



Lennox International TOASTMASTERS

Memo To: <insert name here>
From: Angie Flinn, DTM, VP Education
Subject: Educational Program Progress Records & Audit – Communication Track

It's my goal to keep accurate and complete records of your progress toward your next Toastmasters educational awards. This allows me to help you achieve your goals in a timely manner.

What follows is a listing of the award requirements I show you have completed, and the dates you completed them. Please review this list, make note of any changes, and return it to my attention no later than **Friday, July 6th, 2007**.

Competent Communicator Award

#	Assignment	Title	Date Completed
1	The Ice Breaker		
2	Organize Your Speech		
3	Get to the Point		
4	How to say It		
5	Your Body Speaks		
6	Vocal Variety		
7	Research Your Topic		
8	Get Comfortable with Visual Aids		
9	Persuade With Power		
10	Inspire Your Audience		



Lennox International TOASTMASTERS

Advanced Communicator Bronze Award

Completed CTM or CC Award – date:

#	Advanced Manual 1	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		

#	Advanced Manual 2	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		



Lennox International TOASTMASTERS

Advanced Communicator Silver Award

Completed ACB Award – date:

#	Advanced Manual 1	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		

#	Advanced Manual 2	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		

You must also conduct any two programs from *The Better Speaker Series* and/or *The Successful Club Series*.

1. {title}, {date}
2. {title}, {date}



Lennox International TOASTMASTERS

Advanced Communicator Gold Award

Completed ACS Award – date:

#	Advanced Manual 1	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		

#	Advanced Manual 2	Title	Date Completed
1	Assignment		
2	Assignment		
3	Assignment		
4	Assignment		
5	Assignment		

Conduct a *Success/Leadership*, *Success/Communication*, or *Youth Leadership Program*.

1. {title}, {date}

Coach/mentor a new member through their first three speech projects.

Member's Name:

1	The Ice Breaker		
2	Organize Your Speech		
3	Get to the Point		