

CLUB SUCCESS PLAN UPLOAD GUIDE

TOASTMASTERS INTERNATIONAL
CLUB CENTRAL • DISTINGUISHED CLUB PROGRAM

Dear Club Presidents and Secretaries,

Every club is required to submit a **Club Success Plan** to Toastmasters International each program year. It's how your club sets its Distinguished Club Program goals — and clubs that don't submit one **cannot** earn Distinguished recognition, no matter how many goals they meet.



Important: The plan can be submitted two ways — completed live inside Club Central, or filled out as a PDF and uploaded. Either way, it must be **submitted** (not just saved) to count.

HOW TO UPLOAD YOUR CLUB SUCCESS PLAN



LOG IN

- Go to **toastmasters.org** and log in with your registered member email address and password.



OPEN CLUB CENTRAL

- On your **My Home** page, select **Club Central** — the officer dashboard for your club.



FIND THE CLUB SUCCESS PLAN CARD

- Scroll to the **Club Success Plan** tile. It shows your club's current submission status for the program year.



CHOOSE YOUR METHOD & COMPLETE IT

- Pick one of two ways to finish the plan:
 - Online/Interactive** — fill in Education, Membership, Training & Administration section by section.
 - Upload a PDF** — download the fillable form (Item 1111A), complete it offline, then click **Upload Plan**.



REVIEW THE OPTIONAL SECTIONS

- **Committee Values & Processes** and **Planning Process Contributors** are optional — complete them if time allows.



SUBMIT

- Click **Submit** (online) or confirm your uploaded file. Your club's plan is now on record with Toastmasters International.



KEY DEADLINE

The Club Success Plan must be submitted by **September 30** of the current program year (which begins July 1) to qualify for Distinguished Club recognition.

Newly chartered clubs get **90 days after their charter date** instead; clubs chartering after April 1 automatically receive credit for that program year.



Filling in the form **does not** submit it. You must click **Submit** (or confirm your file upload) before your plan counts as received.



ACTION REQUIRED

We kindly request all Club Presidents and Secretaries to complete and submit the Club Success Plan at the earliest, so your club's Distinguished Club Program goals — and voting eligibility for club members — are on record with Toastmasters International.

Thank you for your prompt action and support in helping your club plan for a strong, successful program year.

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TOASTMASTERS
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Club Officer Resource

Prepared to help clubs meet the Sept 30 Club Success Plan deadline.

www.toastmasters.org