters Leadership Institutes (TLI) and other events at no more than listed price. Inventory and income belong to the District and are managed by the Program Quality Director independently of the event. The purpose is to promote Toastmasters educational program materials to members.

III-3. Fall Training Events and Business Meeting – revised 1-23-2025

1. In place of Fall contest season, Division and Area Directors are encouraged to host a fall training event in their home division. Topics could include, but are not limited to, Social Media Strategies, Navigating Pathways, How to: HPL, Free Toast Host training, or How to: Open Houses.
2. The Fall business meeting will be held hybrid as described in Article X of the District Administrative Bylaws, at a convenient time after the International Convention and prior to October 31.

III-4. District Leader Name Badges added 8-7-2024 Provided by TI

1. This section is to avoid potential Branding Issues and shipping delays with the District Director's annual ordering of name badges for Elected Officers, Appointed Officers, and other District roles from the TI Store.
 - a. These guidelines were provided by Supply Order Team on Aug 7, 2024.
2. 330 - District Leader Badges:
 - a. Line 1: Name (Only if name exceeds 25 characters. If not, leave the line blank)
 - b. Line 2: Name (and educational achievement, if desired)
 - c. Line 3: District leader title
 - d. Line 4: District number and term year start and end date
 - i. Lines 1 and 2 have a 25-character limit and are reserved for the district officer's name and their Toastmasters' educational credentials. Line 1 is

only used if the officer's name is greater than 25 characters, otherwise it is left blank.

- ii. Line 3 has a 30-character limit and is for the district officer's title. There can only be one title on a badge, and only the following titles are approved for the 330 - District Leader Badges:
 - 1. District Director
 - 2. Program Quality Director
 - 3. Club Growth Director
 - 4. Administration Manager
 - 5. Finance Manager
 - 6. Public Relations Manager
 - 7. Division X Director
 - 8. Area X Director
 - 9. Immed. Past District Director
 - 10. Past District Director
 - 11. Logistics Manager
 - 12. Past District Governor
 - 13. All other district officer roles are restricted to the 327 - Custom District Badges, as long as the title is approved. As titles are regularly reviewed for this badge, we do not have a standard list of approved titles.
 - iii. Line 4 has a 30-character limit and is for the district number and officer term, formatted as District XXX 202X-202X. The one exception here is the Past District Director title does not have a term, only the district number.
 - iv. Layout Example 1
 - 1. Line 1:
 - 2. Line 2: David Wootan, DTM
 - 3. Line 3: District Director
 - 4. Line 4: District 22 2024-2025
 - v. Layout Example 2
 - 1. Line 1: Given Name
 - 2. Line 2: Middle Name and Surname, educational credentials
 - 3. Line 3: Leader Title
 - 4. Line 4: District 22 2024-2025
 - vi. Layout Example 2
 - 1. Line 1: Given Name Middle Name and Surname
 - 2. Line 2: educational credentials
 - 3. Line 3: Leader Title
 - 4. Line 4: District 22 2024-2025
3. District leader badges can only be ordered by a District Director, on a district order, and paid with district reserve funds.

III-5. Banners – added 10-9-2024

1. Dissolved Clubs and Dissolved Banners per Districts at TI

- a. “There is no official requirement for the District to handle the banner(s) from a dissolved Clubs or Divisions. It is up to each District to decide if the banners should be retained and any additional details.”

2. The DEC asked the Division Directors in October for their Division Councils' input, and the following was recorded on 11 December 2024:

a. Dissolved Club Banners

- i. It is against branding guidelines to modify a Banner. Dissolved clubs can determine if a club member will retain the banner. The banner must be turned over with other supplies to the 'Director' that accepts their charter. That director will then give the banner to that member. If a decision is not made by the club, the 'Director' will handle at their discretion.
 1. A respectable Banner Burning session could be conducted at the annual Bonfire event in Joplin, Mo. Banners should be folded and handled respectfully. The District Director and the event host would need to approve of this option.

b. Dissolved Division Banners

- i. It is against branding guidelines to modify a Banner. These will be retained by the Immediate Past District Director (IPDD) for 1 calendar year. If the Division is not reinstated during the next District Realignment, it will be at discretion of the IPDD. The last Division Director can make a request for it by contacting the IPDD.
 1. One (1) calendar year is from the District Alignment vote at the May Business Meeting to the end of the next May Business Meeting.
 - a. A respectable Banner Burning session could be conducted at the annual Bonfire event in Joplin, Mo. Banners should be folded and handled respectfully. The District Director and the event host would need to approve of this option.

III-6. District Asset Location Chart– added 2-26-2025. Updated 5-10-2025 after Annual Conf.

- a. This chart should be updated as assets change hands.
- b. Normally, this occurs at the Business Meeting when new Leaders are elected. Assets could change hands to accommodate District or Division events needs.

2024 - 2025 Location	Item	Description
David Wootan, District Director	Banner	D22
Jerome Montgomery, IP DD	Banner	D22
<i>Cheryl Reynolds, Program Quality Director</i>	Banner / Stand	Div T
<i>Cheryl Reynolds, Program Quality Director</i>	<i>Banner</i>	<i>Div A</i>
Barb Granade, Club Ext Chair / Div K Dir	Banner / Stand	Div K
Barb Granade, Club Ext Chair / Div K Dir	Banner / Stand	Div L
<i>David Wootan, District Director</i>	<i>Banner</i>	<i>Div E</i>
Unknown	Banner / Stand	Div R
Unknown	Banner / Stand	Div S
Cheryl Reynolds, Program Quality Director	Tablecloth	
Cheryl Reynolds, Program Quality Director	Tablecloth	
Shelly Bolling-Strickland (Past Div L Dir)	Tablecloth	

Leslie Abram, Division S Director	Tablecloth	
Unknown	Tablecloth	
Unknown	Tablecloth	
Unknown	Tablecloth	
April Hendrickson, Admin Mgr	District Store Items	Trophies, Mugs, Bags, etc
Unknown	Banner Stand	D22
Unknown	Banner Stand	D22
Unknown	Banner Stand	Div E
Unknown	Banner Stand	Div A
David Wootan, District Director	Banner Stand	Replacement D22
<i>Cheryl Reynolds, Program Quality Director</i>	Tablecloth	D22

IV. CONTESTS

IV-1. Contests– revised 05/5/2018

1. The contests for District 22 shall be as follows:
 - a. Even years – Evaluation and International Speech Contests.
 - b. Odd years – Table Topics and International Speech Contests.
2. Contest Dates –
 - a. All Area and Division contest dates should be established and communicated to clubs on the District 22 website and via email by the first week of November for Annual contests.
3. Each club may only send one contestant per contest to the area contest.
4. Each division with four or fewer areas may send two contestants per contest from each area to the division contest.
5. Each division may send one contestant per contest from each division to the district contest.

IV-2. Awards and Certificates – revised 08/02/2024

1. Club Contests – Awards and all certificates are the responsibility of each club.
2. Area and Division Contests – Trophies/Medals for first and second place for each contest will be provided by the district after the contests.
 - a. Each will be engraved with the Area or Division Event name, Event Date, and either 1st and 2nd Place.
 - b. Costs for trophies/medals will be included in the District budget; contest section.
 - i. If trophies are used, repurpose of unused trophies in the possession of the Logistics Manager should be considered before ordering.
3. Certificates are the responsibility of the Divisions and the Areas.
4. District Contests – All trophies/medals will be furnished by the District.
 - a. Costs for trophies/medals will be included in the District budget; contest section.
 - b. Each will be engraved with the District Event name, Event Date, and either 1st, 2nd, and 3rd Place.
 - c. Trophies will be handed to the contestant in person at the event.
5. All Area and Division contests, except for trophies/medals, are self-sufficient.
6. Hall of Fame and Leadership Symposium's Of the Year Trophies
 - a. All individual trophies will be Toastmasters International Store Item Number 1948B, Peak Acrylic (Medium)

- i. <https://shop.toastmasters.org/shop/recognition/trophies/1984B--Peak-Acrylic-Medium>
 - b. The individual trophies will list District, the award name, the year, the member's name, and credential if DTM.
 - i. Order Example: Darren Yarbrough was the winner for 2022-2023
 - 1. Ordered as:
 - a. District 22
 - b. Toastmaster
 - c. Of The Year
 - d. 2022-2023
 - e. Darren Yarbrough
 - f. DTM
 - c. The Jim Whelan Award (aka Toastmaster of the Year) Trophy will receive a plaque update that includes the year, the member's name, credential if DTM, home club name, and home club number.
 - i. Engraving can be handled by a local trophy maker determined by the District Trio
 - ii. Order Example: Darren Yarbrough was the winner for 2022-2023
 - 1. Plaque ordered as:
 - a. 2023
 - b. Darren Yarbrough, DTM
 - c. Springfield Toastmasters
 - d. 527
 - iii. Home Club is determined by the winner of the award.
 - iv. This award is retrieved from the previous Winner before the Fall Hall of Fame by a member of the District Trio
 - v. This award is presented (or hand delivered) to the Winner by a member of the District Trio
- 7. Certificates for participants may be downloaded from Toastmasters International.
 - a. Note: It is a trademark violation to put the Toastmasters logo, Toastmasters seal, or the words "Toastmasters" or "Toastmasters International," on items not purchased from World Headquarters without express written permission.

V. FISCAL PROCEDURES – revised 02/01/2020

V-1. Reimbursement of Expenses – revised 1/23/2025

- 1. The District Director shall communicate yearly reimbursement guidelines to all District Toastmasters. Topics to be included are: ~~forms to be used~~; procedures for submission; signatures needed; allowable expenses (mileage, hotel).
- 2. Refer to the chart in the Best Practices – Finance section for qualifying expenses.
- 3. Reimbursement shall be made within 30 days after the expense report and all required receipts are received and approved by the District Director. All expenses exceeding \$30.00 must be pre-approved by the District Director ~~on the designated form~~.
- 4. Reimbursements will be made for District sponsored events that are designed to serve as support to satisfy the District Mission statement of building new clubs and supporting all clubs to achieve excellence.
- 5. Reimbursements will be made only for expenses included in the annual District 22 budget.

6. All reimbursements will be made as District funds are budgeted and available.

V-2. District Mileage Guidelines – revised 02/01/2020

1. The mileage amount which may be paid for all approved travel expenses shall be \$.14 (14 cents) per mile to conform to current Toastmasters International policy 8.3. Mileage of 50 miles or more will be reimbursed for District sponsored events according to the chart included in the Best Practices – Finance section below.

V-3. Travel Reimbursements

1. Hotel room reimbursement is capped at \$100 per night for individual rooms, or \$125 per night for shared rooms. Hotel room costs are reimbursed only for TLI events and not normally for conferences or DEC meetings. Hotel room costs may be reimbursed for District Director, Program Quality Director, Club Growth Director, and TLI presenters providing the trip exceeds 150 miles one way and that district funds have been budgeted. The District encourages sharing hotel rooms when possible and when feasible.

V-4. Special Travel Reimbursements

1. The District will reimburse for District Director, Program Quality Director, Club Growth Director, and the Immediate Past District Director room costs, registration fees, and transportation costs not reimbursed by Toastmasters International for the annual International Convention.
2. The District will reimburse District Director, Program Quality Director, Club Growth Director and other District Officers whose attendance is required their room and travel costs not reimbursed by Toastmasters International for the Annual District Officer training held at the International Convention location.
3. The District will reimburse District Director, Program Quality Director, Club Growth Director for room costs, registration fees, and transportation costs not reimbursed by Toastmasters International for their Mid-Year Training. Other costs may be reimbursed per Toastmasters International Policies.

V-5. Toastmasters Visits to District Events – revised 10/22/2016

1. Official International Officer, International Director (ID) or Regional Advisor (RA) visits to our District Conference shall have his/her registration fee included in the conference budget. Other expenses, including meals and hotel costs, may be covered depending upon conference income and complimentary rooms.
2. If multiple dignitaries are attending the conference, only the visitor who is assigned to the conference shall have his/her registration paid by the District Conference. Under no condition shall transportation costs be paid by the District.
3. Any ID or RA visit to non-conference events shall be budgeted in accordance with current Toastmasters International Policy.
4. Toastmasters from outside District 22 invited to make presentations at District conferences may have their registration fees, hotel and travel expenses included in the conference budget as the conference committee deems appropriate.
5. Toastmasters from outside District 22 invited to make presentations at the primary District TLI shall be budgeted in accordance with Toastmasters International Policy.

V-6. District Income – revised 10/22/2016

1. Checks and cash shall be processed within 30 days of receipt.

2. When received by a Toastmaster other than the Finance Manager, a signed and dated summary shall be provided to the Finance Manager outlining each cash, check, or charge.

V-7. Expense Reimbursement – revised 10/22/2016

1. Any expense form missing signatures or point-of-sale receipts will not be processed. Credit Card statements and bank statements are not receipts.
2. Expenses should be processed within 30 days of being received.
3. Expenses shall conform to District guidelines.

BP. BEST PRACTICES – revised 02/01/2020

BP-1. DISTRICT 22 RECOGNITION – revised 08/02/2024

A. Annual Programs.

1. The following are awarded at the Hall of Fame and selected by the District Director, Program Quality Director, and Club Growth Director from the previous Toastmaster year.
 - a. These awards are optional.
2. The Immediate Past District Director will chair the nomination and selection process.
3. Any eligible District 22 Toastmaster may earn these awards more than once.

1. Outstanding Area Director of the Year

1. Selection criteria: Year-end Area reports and statistics. Toastmasters International recommended guidelines, and from other criteria as recommended by Division Directors.

2. Outstanding Division Director of the Year

1. Selection criteria: Year-end Division reports and statistics, recommended Toastmasters International guidelines, and from other criteria as considered by the District Director, Program Quality Director, and Club Growth Director.

3. Toastmaster of the Year - revised 11-1-2024

1. Selection criteria: Specific criteria should include recommended Toastmasters International guidelines and written recommendations from any District member in good standing.
2. The previous year's District Director, Program Quality Director, and Club Growth Director are not eligible for this award.
 - a. If a Trio member is the majority vote (or is a tie), the 2nd place winner will be the official winner by default.
 - b. See Avoiding Conflict of Interest

4. Club Coach of the Year

1. Selection criteria: Specific criteria should include serving as a successful club coach, any recommended Toastmasters International guidelines and written recommendations from any District member in good standing.

5. Club Sponsor/Mentor of the Year

1. Selection criteria: Specific criteria should include serving as a successful club sponsor or mentor, any recommended Toastmasters International guidelines and written recommendations from any District member in good standing.

B. Other

1. Chairpersons – 02/01/2020

1. A gift in recognition of service may be provided to district chairpersons, such as TLI Chair, Conference Chair, Symposium Chair, and Training Chair.

2. Other District Awards

1. As determined by current District 22 Leadership and which meet Toastmasters International policy. Any awards should be added to this Best Practice Manual as a recommendation for future committees.

3. Area/Division Awards – revised 10/22/2016

1. Area and Division Directors may give awards, such as Area Toastmaster of the Year. Any Area/Division awards must be approved by the Division Director using pre-allocated funds provided in the District budget. Award criteria must be provided by the appropriate Director to the member clubs by August 15th of the applicable year.

BP-2. DISTRICT OPERATIONS – revised 02/01/2020

District Conference Locations – revised 02/01/2020

1. The Annual District Conference location should be chosen with the primary consideration that a quorum is required to conduct district business. The conference chair and location are confirmed by vote of the DEC. The Chairperson is selected by the Program Quality Director. The Conference Chair and other key conference personnel should reside where they can effectively carry out their conference duties.
2. The district may hold a one-day Educational Summit in the fall, which could also include a Hall of Fame to recognize efforts by the prior year's leadership team as outlined in BP-1 District 22 Recognition.

District Store – revised 08/02/2024

1. District Store is no longer in practice within District 22. The usage maybe looked at in the future for in-person and hybrid events.
 - a. The verbiage for this section from 10/22/2016 was as follows:
 - i. District Store Coupons or Vouchers awarded in accordance with incentive programs announced by any of the top three District Leaders and included in the annual District budget may be redeemed for items normally carried in the store. Vouchers should be redeemed in the same Toastmasters year they were awarded.

Financial Reporting at DEC and Council

1. The Finance Manager will provide the appropriate budget and profit and loss reports as identified in the Finance Manager Responsibilities section of the current District Leadership Handbook.

DEC Officer Training

1. The District Director should include education about District Procedures and Best Practices during District Officer (DD/AD) Training.
2. Annual DEC training should include all required sessions, as well as how to use the Toastmasters International and District websites.
3. Every DEC meeting should include at least one training session and two if time allows.

Club Officer Training – added 12-11-2024

1. The Program Quality Director, for the term year, will schedule three sessions will be held in the summer and three to be held in the winter.
 - a. Summer is commonly held on a Saturday morning in June, a Saturday morning in July, and a Monday night in August
 - b. Winter is commonly held on a Saturday morning in December, a Saturday morning in January, and a Monday night in February
2. District Central is updated by the **Division Directors** in a timely manner after each training event and will be completed by the deadline(s) set forth by Toastmasters International.
3. Officers must be present when attendance is taken to receive credit.
4. Attendance at an outside of District 22 sponsored training.
 - a. The club officer should reach out to the other District and have the other District email the District 22 Trio at for credit.
 - i. The officer's name, the education session attended, and date of the event must be provided in the other District's email.
 - b. District 22 email: d22.toastmasters@gmail.com
 - c. District Central will be updated by a **District Trio member** in a timely manner upon receipt of the email.

Training for Club-Associated Appointments – 02/01/2020

1. Toastmasters accepting appointments for Demo Meeting Coordinator, Club Coach, Club Sponsor, or Club Mentor should be provided immediate initial training by District on-line video or podcast. Confirmation this training was received is optional but could include providing an evaluation of the session or answering question(s).

BP-3. ASSISTANTS AND COMMITTEES – revised 08/02/2024

Club Extension and Club Retention – 02/01/2020

1. The Club Growth Director (CGD) may ask for assistance with Club Extension by filling the position of Assistant Club Growth Director, Club Extension. The CGD may ask for assistance with Club Retention by filling the position of Assistant Club Growth Director, Club Retention. The CGD is responsible for role descriptions.

Assistant Area/Division Director, Program Quality –

1. Assists the Area/Division Director with contest support (not limited to Contest Master, Chief Judge or other support role), make-up TLIs, supplemental training or other duties in support of the members Program Quality needs.

Assistant Area/Division Director, Club Growth –

1. Assists the Area/Division Director with membership support (not limited to monitoring dues collection or other support), make-up TLIs, supplemental training or other duties in support of the members Program Quality needs. Note: Assistant Area and Assistant Division Directors may be chosen by the Area or Division Director for appointment by the District Director.

Judges Training Chair –

1. Helps to coordinate Contest training throughout District 22. This position can be filled at the district level, and/or at division level as necessary.

Parliamentarian –

1. Helps the District Director with the proper running of DEC and District Council meetings to include ensuring the Rules of Order are followed.

Assistant Club Growth Director, Club Coaches – revised 02/01/2020

1. Assists the CGD with identifying and contacting eligible clubs, helping with recruiting qualified coaches, coordinating proper requests and forms from those clubs and potential coaches, finding matches between eligible clubs and volunteer coaches, and providing continuous training and support.

Webmaster – revised 8-2-2024

1. Responsible for the District website: <https://d22tm.org/>
2. The District Director will determine when to deactivate the previous FreeToastHost District website <https://d22.toastmastersclubs.org/>
 - a. Note: The 2024-2025 District Director is the last Toastmaster appointed as Webmaster to the FTH website and retains administration access.

Alignment Committee – revised 10/22/2016

4. The Alignment Committee will include at least one Toastmaster from each Division. Ideally the alignment committee will come from members of the DEC. ~~Alignment recommendations should be made with geographic support as the first, but not only criteria.~~

BP-4. CONTESTS – revised 10/22/2016

Contest Dates – revised 05/5/2018

1. All Area and Division contest dates should be established and communicated to clubs on the District 22 website and via email by the first week of November for annual contests.
2. The establishment of contest dates and times will be done by the Division and Area Directors and submitted to the Program Quality Director by the Division Directors.
3. Conflicts with other Area and Division contests and with nearby Club Meetings should be considered when scheduling contests.

Contest Training – revised 1/23/2025

1. Judges Training should be offered at least twice per year. Both Chief Judge and Contest Chair/Master training should be offered at least once per year.
2. The Judges Training Chairperson should update and publish a list of volunteer contest judges, by Division, after each training session. This list should be distributed to all members of the DEC.
3. ~~By Rule, we cannot require that judges at the Area, Division and District Contests be trained judges. However, it is preferable to select judges who have at least had experience judging the previous level of competition (e.g. judge an Area contest before judging a Division contest). (This has been updated since 2016 and is in the rulebook)~~

Avoiding Conflict of Interest

1. ~~Any person who competes in an Area, Division, or District Contest event within District 22 should not assist with that event nor be listed or recognized in any other capacity than contestant at the event.~~ (This has been updated since 2016 and is in the rulebook)

Additional Rules for Contests – revised 10/22/2016

1. In addition to required roles, best practices could include having a registration team, logistics (location) chair, award chair (prints certificates), refreshments chair, and photographer.
2. If not listed in BP-4: Contests, refer to the current term year Speech Contest Rulebook.

BP-5. FINANCES

1. All District sponsored events at any level should be planned to be financially self-supporting, unless budgeted otherwise.
2. The Finance Manager should ensure receipt and reimbursement guidelines are provided to all Area and Division Directors prior to any speech contest or conferences.
3. Summary chart for District expense reimbursement

DISTRICT OFFICERS AND STAFF - Chart reformatted only for easier reading 12-11-2024

Travel/Room/Meals

OFFICE	Area Contest	Division Contest	District Exec or Council	Mid-Year Training	International Convention
District Director	Yes1/No/No	Yes1/Yes1/No	Yes1/No/No	Yes/Yes2/Yes3	No4/Yes2/Yes3
Program Quality Director	No/No/No	Yes1/Yes1/No	Yes1/No/No	Yes/Yes2/Yes3	No4/Yes2/Yes3
Club Growth Director	No/No/No	Yes1/Yes1/No	Yes1/No/No	Yes/Yes2/Yes3	No4/Yes2/Yes3
Immediate Past District Director	No/No/No	No/No/No	Yes1/No/No	No/No/No	Yes/Yes2/No
Public Relations Manager	No/No/No	No/No/No	Yes1/No/No	No/No/No	No/No/No
Administration Manager	No/No/No	No/No/No	Yes1/No/No	No/No/No	No/No/No
Finance Manager	No/No/No	No/No/No	Yes1/No/No	No/No/No	No/No/No
Division Directors	Yes1/No/No	Yes1/No/No	Yes1/No/No	No/No/No	No/No/No
Area Directors	Yes1/No/No	No/No/No	Yes1/No/No	No/No/No	No/No/No
Other District Staff	No/No/No	No/No/No	Yes1/No/No	No/No/No	No/No/No

1 Within own Area/Division/District and if mileage criteria is met.

2 Full amount of hotel or motel but not to exceed negotiated rate by Toastmasters International when budgeted and if funds are available.

3 Full amount of expense based on actual receipts, but not to exceed the amount established by Toastmasters International per day.

4 International reimburses for coach fare – District Director, Program Quality Director, and Club Growth Director.

RS. Revision Control Summary – added 08-02-2024.

1. Revision: 08/02/2024
 - a. DEC / Council Review Date: 04/15/2025 /
 - b. Previous Revision: 05/02/2020
 - c. Modifications:
 - i. Manual changed to Policy at direction of TI Region Advisor
 - ii. Revision Summary section added.
 - iii. General format updates applied to document.
 - iv. Verbiage updated or added to be consistent with current practices.
2. Revision: TBD
 - a. TI Review Date: MMDDYYYY
 - b. DEC / Council Review Date: MMDDYYYY
 - c. Previous Revision: 05/02/2020
 - d. Modifications:
 - i. TBD.