

IMPORTANT DEADLINES AND CHECKLIST

Important Deadlines

NOVEMBER 15	Application deadline for club-level awards
FEBRUARY 1	District-level judging deadline
FEBRUARY 15	Region-level judging deadline
MARCH 15	Federation-level judging deadline

Checklist of Program Activities

April-May

Appoint a Club Chair and Recruit Club Volunteers

June

Update your [club roster](#) with the new Club Chair contact information (request your Club President or Treasurer make this update if you do not have access to the online club roster)

July-October (and year around!)

Personalize applications and recruiting materials for distribution

Download other Live Your Dream Awards materials from the SIA website

Recruit applicants by contacting local organizations, distributing applications, and sharing the application link on social media

November-December

Gather Applications by the **November 15 Deadline** and check for eligibility

Schedule your club judging and send out invitations

December-January

Hold your club judging and select a recipient

Contact ALL women about the status of their application

February

If applicable, submit club finalist for district-level judging by the **February 1 deadline**

Submit club or district finalist to the region chair by the **February 15 deadline**

March

Honor your club recipient by holding and publicizing an awards event (Tip! International Women's Day is March 8th)