



## DISTRICT TO-DOS

### District Leader Checklist

- **DEADLINE EXTENDED: Order District Tournament Awards by December 10**

Each district will be mailed a box containing [District Tournament Sweepstakes Awards](#) and the [Leading Chapter Award](#) a couple of weeks in advance of the tournament.

If you would like to purchase additional awards, including national qualifier plaques or district awards, make sure to place your order by **December 10** to receive discounted pricing! District chairs can use the password **districts** to access the [discounted awards purchase page](#). You can also opt to celebrate your award winners using free certificate templates for [qualifiers](#) and [district award winners](#).

- **Free Online Professional Development – December 7**

It's not too late to sign up for free, online professional development sessions being held this Saturday, December 7! These sessions are open to anyone—feel free to share with the coaches in your area who may be interested. [Register or share the details today!](#)

The following sessions will be held (based on your feedback!):

- Tournament Hosting on Tabroom.com
  - Best Practices for Team Management
  - Panel on Fundraising Strategies
  - Speech for Debate Coaches/Debate for Speech Coaches
  - Making the Most of NSDA Membership
  - Using Tabroom.com for Beginners
- **NEW! District Tournament Office Hours**  
Have a question about your upcoming district tournament? Whether you need to know how to interpret district specific rules, which Tabroom.com settings to use, or general tabulation questions, we are here to help! Kara Smith, Manager of Competition and Events, is offering district leaders the opportunity to meet during her District Tournament Office Hours. Office hours begin January 6, 2025. If you're interested, [use this link to sign up](#).
  - **Invite Coaches to Apply for a Wording Committee**  
Do you have coaches or alumni in your district who would be great additions to a topic wording committee? Invite them to apply! Learn more about the topic writing process on the [Topic Creation Hub](#). Interested coaches and alumni can [apply now](#).



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- **Give a Student from Your District a Leadership Opportunity**

Each district has the opportunity to nominate one student for the NSDA [Student Leadership Council](#). The SLC was launched in 2022 to create more avenues for student voice in organizational decision-making and programming. So far this year, the SLC has written for *Rostrum*, introduced [champion Q&As](#), and produced new resources. High school students who will graduate in 2026, 2027, or 2028 can be nominated by coaches in your district through a [standard form](#) until **February 15**. Chairs receive copies of the nominations via email and must [report](#) their district's nominee by **March 1**. The NSDA will determine the final SLC in the spring.