

DLS Tool Box – Index 2011

BUILDING – TEAMS-RELATIONSHIPS

- KC Relationship Building
- Kin Cognitive Learning Styles
- Maximize your Leadership Skills
- Motivation
- Self Assessment
- Ten Steps to Developing a powerful Team
- Transfer of Power

CLUB RESOURCES

- Best Practices Appendix
- Best Practices Manual
- Charge & Oath of Office
- DG Club Visitation Summary
- DG Monthly Critical Path Check List
- Email Etiquette (also see under presentations)
- How healthy is your Club
- Improving Club Meetings
- KC Community Assessment
- Life Membership Check List
- Membership Visitation Summary

MEMBERSHIP

- Kin Has Heart (2 formats)
- Membership Reminders

PRESENTATIONS (Power Point)

- Conflict Resolution
- Creating Presentations
- Email Etiquette
- National Awards Education Module
- New Members Seminar
- Protocol & Parliamentary Procedures
- Respect
- Spring Zone Conference Planning Guide

PUBLIC SPEAKING

Public Speaking Tips

Tips for Speech Presentations

SAMPLES

Agendas

For Club Executive Seminar
For Fall Leadership Conference
For Spring Zone Conference

Letters

Congrats to Award winner, new President, new member and sponsor
Official Calls to: Club Executive Seminar; Spring Zone Conference
Welcome to New Member

Newsletters

Sample Newsletters: From September to June

Reports

Sample DG Zone introduction
Sample DG Report to district convention; FLC and Midterm (see under presentations for templates)

Speeches

Association Toast & Reply
Sample Speeches: Anniversary; Charter night; Host Club; Installation

TEMPLATES & FORMS

1. National Proxy forms (English & French)
2. Bursary Media Release template
3. Bursary Promotional Poster template
4. Bursary Public Service Announcement (PSA) template
5. Club Executive Installation Ceremony
6. Club Executive Installation Cards
7. Deputy Governor Nomination & acceptance form
8. Installation Certificate template
9. Zone Executive Roster form
10. Zone Leader Master Chart Check List
11. Zone or District Budget Form Template
12. Zone Scorecard 2010-11 Sample