



<<Your Name>>, <<Edu>>
D123 Alignment Committee, 2020-2021
your@email.com

Dear Area <<DivArea>> Director, <<include name>>

Each year, Districts around the world review and amend, if necessary, its alignment of the clubs, areas and divisions. Alignment teams are tasked to create a plan that services clubs and areas in the most effective way possible for the upcoming term starting July 1st.

This year we have the special task of creating the new District 123 which will be created from some Clubs in District 60 and District 86. As a member of the District 123's 2020-2021 Alignment Committee, I look forward to getting your input about your club. As a member of the District Council, you will be voting on the proposal from our Alignment Committee that will recommend any changes to club alignment within areas and divisions in our District. Iterative copies of this plan will be posted on the Alignment page at toastmasters60.com/Alignment123/ and toastmasters86.org/programs/district-123-alignment starting in January.

The key considerations that Toastmasters International requires us to follow are:

- At least three Areas per Division
- Between 4 to 6 clubs per Area, however, an Area may consist of 3 clubs on July 1 only when an effort to charter a 4th club is in process
- Location, meeting day, time and frequency of meetings
- Ability to participate and excel in the Distinguished program
- Consider possible club growth and loss

The objective is to have balanced areas with a mixture of high performing clubs with new clubs and those who have growth opportunities keeping in mind the location and meeting times of the clubs.

I would appreciate your assistance with responding to the following questions based on your personal knowledge of all the clubs in your Area. Each Club President & VP Education in your Area has also received a similar letter and we are requesting them to respond to me directly as well. By Nov 30, 2020, I would appreciate your assistance with responses by completing a Google Form for each of your clubs at <https://forms.gle/rK9ZNZbf28mKcoek6> or by reply email:

1. Is your club meeting online, hybrid, in-person, not meeting until the COVID-19 Pandemic has been resolved, no longer meeting?
2. Please confirm that each of your club's meeting locations are correctly listed on their Find-A-Club page. If it's incorrect, please provide me with the correct address and ask a club officer from that club to update on Club Central at <https://www.toastmasters.org/my-toastmasters/profile/club-central/club-contact-and-meeting-info>
3. Are any of your clubs planning on moving their location, meeting day, time or frequency and if so, when and where?
4. Though we will try to reduce any changes, would any of your clubs be opposed to a move to a new Area as of July 1, 2021 if necessary?
5. Are there any prospective new clubs that you expect to be added to your area by June 30, 2021? If known, please provide location, day, time and frequency of meetings
6. Are you expecting any of your clubs to suspend or not to be in good standing by June 30, 2021 (less than 8 paid members)?
7. Do you have any additional information about your club that you wish to provide to the Committee with respect to Alignment?

Yours in Toastmasters,

<<Your Name>>, <<Your Education Designation>>