NATIONAL SPEECH & DEBATE ASSOCIATION
NATIONAL FORENSIC LEAGUE

DISTRICT TO-DOS
District Leader Checklist

- [ ] **Chairs—Complete Your District Dates Form**

  It's time to fill out the District Dates Form in Tabroom.com! This form tells us information about your district tournament series. **If your district intends to hold any portion of your district tournament series in 2024 (before the new year), your District Dates Form is due October 31.** If you are waiting until 2025 to start your tournament series, then you have until November 30 to submit the form. Please review the instruction guide for information on how to fill out the form and what's new this year, and as always, let us know if you have any questions!

- [ ] **Celebrate Your District's Leading Chapter!**

  Each year, the top chapter in accumulated members and degrees in each district receives the Leading Chapter Award. The winning school's total returns to zero and it begins a new record. Leading Chapter Awards will be shipped to district chairs to be awarded as part of the district tournament series. Congratulations to the winners for the 2023-2024 school year!

- [ ] **Prepare Your Postbox for Districts and Request Additional Awards**

  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 1** 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.

- [ ] **Make Plans to Celebrate the NSDA Centennial**

  The National Speech & Debate Association is turning 100! We invite you to make a plan for how your district will celebrate the event, add it to the list, and explore tools to promote it. You can also mention the Centennial in your district communications to encourage members to share their story.

NATIONAL SPEECH & DEBATE ASSOCIATION
NATIONAL FORENSIC LEAGUE

DISTRICT TO-DOS
District Leader Checklist

- [ ] **Chairs, Schedule Your Chair Chat**

  As the new season begins, we'd like to schedule a 20-minute chat with each chair to connect about goals for the year and offer some advice. Chairs, if you haven't already, please sign up for a time to chat with Kara Smith, Manager of Competition and Events.

- [ ] **Complete Your District Membership Update Spreadsheet**

  Each District Committee will receive an email from Kara Smith with a Google Sheet listing the schools that were active members last year. Please use the checkboxes to give our membership team a bit of an update about each of these schools as we start the year. If you've already completed this spreadsheet, we greatly appreciate your help!

- [ ] **Explore Ways to Streamline Your Process for Belonging and Inclusion Stations**

  We strongly encourage all district tournaments to offer a Belonging and Inclusion Station to support attendees. Elise Matton, New Mexico district committee member and Belonging and Inclusion Advocate, shared an example of how details about the BIS can be included in the tournament information on Tabroom.com, including an intake form that can be used consistently across all their state tournaments. Consider whether a similar setup could be helpful for your tournament!

- [ ] **Make a Plan to Determine Your Student Leadership Council Nominee**

  Nominations opened this week for the 2025-2026 NSDA Student Leadership Council (SLC). This group is composed of students from various NSDA districts and works to ensure the NSDA is meeting students' needs. High school member students who will graduate in 2026, 2027, or 2028 are eligible for nomination for next year's Council. Coaches may submit nominations by February 15 through a standard online form, which sends a copy to both the national office and the district chair with the subject line *Student Leadership Council Nomination Form [Student Name]*. Each district has the opportunity to nominate one member student for consideration. District winners must be reported by the district chair by March 1. The final SLC will be selected in April. This is a unique way to influence the organization's future and an excellent addition to any student's resume. We encourage all districts to offer this opportunity to students by helping to promote the program to coaches and reviewing all nominations you receive.

NATIONAL SPEECH & DEBATE ASSOCIATION
NATIONAL FORENSIC LEAGUE

DISTRICT TO-DOS
District Leader Checklist

- [ ] **Earn Funds for Your District with Big Questions**

  We are pleased to announce that for the 2024-2025 school year, in honor of the NSDA's Centennial Celebration, NSDA districts holding Big Questions Debate as a part of their district tournament series will be eligible to receive Big Questions grant funding for the event. Applications from district chairs will be fast-tracked! Learn more about the application and reporting requirements or apply today!