

Templates of Worksheet

Following the description of a path, there is a worksheet that a member can use to track their work and even to plan ahead for what Electives they want to work, etc.

① **Path #:** is your sheet number. Example: 1 would be for your 1st path, 2 would be for your 2nd path, and so on.

② The Date you joined, your Toastmasters ID #, your name.

③ **Path Name:** This is where the name of the Path is placed. There is a template for each Path with all the required projects for the named Path.

Note: Required Project are filled in and

(E) is space for you to fill in Elective Project(s) you have selected.

④ **L1 (Level 1) Mastering Fundamentals:** The first 3 fields are filled in with the **Required Projects** for this Path. These projects are the same on all 10 Paths. *In each Path you must take the **Before Assessment** and the **After Assessment**. Be sure to hit the **SUBMIT** button when you have completed the Assessments.*

⑤ **L2 (Level 2) Learning Your Style:** The **Required Projects** fields are all ready filled in relative to the named Path. The next four fields you will fill in as shown on the sample.

⑥ **L3 (Level 3) Increasing Knowledge:** The information for the **Required Project** is filled with the appropriate project relative to the named Path. At Level 3 you will choose two (2) Elective Projects.

⑦ **L4 (Level 4) Building Skills:** The information for the Required Project is already filled in relative to the named Path. At Level 4 you will choose one (1) Elective Project.

⑧ **L5 (Level 5) Demonstrating Expertise:** The information for the Required Projects are already filled in relative to the named Path. At Level 5 you will choose one (1) Elective Project.

After you complete each Level, here are two things that must be done.

1. Base Camp Manager (this would be either VPE or President or Secretary) must mark your record approved before you can move on to the next level.

and

2. **To receive credit** at Toastmasters International, an officer of your club must go to the Toastmasters International website,

Click on Leadership Center,

Click on Club Central,

Click on Submit Educational Awards.

Select Member Name

Click on the appropriate award.

It will read: Online Path Name, Level number and (language)

⑨ These are the only duties carried over from a previous (Competent Leadership) manual. The dates you completed these you post in the *My Account* section. You only have to fill the dates in one time. They are not tracked any place.