



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

How to Give a Live Your Dream Award: A Step-By-Step Guide

Giving a Live Your Dream Award has a lot of important pieces, so we have provided this streamlined handout to make sure you don't miss anything!

Questions? Email us at LYDAwards@soroptimist.org.

Step one: Make sure you're designated as the LYDA club chair on your club roster and be sure to sign a [confidentiality agreement](#) that your club keeps in your records.

Online application system users: Your confidentiality agreement is built into the online system.

Step two: Review the [club toolkit](#). Grab a snack and get comfortable--there is a lot of information and resources!

Step three: [Recruit applicants](#) and be sure to use the most up to date [application](#). Connect with local colleges, training programs, women's shelters, etc.

Online application system users: Make sure you can login to your account and refer women to apply online.

Step four: [Review applications as you receive them for eligibility](#) and completeness. Reach out to applicants with any questions if anything on their application seems incomplete or confusing. If you have questions, so will your judges! Remind applicants that the more detailed they are, the stronger their applications will be for the judging process.

Reminder: the deadline for applicants to apply to their local club is November 15! If you don't receive enough applications by the deadline, or if you have TOO many, reach out to your region chair to help redistribute.

Step five: [Conduct your judging](#). Make sure all judges have signed a [confidentiality agreement](#) and that you keep it in your club records!

Step six: Notify ALL applicants (including those not chosen). Calling AND emailing is best and be sure to follow up if you don't get a response. DO NOT simply mail them their award funds or notification of their status—they may have moved since completing their application and you do not want it to be lost!

Your club should keep all applications received for at least one club year, and all applications that receive funds in perpetuity.

Online application system users: Notify applicants through the online system AND call or email personally with more information about the timeline for receiving the funds and other logistics.

Step seven: Give the award funds PROMPTLY. Be sure to confirm mailing addresses before sending any checks!

Step eight: [Report your impact to SIA!](#) The deadline is February 1 (if your region has district level judging) or February 15 (if your region does not have district level judging). ALL CLUBS must complete the [club reporting form](#) to get credit for their hard work and participating in the program.

Online application system users: Don't forget to indicate your club's decision for each application on the online application system. The automated emails are there to help you!

Step nine: Honor your recipient(s) and share their story. Get signed [media consent forms](#) from all recipients (do NOT share any information if they have not explicitly said you can), and make sure to let them review anything you're sharing about them before you promote it publicly. They can select on the form how much information they are comfortable with sharing.

Optional: [Host a celebration](#) but do not wait for an event to distribute the funds.

Step ten: Keep all applications securely in club records for at least one year, and keep any applications that received funding in perpetuity along with completed media consent forms.