

District 83 Toastmasters  
**DISTRICT CALENDAR OF MEETINGS & EVENTS FOR 2016-2017**

<b>June 1 – Aug 31</b>	<b>Club Officer training (1<sup>st</sup> session)</b>
<b>June 18</b>	<b>Close Spring Conference – Open Fall Conference team meeting</b>
<b>June 25</b>	<b>TLI – Club Officer Training (AM) – District Officer Training (PM) 8:30am to 4pm – South Plainfield</b>
June 30	Club officer list due to WHQ
July 1	District 83 new team of officers for 2016-2017 take over their roles
July 1 – Sept 30	<b>Membership drive – sign up at least 5 new members for TI gift certificates and other awards (for full information, see 2016-2017 District Awards on website)</b>
July 1 – Nov 30	<b>1<sup>st</sup> round of club visits by Area Directors – July 1 – November 30</b>
TBD	Follow up District Officer Training - 9-12 – Open Door Denville
<b>July 9</b>	<b>First District Executive Council (DEC) meeting, 9:30 am – Denville Community Church</b>
July 15	District officer list due to WHQ
July 15	District Calendar due to WHQ
July 15	District signature form due to WHQ
July 15	Area and Division alignment due to WHQ
<b>July 16</b>	<b>Fall Conference Committee Meeting, Clark Library, 10am – 12 pm</b>
<b>July 16</b>	<b>First District Executive Council (DEC) meeting, Clark Library, 12:30 pm – 4 pm – Tentative venue</b>
July 23	Hail and Farewell, 57 Ramapo Mtn Drive, Wanaque, NJ
<b>Aug 1 – Sept 30</b>	<b>Smedley Award Membership Contest, August 1 – September 30</b>
August 1 - 31	Club Humorous and Table Topics speech contests
<b>August 13</b>	<b>Fall Conference committee meeting, Clark Library, 10 am – 12 pm</b>
August 15- 16	Training for District Director, Program Quality Director, and Club Growth Director, Washington, DC
August 17 – 20	Toastmaster International Convention, Washington, DC

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<b>August 31</b>	<b>Deadline for club officer training to count towards DCP</b>
August 31	Year-end audit due to WHQ
September	Area Humorous and Table Topics Speech contests, September 1 - 30
<b>September</b>	<b>Clubs collect and submit member dues</b>
<b>September 17</b>	<b>Fall Conference committee meeting, Clark Library, 10 am – 12 pm</b>
<b>September 30</b>	<b>Deadline to submit Applications for Membership to TI for “Smedley Award” Membership Contest</b>
<b>September 30</b>	<b>Deadline to submit Club Dues to count for DCP</b>
<b>September 30</b>	<b>Report club, area and division officer training due to WHQ - 85% of area and division governors trained to qualify for Distinguished District Program (DDP)</b>
September 30	District Success Plan Matrix due to WHQ (Required to qualify for the DDP)
September 30	District budget due to WHQ
October	Division Humorous and Table Topics Speech Contests, Oct 1 - 31
October 1	Club President appoints Nominating Committee for Club Officers <b>elected semi-annually</b>
October 1	District Director appoints Chair of Nominating Committee for District Officer election
October 1	Semi-Annual Reports due at TI WHQ
<b>October 15</b>	<b>Fall Conference committee meeting, Clark Library, 10 am – 12 noon</b>
<b>October 15</b>	<b>Second District Executive Council (DEC) Meeting, location and time TBD</b>
November	Elections for Jan 1-June 30 terms for Clubs electing Officers semi-annually during first meeting in November; additional members of the District Nominating Committee appointed
<b>November 5</b>	<b>District conference – Fall Conference, Doubletree by Hilton, Somerset, NJ (one day)</b>
	<b>District Council Meeting held during Fall Conference</b>
	<b>District Humorous and Table Topics Speech Contest held during Fall Conference</b>
<b>Nov 12</b>	<b>Close out to Fall Conference – Tentative</b>

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November 30	Deadline for first Area Directors Club visits forms to be submitted to WHQ via District Central
<b>November 30</b>	<b>Deadline for updates to Club Officer Training</b>
<b>Dec 1 – Feb 28</b>	<b>Club Officer training (2<sup>nd</sup> session)</b>
<b>December 10</b>	<b>TLI - Club Officer Round Table and Training, 9am – 12:00 noon – Tentative</b>
<b>December 17</b>	<b>Spring conference committee meeting, Clark Library, 10am – 12 noon</b>
December 31	Deadline to submit semi-annual Club and Officer Information Lists to TI for DCP credit (must be received by midnight, December 31)
	<b>Have a safe and happy holiday season!</b>
<b>Jan 1 – May 31</b>	<b>2nd round of Club visits by Area Directors – January 1 – May 31</b>
<b>January</b>	Mid Year Training for the District Director, Program Quality Director, and Club Growth Director - TBD
January 1	New Club Officers take over in those Clubs which elect Club Officers semi-annually
<b>January 14</b>	<b>Spring conference committee meeting, Clark Library, 10 am – 12 noon</b>
<b>January 21</b>	<b>Third Executive Council Meeting (DEC), Denville Community Church, 190 Diamond Spring Road, Denville (9:00 to 12:30)</b>
<b>Feb 1 – Mar 31</b>	<b>“Talk Up Toastmasters” Membership Contest, Feb 1 to Mar 31</b>
February 1 - 28	Club International Speech and Evaluation Contests
<b>February 11</b>	<b>Spring conference committee meeting, Clark Library, 10 am – 12 noon</b>
<b>February 28</b>	<b>Deadline for Club Officer training to count toward Dec.-Feb. training</b>
March 1 - 31	Area International Speech and Evaluation Contests
<b>March</b>	<b>Clubs collect and submit Membership Dues</b>
<b>March 11</b>	<b>Spring conference committee meeting, Clark Library, 10 am – 12 noon</b>
March 31	<b>Report club, area and division officer training due to WHQ - 85% of area and division</b>

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	<b>governors trained to qualify for Distinguished District Program (DDP)</b>
<b>March 31</b>	<b>Deadline to submit Applications for Membership for TIs “Talk up Toastmasters” Membership Contest</b>
April 1 - 24	Division International Speech and Evaluation Contests
April 1	Semi-Annual Reports due at TI WHQ
<b>April 8</b>	<b>Fourth Executive Council meeting, location and time TBD</b>
April 22	Conference meeting – 10am – 12 noon – Assumption Community Center Library
May	Club President appoints Nominating Committee for Club Officers elected semi-annually
<b>May</b>	<b>Clubs determine who will carry their votes (proxies) to District conference.</b>
<b>May 1 – June 30</b>	<b>Beat the Clock Membership Contest, May 1- June 30</b>
May	Elections for July 1 to Dec 31 terms for Clubs electing Officers <b>semi-annually</b> during first meeting in May
May 13	<b>Conference meeting – Morris County Library – 10am-12noon</b>
<b>May 20 / 21</b>	<b>District conference – Spring conference – Doubletree by Hilton, Somerset, NJ (1 ½ days)</b>
<b>May 20 / 21</b>	<b>Elections for 2016-2017 District Officers held during Spring Conference</b>
May 31	<b>Deadline for second Area Directors Club visits forms to be submitted to WHQ via District Central</b>
<b>May 31</b>	<b>Deadline for updates to Club Officer Training</b>
<b>June</b>	<b>Complete all CC, AC, CL, AL, DTM requirements and submit the Applications to TI</b>
<b>June</b>	<b>Club Officer Training begins for incoming 2016-2017 Officers</b>
<b>June 10</b>	<b>Close Spring Conference – TBD</b>
<b>June 24</b>	<b>TLI – Club Officer Training (AM) – District Officer Training (PM) 8:30am to 4pm – Tentative</b>
June 30	Deadline to submit Applications for Membership, Educational Awards and new Club Charters to TI for current year Distinguished Program credit

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<b>June 30</b>	<b>Deadline to submit Membership Applications to TI for “Beat the Clock” Contest</b>
<b>June 30</b>	<b>Deadline to submit 2016-2017 Club and Officer Information to TI for DCP Credit</b>
<b>June 30</b>	<b>End of 2016-2017 Toastmasters Year - CONGRATULATIONS!!!!!!!</b>
Note -	Watch the district calendar for current dates and times for upcoming events Watch the calendar and website for <b>contest announcements and awards</b> Watch for and encourage participation in the “Travelling Gavel” contest