

**FINAL: BY EVENTS (as of November 20, 2011)****Trainings**

1. *Incoming Division/Area Governors' Training, Doubletree Pittsburgh/Monroeville Conference Center, Monroeville, PA (Jun. 25).*
2. *Summer Toastmasters Leadership Institute Club Officers' Training at WCCC (Jul. 16).*
3. *Incoming DG, LGET, LGM and Treasurers Training, Bally's, Las Vegas, Nevada (Aug. 15-20, 2011).*
4. *Division A Make-up Training: Eat 'N Park, Bridgeport, WV; 4pm (Jul. 23, 2011).*
5. *Division A Make-up Training: Settler's Cabin Park, Oakdale, PA (5:45 p.m., Aug. 2, 2011).*
6. *Division B Make-up Training : Beaver Area Memorial Library, Beaver, PA (7:00 p.m., Jul. 27, 2011).*
7. *Division C Make-up Training: South Hills Business School, State College, PA (6:00 p.m., Jul. 19, 2011).*
8. *Division C Make-up Training: Monroeville Public Library, Monroeville, PA (6:00 p.m., Aug. 8, 2011).*
9. *Division D Make-up Training: VA Hospital in Oakland, PA (5:30 p.m., Jul. 26, 2011).*
10. *Club Officers' Training Winter Toastmasters Leadership Institute at WCCC (Jan. 14, 2012).*
11. *DG, LGET and LGM's Region VII & VIII Midyear Training, Atlanta, GA (Jan. 20-21, 2012).*
12. *Division A Make-up Training—North & South (completed by Jan. 28).*
13. *Division B Make-up Training (completed by Feb. 4).*
14. *Division C Make-up Training—East & West (completed by Feb. 11).*
15. *Division D Make-up Training (completed by Feb. 18).*

**District Executive Committee Meetings**

1. *Westmoreland County Community College, Youngwood, PA (2:00-3:30 p.m., Sat., Jul. 16, 2011).*
2. *Perkins Restaurant & Bakery, Cranberry Township, PA (1:00 - 3:00 p.m., Sun., Aug. 28, 2011).*
3. *Eat 'N Park at the Waterfront, Homestead, PA (1:00 - 3:00 p.m., Sun., Sept. 18, 2011).*
4. *Doubletree by Hilton Pittsburgh/Monroeville Conference Center, Monroeville, PA (10:00 – 11:30 a.m., Sun., Nov. 20, 2011).*
5. *Westmoreland County Community College, Youngwood, PA (2:00-3:30 p.m., Sat., Jan. 14, 2012).*
6. *Eat 'N Park at the Waterworks, Fox Chapel, PA (1:00-3:00 p.m., Sun., Feb. 19, 2012).*
7. *Sheraton Erie Bayfront, Erie, PA (9:00 – 10:30 a.m., Sun., Apr. 29, 2012).*

**District Council Meetings and Conferences**

1. *Fall Conference, Doubletree Pittsburgh/Monroeville Conference Center, Monroeville, PA (Sat., Nov. 19, 2011).*
2. *Spring Conference, Sheraton Erie Bayfront, Erie, PA (Sat., Apr. 28, 2012).*

**Contests**

- *Club Humorous Speech and Table Topics contests (completed by Sep. 3, 2011)*
- *Area Humorous Speech and Table Topics contests (completed by Oct. 1, 2011)*
- *Division D Humorous Speech and Table Topics contests: Katz School of Business, Room 104 (12:00 p.m., Oct. 8, 2011)*
- *Division A Humorous Speech and Table Topics contests: Eat 'N Park, Bridgeport, WV (2:00 p.m., Oct. 15, 2011)*
- *Division C Humorous Speech and Table Topics contests: Altoona Public Library Auditorium, Altoona, PA (9:30 a.m., Oct. 22, 2011)*
- *Division B Humorous Speech and Table Topics contests: Ben Franklin Early Learning Center, New Castle, PA (Oct. 29, 2011)*
- *District Humorous Speech and Table Topics contests, Monroeville, PA (Nov. 19, 2011)*
- *Club International Speech and Evaluation contests (completed by Feb. 25, 2012)*
- *Area International Speech and Evaluation contests (completed by Mar. 23, 2012)*
- *Division A International Speech and Evaluation contests (completed by Mar. 24)*
- *Division B International Speech and Evaluation contests (completed by Mar. 31)*
- *Division C International Speech and Evaluation contests (completed by Apr. 7)*
- *Division D International Speech and Evaluation contests (completed by Apr. 14)*
- *District International Speech and Evaluation contests, Erie, PA (Apr 28, 2012).*



## BY MONTHS (as of November 20, 2011)

## June 2011

- *Incoming Division/ Area Governors' Training, Double Tree by Hilton, Monroeville, PA (Jun. 25).*

## July 2011

- **Happy New Toastmaster Year! (Jul. 1).**
- **DG appoints District Audit Committee (Jul. 1 – Nov. 1).**
- *Area Governors: First Round Club Visits begin!*
- **Due at WHQ - District Calendar, District Alignment, District Officers List and District Signature Form (Jul. 15).**
- **First District Executive Committee (DEC) meeting: Westmoreland County Community College, PA (Jul. 16).**
- **Division C (East) Make-up Training: South Hill Business School, State College, PA (6:00 p.m., Jul. 19).**
- **Division A (South) Make-up Training: Eat 'N Park, Bridgeport, WV (4:00 p.m., Jul. 23).**
- **Division D Make-up Training: VA Hospital in Oakland, PA (5:30 p.m., Jul. 26).**
- **Division B Make-up Training: Beaver Area Memorial Library, Beaver, PA (7:00 p.m., Jul. 27).**

## August 2011

- Club Membership Contest: Add 5 members in the month of Aug/Sep and win the **Smedley Award** (begins Aug. 1).
- **Division A (North) Make-up Training: Settler's Cabin Park, Oakdale, PA (5:45 p.m., Aug. 2).**
- **Division C (West) Make-up Training: Monroeville Public Library, Monroeville, PA (6:00 p.m., Aug. 8).**
- **Incoming DG, LGET, LGM & Treasurer's Training at the TI Convention: Bally's, Las Vegas, Nevada (Aug. 15-20).**
- **Second DEC meeting: Perkins Restaurant & Bakery, Cranberry Township, PA (1:00 p.m., Aug. 28)**
- **Treasurer's monthly report (Jul. 31) due to District Trio and WHQ (Aug. 31).**
- Club Officers' make-up training(s) (completed by Aug. 31).
- **Audit Committee's completed year-end (Jun. 30) Audit Report due to WHQ (Aug. 31).**

## September 2011

- Club Humorous Speech and Table Topics contests (completed by Sept. 3).
- **Third DEC meeting: Eat 'N Park Restaurant at the Waterfront, Homestead, PA (1:00 p.m., Sept. 18)**
- **Treasurer's monthly report (Aug. 31) due to District Trio and WHQ (Sept. 30).**
- **Deadline for chartering new clubs whose members will count for 3 membership payments (Sept. 30).**
- Club Membership Contest: Add 5 members in the month of Aug/Sep and win the **Smedley Award** (ends Sept. 30).
- **Due to WHQ - District Budget, Club/District Officers' Training Reports, District Success Plan Matrix. (Sept. 30).**

## October 2011

- **DG appoints Nominating Committee Chair for the 2012-2013 Toastmaster year (Oct. 1).**
- Club semi-annual membership dues due to WHQ for clubs to earn ½ of DCP credit (Oct. 1). Submit online!!
- *Area Humorous Speech and Table Topics contests (completed by Oct. 8).*
- **Division D Humorous Speech and Table Topics contests: Katz School of Business, Room 104 (12:00 p.m., Oct. 8).**
- **Division A Humorous Speech and Table Topics contests: Eat 'N Park, Bridgeport, WV (2:00 p.m., Oct. 15).**
- **Division C Humorous Speech and Table Topics contests: Altoona Public Library Auditorium (9:30 a.m., Oct. 22).**
- **Division B Humorous Speech and Table Topics contests: Butler, PA (Oct. 29).**
- **Treasurer's monthly report and Quarterly report (Jul. 1 – Sep. 30) due to Trio and WHQ (Oct. 31).**
- *Area Governors: Complete first round of AG Club Visits (Oct. 31).*



### November 2011

- Proxy/Credential forms due to Club Presidents and Vice Presidents of Education or their proxies (Nov. 1).
- Nominating Committee Chair chooses nominating committee members (Nov. 1).
- DG appoints District Audit Committee (Nov. 1).
- District Fall Conference & 2<sup>nd</sup> International Vice President Visit, DoubleTree by Hilton, Monroeville, PA (Nov. 18-19).
- District Council Meeting: DoubleTree Pittsburgh, Monroeville, PA (Nov. 19).
  - District Budget presented to District Council for adoption
  - District Officer Appointments (and any fulfilled vacancies) confirmed by the District Council
- Fourth DEC meeting: DoubleTree by Hilton Pittsburgh, Monroeville, PA (Nov. 20).
- Treasurer's monthly report (Oct. 31) due to District Trio and WHQ (Nov. 30).
- District Financial Records for the Preceding District Year due at WHQ (Nov. 30).
- Area Governors: First round of AG Club Visit Reports due to WHQ (Nov. 30). Submit Online!!!

### December 2011

- Darren LaCroix Visits District 13 Toastmasters at Eat 'N Park Leadership Training Center, Homestead, PA (Dec. 12).
- Treasurer's monthly report (Nov. 30) due to District Trio (Dec. 31).

### January 2012

- Club International Speech and Evaluation contests underway!
- Toastmasters Leadership Institute Club Officers' Training, WCCC. Fifth DEC meeting (Jan. 14).
- District Alignment Committee (Jan. 15).
- DG, LGET and LGM's Region VII & VIII Midyear Training in Atlanta, GA (Jan. 20-21).
- Division A (North & South) Make-up Training (completed by Jan. 28).
- Treasurer's monthly report (Dec. 31) due to District Trio (Jan. 31).

### February 2012

- Division B Make-up Training (completed by Feb. 4).
- Division C Make-up Training (completed by Feb. 11).
- Sixth DEC meeting: Eat 'N Park at the Waterworks, Fox Chapel, PA (Feb. 12).
  - Alignment Committee's recommendations of Area/Division Clubs' alignment presented to the DEC for approval
  - Audit Committee's completed Mid-year Audit report presented to the DEC for approval
- Audit Committee's completed Mid-year Audit Report (Jul. 1 – Dec. 31) due to TRIO and WHQ (Feb. 15).
- Division D Make-up Training (completed by Feb. 18).
- Club International Speech and Evaluation contests (completed by Feb. 25).
- Club Officers' make-up training (completed by Feb. 28).
- Treasurer's monthly report (Jan. 31) due to TRIO (Feb. 29).

### March 2012

- Nominating Committee's written report due to the District Governor (Mar. 16).
- Area International Speech and Evaluation contests (completed by Mar. 23).
- Division A International Speech and Evaluation contests (completed by Mar. 24).
- Nominating Committee's written report submitted to District Council by the District Governor (Mar. 30).
- Division B International Speech and Evaluation contests (completed by Mar. 31).



- Club Officers' Training Reports must be recorded on WHQ Website for DCP credit. (Mar. 31).
- Deadline for Clubs adding at least 5 members in Feb/Mar to receive the Talk-Up Toastmasters Award (Mar. 31).
- **Deadline for chartering new clubs whose members will count for 2 membership payments (Mar. 31).**
- **Treasurer's monthly report (Feb. 29) due to TRIO (Mar. 31).**

#### April 2012

- Club Semiannual membership fees due to TI for clubs to get DCP credit (Apr. 1).
- **Division C International Speech and Evaluation contests (completed by Apr. 7).**
- Proxy/Credential forms due to Club Presidents and Vice Presidents of Education or their proxies (Apr 13).
- **Division D International Speech and Evaluation contests (completed by Apr. 14).**
- **District Spring Conference, Sheraton Erie Bayfront Hotel, Erie, PA (Apr 27-28, 2012).**
- **District Annual Business Meeting (Apr 28).**
  - Audit Committee's completed Mid-year Audit report presented to the District Council
  - Re-alignment Committee's recommendations for Area/Division re-alignment adopted by District Council.
  - Nominating Committee presents report to the District Council, floor nominations take place and District Officers are elected
- **Seventh DEC meeting: Courtyard Marriott, Erie, PA (Apr 29).**
- *Second round of Area Governors' Club Visit Reports due to WHQ (Apr. 30).*
- **Treasurer's monthly report (Mar. 31) due to TRIO (Apr. 30).**

#### May 2012

- Club Presidents to submit Proxies electronically to District Governor (May 15).
- Audit Committee's completed quarterly Audit Report (Jul. – Mar.) due at WHQ (May 15).
- **Treasurer's report (Apr. 31) due to TRIO and WHQ (May 31).**

#### June 2012

- *Incoming Division/ Area Governors' training (Jun. 23).*
- **Treasurer's report (May 31) due to TRIO and WHQ (Jun. 30).**
- Club Officers' list due (Jun. 30).
- Deadline for Clubs adding at least 5 members in May/Jun to receive the Beat the Clock Award (Jun. 30).
- Deadline for Distinguished District, Division, Area and Club Program Year (Jun. 30).

For details, please refer to the District 13 Toastmasters website [www.d13tm.com/site](http://www.d13tm.com/site).