

## Guidelines and Rules

### Carleton "Cap" Sias Toastmaster Achievement Award District 19

---

The Carleton "Cap" Sias Toastmasters Achievement Award is to acknowledge and honor longstanding membership excellence.

1. Each District 19 club is encouraged to acknowledge their own club level Carleton "Cap" Sias Toastmaster Achievement Award candidate. The club President and VP of Public Relations hold the responsibility to convey this information to the Selection Committee with the candidate's biographical profile.
2. A candidate's biographical profile may also be submitted to the District Selection Committee by a Toastmaster in good standing.
3. The biographical profile should summarize those qualities and achievements of the candidate and include a short paragraph explaining why the candidate is worthy of the award. Submission deadline is February 1<sup>st</sup>.
4. The District Selection Committee is chaired by the Immediate Past District Director, and additional committee members are appointed by the District Director. The Selection Committee should be comprised of at least three (3) long standing members of the District who have demonstrated their own commitment to the ideals of Cap Sias and any past Cap Sias recipients, if available. The committee members will be announced at the Fall District Business meeting and will be posted on the District website.
5. The Selection Committee makes the final decision as to whether or not the candidates are qualified for the Carleton "Cap" Sias Toastmasters Achievement Award and whether or not there will be a winner presented at the Spring Conference. This is a District Award to recognize an individual's contribution to the District and to Toastmasters over an extended period of time.
6. A District Director, Region Advisor, International Director or International President is eligible for this award three (3) years after leaving office.
7. A Carleton "Cap" Sias Toastmaster Achievement Award recipient is not eligible to receive this award a second time.
8. Candidates must be in good standing with Toastmasters International for no less than three consecutive years prior to receiving the award.
9. The name of the recipient will be announced before the Spring Conference.
10. District 19 Carleton "Cap" Sias Toastmaster Achievement Award winner will be

presented to the winner at the Spring Conference. The presentation will take place at a time agreed upon by the conference chair and the top three District officers.

11. The winner's name shall be recorded in the documented history of District 19.