

Project Completion Record

Use this form to keep track of your *Competent Leadership* projects as you complete them. When all 10 projects are complete, submit a copy of this record along with the CL award application to receive your CL award.

Project	Roles	Date	VPE Initials
Project 1: Listening			
<u>Complete 3 of 4</u>	Ah-Counter		
	Speech Evaluator		
	Grammarian		
	Table Topics Speaker		
Project 2: Critical Thinking			
<u>Complete 2 of 3</u>	Speech Evaluator		
	Grammarian		
	General Evaluator		
Project 3: Giving Feedback			
<u>Complete 3 of 3</u>	Speech Evaluator		
	Grammarian		
	General Evaluator		
Project 4: Time Management			
<u>Complete Timer +1</u>	Timer		
	Toastmaster		
	Speaker		
	Topicsmaster		
	Grammarian		
Project 5: Planning and Implementation			
<u>Complete 3 of 4</u>	Speaker		
	General Evaluator		
	Toastmaster		
	Topicsmaster		
Project 6: Organization and Delegation			
<u>Complete 1 of 6</u>	Organize a Club Speech Contest		
	Organize a Club Special Event		
	Organize a Club Membership Campaign or Contest		
	Organize a Club PR Campaign		
	Help Produce a Club Newsletter		
	Assist the Club's Webmaster		
Project 7: Facilitation			
<u>Complete 2 of 4</u>	Toastmaster		
	General Evaluator		
	Topicsmaster		
	Befriend a Guest		
Project 8: Motivation			
<u>Complete 1 Chair + 2 Other</u>	Membership Campaign or Contest Chair		
	PR Campaign Chair		
	Toastmaster		
	Speech Evaluator		
	General Evaluator		
Project 9: Mentoring			
<u>Complete 1 of 3</u>	Mentor for a New Member		
	Mentor for an Existing Member		
	HPL Guidance Committee Member		
Project 10: Team Building			
<u>Complete Toastmaster + General Evaluator</u>	Toastmaster		
	General Evaluator		
<u>OR 1 of the Following</u>	Membership Campaign Chair		
	Club PR Campaign Chair		
	Club Speech Contest Chair		
	Club Special Event Chair		
	Club Newsletter Editor		
	Club Webmaster		