



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.®

Live Your Dream Awards Online Club Reporting Form Instructions

Club reporting form link: <https://soroptimist.jotform.com/siahq/LYDA-club-reporting-form>

Deadlines: February 1st – Clubs in Regions with districts
February 15th – Clubs in Regions without districts

What do you need?

The form is an online report so **you will need an internet connection and device to complete it.**

You will be asked to provide a copy of your first-place award recipient's application and references, so she can advance to the next level of judging. You will do this by uploading the application form to the reporting form.

Save a copy of your club's top awardee on your computer—you may need to download it, scan it, or save it to your computer.

What if I am not a tech savvy person?

We hope that this form will not be a difficult one to navigate, even if you are not a tech savvy person! With our video, printed resources, trained region chairs, and program staff, we aim to provide support. If you are comfortable with uploading files to an email or using a website to register for an event online, we are confident that you will be able to report your club's participation and recipients through the online reporting form.

However, if you are the *Live Your Dream Award* club chair, and you are truly uncomfortable completing the form or do not have access to a computer, we recommend asking another club member who is more comfortable with the process to assist you.

Where can I get assistance?

You can contact your region chair or email lydwards@soroptimist.org. We will be happy to help!

Filling Out the Form

Please read the instructions!

If you haven't done so yet, download and save your first-place award recipient application and reference(s) to your desktop. This is also a good time to [convert](#) any money amounts to US dollars.

How to Save Your Form

You can save and return to your form at any time. We only recommend saving if you are going to take a break and come back to finish it later.

At the bottom of the reporting form, click on the arrow to reveal instructions on how to save your application.

Save without creating an account by clicking "Skip Create an Account." Type your email and a link will be sent to you with your saved information. You can also copy and save the link provided.

How to Save Your Form



To save and return to this reporting form at a later time, click "[Save](#)."

You will be prompted to create an account on the online platform which hosts the *Live Your Dream Awards Club Reporting Form*, JotForm.

Creating an account is not necessary! **Instead, click "[Save](#)" then click the text at the bottom of that box in blue which reads "[Skip Create an Account](#)."**

Please type your email and a link will be sent to you with all of your information saved or you can copy the link and save it somewhere to access it later.

Back

Save

Next

Continuing to the Next Section

Click **Next** at the bottom of the page to move to the next section. You must complete everything before you can move forward.

Section 1: Reporting Club Information

1. Enter your club's name and number.

- There is no need to type SI or Soroptimist International. Please only type your club's name.
- Not sure of your club number? Use the search box to find your club number by typing your club's name.

Reporting Club Information

Reporting Club Name - Soroptimist International of: *

Reporting Club Number *

Verify your club number via the table below

(English Only)

Region Name	Club Name	Club Number
America del Sur	Caracas Venezuela	130165
America del Sur	Miranda Venezuela	130167
America del Sur	Ibarra Ecuador	130169
America del Sur	El Hatillo	130172
America del Sur	Bucaramanga Colombia	130175
America del Sur	Cochabamba	130242
America del Sur	Oruro	130243
America del Sur	Lima	130252
America del Sur	Paso De Los Libres	130311
America del Sur	Buenos Aires	130312

Showing 1 to 10 of 1188 entries



2. Select your region from the drop-down menu.

Please select your Region *

Please Select
▼

Please Select
▼

- America del Sur Region
- Brazil Region
- Camino Real Region
- Central East Coast Region
- Desert Coast Region
- Eastern Canada Region
- Founder Region
- Golden West Region
- Japan Chuo Region
- Japan Higashi Region
- Japan Kita Region
- Japan Minami Region
- Japan Nishi Region
- Korea Region
- Mexico/Centroamerica Region
- Midwestern Region
- North Atlantic Region
- Northwestern Region
- Peaks to Plains Region

- Under “Submitted By:” enter your name and email address.

Submitted By:

Name: *

First Name

Last Name

Email: *

example@example.com

How to Save Your Form



Back

Save

Next



Click “Next” at the bottom of the page to continue.

Section 2: Program Questions

Please answer questions about your program.

Program Questions

How many total applications did you receive through the online application system? *

e.g., 23

Did you receive any PDF or paper applications that were NOT submitted through the online application system? *

☐ Yes

☐ No

How many total Live Your Dream Award recipients did your club give a cash award to? *

e.g., 23

How much in total award funds did your club distribute in \$USD? *

ex: 23

How many volunteer hours did your club devote to administering the program? *

ex: 23

How much did your club spend in total in \$USD administering the program? *

ex: 23

(Examples of administration costs include the cost of printing fliers or holding an application workshop. It does not include the cost of the awards.)

How many new members did your club attract as a result of our Live Your Dream Award program? *

ex: 23

Please don't forget to enter your response in US dollars for any questions about that ask about funding and spending.

Please consult a [currency calculator](#) to make sure that you are entering amounts in US dollars. A link is provided in the instructions.

*Reminder – when responding to the total amount your club spent administering the program, please DO NOT include the award funds themselves in that total!

If you select “Yes” to the question “Did you receive any PDF or paper applications that were NOT submitted through the online application system?” the following question will appear:

Did you receive any PDF or paper applications that were NOT submitted through the online application system? *

☒ Yes

☐ No

How many completed applications did your club receive via email, fax, mail, or hand delivered? *

ex: 23

*Note for US/Canada: **do not** include applications that were originally submitted through the online application system.*

This number should only include applications that were NOT submitted through the online application system.

Click “Next” at the bottom of the page to continue.

Section 3: Did your club provide Additional Support?

This section asks about any support your club provided beyond the cash award to award recipients, from this year or past years. Please only include the support that was provided during this club year.

Additional Support

Did your club provide additional support to current and/or past award recipient(s)? This includes any additional support provided during this past year to ALL recipients (including recipients from this club year and past years). *

☐ Yes

☐ No

Back

Save

Next

If you select “NO,” this section is complete.

Click “Next” at the bottom of the page to continue.

If you select “YES,” more questions will appear. All questions and rows need a number response. If your club did not provide that type of support, please type “0”.

Did your club provide additional support to current and/or past award recipient(s)? This includes any additional support provided during this past year to ALL recipients (including recipients from this club year and past years). *

☒ Yes

☐ No

How many club award recipients did your club provide additional support to? *

ex: 23

Please type the number of club recipients who received additional support in the following ways: *

	Number of recipients that received this type of support
Mentoring	
Job training, interview preparation, or resume review assistance	
Tutoring	
Tax or financial planning assistance	
Childcare or child(ren) received mentoring	
Received items, such as laptops, clothing, or gift certificates	

If your club did not provide that type of support, please type “0.”

Other *

ex: 23

Please enter the number of recipients who received this type of support.

Please provide the total estimated worth of items and/or services provided to award recipients (excluding the monetary Live Your Dream Awards) in \$USD. *

ex: 23

Do not include any award amounts! This number is only for ADDITIONAL SUPPORT.

If you type any number other than “o,” a box will appear below asking you to explain what “other” additional support was provided to recipients.

Other *

Please enter the number of recipients who received this type of support.

Please explain what "other" additional support was provided to recipients. *

Type here...

*Reminder – The total estimated worth of items and/or services needs to be [converted to US dollars](#).

Please be sure to answer all the questions to complete this section.

Click “Next” at the bottom of the page to continue.

Section 4: Award Recipients

Please provide the award amount and contact information for each award recipient.

This page corresponds to the following question in the Program Questions section: “How many total *Live Your Dream Award* recipients did your club give a cash award to?” The number you selected in response to that question will be the number of recipients you can report in this section. For example, if you selected that your club gave five awards, you will be given five sub-sections for each recipient.

Award Recipients

First Place Recipient

Additional Recipient 1

Additional Recipient 2

Additional Recipient 3

Additional Recipient 4

How to Save Your Form

Back

Save

Next

Live Your Dream Awards Club Reporting Form Instructions

Click the arrow to the right of “First Place Recipient” to reveal the information requested.

Tips:

- If you are unsure about your country’s phone country code, you can look it up [here](#). Then select it from the dropdown menu.

Phone Country Code: *

Please Select

Please Select

- +1
- +1-670
- +1-671
- +51
- +52
- +54
- +55
- +57
- +58
- +63
- +81
- +82
- +507
- +591
- +593
- +595
- +886

- Please do not put dashes in the phone number.
- If the recipient does not have an email address, please check the box next to “No Email.”

Award Recipients

First Place Recipient

Award Amount (\$USD): *

ex: 23

First Place Recipient Name: *

First Name Last Name

Mailing Address: *

City: * State/Province: *

Postal Code: * Country: *

Phone Country Code: * Phone Number: *

ex: 23

Numbers only - no dashes.

Email *

example@example.com

Check the box below if the recipient does not have an email address

☐ No Email

How does this recipient identify? (Please select all that apply.) *

☐ No information provided

☐ White (European Descent)

☐ Latina, Latin American, Hispanic (Spanish or Portuguese Descent)

☐ Black, African American, Afro-Latino (African Descent)

☐ Asian (East Asian, Southeast Asian, South Asian Descent)

☐ SWANA - Southwest Asian and North African (Eg: Arab, Persian, Imazighen)

☐ Native or Indigenous

☐ Multi-ethnic, Multi-cultural

☐ Other ethnicity or origin

Was this award funded by SIA Headquarters or the Soroptimist Foundation of Canada? *

☐ Yes

☐ No

Upload a copy of your first place recipient's application and reference(s) here:

Application and References: *

Browse Files

Drag and drop files here

Please remember to add your application AND reference(s). Applications submitted without at least one reference will not be eligible for further awards.

Live Your Dream Awards Club Reporting Form Instructions

If this recipient's award was funded by your club, please select "No" to the following question: "Was this award funded by SIA Headquarters or the Soroptimist Foundation of Canada?"

If you received funding from SIA Headquarters or the Soroptimist Foundation of Canada to fund this award recipient, please select "Yes." The following question will appear:

Was this award funded by SIA Headquarters or the Soroptimist Foundation of Canada? *

☒ Yes

☐ No

Please indicate if this recipient was funded by any of the following: *

☐ New Club Funding (funded by SIA Headquarters)

☐ Club Giving Recognition (funded by SIA Headquarters)

☐ Soroptimist Foundation of Canada

☐ None of the Above

Please tell us how this award recipient was funded.

Application and Reference(s)

You will be asked to upload the application and reference(s) directly to the form.

There are two ways to do this:

1. Drag the file(s) from your computer and drop them in the box.
2. Click on the box to "Browse Files" – a window will pop up. Locate your saved file, then either double click to select it or click on the file once to highlight it and then click "Open."

Application and References: *



Browse Files

Drag and drop files here



lyda-application.pdf

1.1MB



Please remember to add your application AND reference(s). Applications submitted without at least one reference will not be eligible for further awards.

If the file was uploaded successfully, you will see it listed under the box.

*Make sure to upload BOTH the application and at least one reference—applications without at least one reference are considered incomplete and are not eligible for region or federation awards. You can upload as many files as you have for that first-place recipient.


Live Your Dream Awards Club Reporting Form Instructions

A copy of your report including this application will be sent to your region Live Your Dream Awards chair so that your first-place recipient can be included in further judging.

Once you have filled in all the information for the First Place Recipient, you are ready to continue. If you have other recipients to report, click on the arrow to the right of the “Additional Recipient 1” and fill out that information. Continue this until all recipients have been reported.

You will not need to upload applications and references for additional recipients.

If you have more than 16 recipients, you will see the following for your additional recipients:

Additional Recipients 

If your club has more than 16 recipients, please provide the additional recipients below.

Please provide the award amount and contact information for additional recipients here: *

Award Amount (\$USD) *	First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Mailing Address *	City *	State/Province *	Postal Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Country *	Phone Country Code *	Phone Number *	Email *
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>

How does this recipient identify? *

- ☐ No information provided
- ☐ White (European Descent)
- ☐ Latina/Latin American
- ☐ Hispanic (Spanish/Portuguese Descent)
- ☐ Black/African American/Afro-Latino (African Descent)
- ☐ Asian (East Asian/Southeast Asian/South Asian Descent)
- ☐ SWANA - Southwest Asia and North Africa (Eg Arab/Persian/Imazighen)
- ☐ Native or Indigenous
- ☐ Multi-ethnic/Multi-cultural
- ☐ Other ethnicity/origin

To add another recipient
click "Add Another Recipient" below.

+ Add Another Recipient

Please fill it out and click “+Add Another Recipient” to add each additional recipient.

Click “Next” at the bottom of the page to continue.

Section 5: Verification and Signature

You're almost done! Please read the statements and click to signify that you agree and that they are true.

What if your club has not yet given the cash award to your recipients?

- Please do so as soon as possible—there is no need to wait for an award ceremony or any other time. You can send the funds and then host a celebration later.
- If your club has not yet distributed the funds and you must complete the report by the deadline, please check the boxes BUT be sure you have a clear plan for when the women will receive their funds. They are counting on this money to complete their education—do not let them down!

Next, confirm the next four statements and click to signify that you agree and that they are true.

Verification and Signature

I confirm that the individual(s) identified on this form have: *

- ☐ Been contacted and alerted that they received the Live Your Dream Award
- ☐ Received a cash award
- ☐ Been given their cash award directly

Please provide the date the recipient(s) received or will receive their award funds: *

MM-DD-YYYY



Additionally, *

- ☐ I confirm that more than one club member was involved in the Live Your Dream Awards process.
- ☐ I confirm that I am aware that participation in the Live Your Dream Awards is defined as a club providing a cash award to a minimum of one eligible woman and then sharing her application for district or region-level judging.
- ☐ I confirm that the club president is aware of the information being submitted here today.
- ☐ I confirm that all of the information provided on this form is accurate and complete to the best of my knowledge.

When providing the date the recipient(s) received or will receive their award funds, you can click on the little calendar icon on the right and select the day on the calendar.

Please provide the rest of the requested information.


- To sign your name in the box, click and drag your mouse.
- For today's date, you can click on the little calendar icon on the right and select the day on the calendar rather than typing the numbers.

Your Name: *

First Name

Last Name

Your Name (signed): *

Sign Here 

Clear

Today's Date: *



Club President Name (printed): *

First Name

Last Name

Club President Email: *

example@example.com

Once this section is complete, you are ready to review and submit your report.

Save or Review/Submit

TO SUBMIT:

If you are ready to SUBMIT your report, please click "**REVIEW ANSWERS**" below.

Please review your report. When you have finished, you will find the "**SUBMIT**" button at the bottom right of the page.

After you submit, you will receive a confirmation email with a link that will allow you to access your report and make edits. If you need to update any information on your report after you have submitted it, you can do so using this link up until the February 15 deadline.

TO SAVE:

If you are not ready to submit, and would prefer to save and return to this reporting form at a later time, click "**Save**."

You will be prompted to create an account on the online platform which hosts the *Live Your Dream Awards Club* Reporting Form, JotForm.

Creating an account is not necessary! **Instead, click "Save" then click the text at the bottom of that box in blue which reads "Skip Create an Account."**

Please type your email and a link will be sent to you with all of your information saved or you can copy the link and save it somewhere to access it later.

Back

Save

Review Answers

- Review the instructions. If you are ready to review your report, click "Review Answers."
- Please review all of your completed responses.

Save or Review/Submit

35.

TO SUBMIT:

If you are ready to SUBMIT your report, please click "**REVIEW ANSWERS**" below.

Please review your report. When you have finished, you will find the "**SUBMIT**" button at the bottom right of the page.

After you submit, you will receive a confirmation email with a link that will allow you to access your report and make edits. If you need to update any information on your report after you have submitted it, you can do so using this link up until the February 15 deadline.

TO SAVE:

If you are not ready to submit, and would prefer to save and return to this reporting form at a later time, click "**Save**."

You will be prompted to create an account on the online platform which hosts the *Live Your Dream Awards Club* Reporting, JotForm.

Creating an account is not necessary! **Instead, click "Save" then click the text at the bottom of that box in blue which reads "Skip Create an Account."**

Please type your email and a link will be sent to you with all of your information saved or you can copy the link and save it somewhere to access it later.



Back to Form

Submit

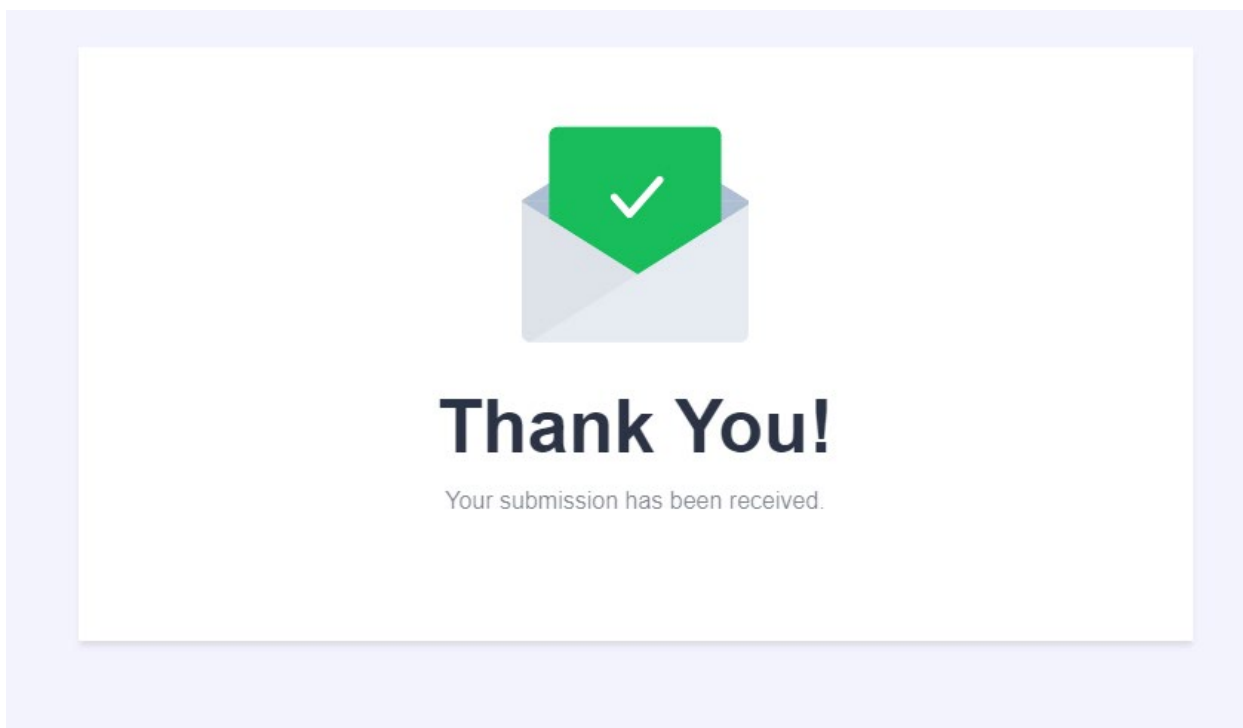


If you need to make any edits to your report, please click "Back to Form."

Then, click back until you reach the section that you want to edit.

Once you have reviewed your report and are ready to submit, click "Submit."

If you have submitted successfully, you will see this page:



Please check your inbox for a confirmation email. A PDF copy of your report will be attached to the email for your records. Your region chair will also receive a copy.

The email will also contain a link to edit your report. You can make any edits and resubmit your report before the February 15 deadline.

Thank you – you have completed the *Live Your Dream Awards Online Club Reporting Form*!

Questions? Email us at LYDAwards@soroptimist.org!