

## HOW TO: SELECT RECIPIENTS

# It's time to select your club's *Live Your Dream Award* recipient!

### Review Applications

As you receive applications, review each one, checking to make sure it is complete and that the applicant is eligible. **Anyone who has submitted an application that does not meet each of the eligibility requirements should not be included in the judging.**

If you receive an incomplete application, contact the applicant about receiving the remaining information. Check the following:

- Each question is answered.
- The application is signed.
- The applicant is a woman with **primary** financial responsibility\* for herself and her dependents.
- The applicant demonstrates financial need.
- The applicant has been accepted or is enrolled and will still be attending high school equivalency, vocational, technical, or undergraduate degree program.
- The applicant does not hold a graduate degree.

*\*Please note:* The *Live Your Dream Awards* provide resources so women with dependents can increase their standard of living and achieve economic empowerment. While working towards their goals, women may receive government support, child support or live in subsidized housing/in someone else's home. These things do not negate a woman's primary financial responsibility for her dependents or disqualify a woman from being eligible for the program.

**NOTE:** More than one club member must be involved in the selection of the club award recipient.

### Select Judges

Judges should be selected from outside the Soroptimist membership. This will provide an opportunity for judges to become community advocates for the program. Contact the women's groups, charitable organizations, and educational institutions that helped you to recruit applicants to ask their staff to serve as judges. Customize and use the sample judges letter to help recruit judges. Appoint three to five judges to evaluate all qualifying applications.

### Collect Confidentiality Agreements

The privacy of *Live Your Dream Awards* applicants is of critical importance. Since judges will come in contact with confidential information, each judge must complete a [Judges Confidentiality Agreement](#) and return it to you. A signed Confidentiality Agreement is required to participate as a judge. You should also collect a Confidentiality Agreement from any other Soroptimist club members who are helping administer the judging process. Clubs should store signed Confidentiality Agreements in a secure location for two years.

**NOTE:** To help ensure the confidentiality of the applicants, after in person judging is complete, collect all paper copies of applications, and ask online judges to delete any digital or paper copies of applications they may have.

### Conduct the Judging

You may choose to hold your club awards judging in person or online:

**In person:** Choose a location, date, and time that is convenient for potential judges. Disperse the applications among the judges and provide the judges with the [judging sheet](#) to assist them in selecting a recipient who meets the program's guidelines. Compare the judges' scores and notes to determine your club award recipient.

**Online:** If you are concerned about or are unable to recruit judges due to scheduling difficulties, you may wish to conduct the judging online. Simply divide the applications among the judges, email the judges copies of the applications and [judging sheet](#), and ask that they return the completed judging sheets to you by a specified deadline. Compare the judges' scores and notes to select your club award recipient.

### Check Recipient's References

Before notifying your recipient that she has been selected for an award, be sure to call her references to verify her eligibility. You may choose to contact references by phone or e-mail. If one method of communication does not work, please try the other.

### Contacting a Reference by E-Mail

Refer to the reference's e-mail address at the bottom of the reference form. Send an e-mail to the reference based on this sample e-mail:

Subject: *Live Your Dream Awards Reference Check*

Body: Dear (first name),

I am from **SI/Anytown**, part of a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment. We are giving out a Live Your Dream: Education and Training Award for Women in our community. We received an application from **(applicant's name)**, for whom you completed a reference, so I'm contacting you with a couple questions.

Would you please confirm that you did provide a reference on behalf of **(applicant's name)** for a *Live Your Dream Award*?

The Soroptimist *Live Your Dream Awards* are intended to increase access to education for hard-working, motivated women who provide the primary source of financial support for their families. Recipients have overcome significant obstacles and are now committed to improving their education, skills, and employment prospects in order to live their dreams. Do you support **(applicant's name)** being considered for this award?

Thank you for your assistance. I look forward to hearing from you soon!

Sincerely,  
**(Your name)**

### Contacting a Reference by Phone

Refer to the reference's phone number at the bottom of the reference form. Call the reference using this sample phone script:

Hello! My name is (your name) and I am from **SI/Anytown**, part of a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment. We are giving out a Live Your Dream: Education and Training Award for Women in our community. I'm calling because we received an application from **(applicant's name)**, who you completed a reference for, so I'd like to ask you a couple questions.

Would you please confirm that you did provide a reference on behalf of **(applicant's name)** for a *Live Your Dream Award*?

The Soroptimist *Live Your Dream Awards* are intended to increase access to education for hard-working, motivated women who provide the primary source of financial support for their families. Recipients have overcome significant obstacles and are now committed to improving their education, skills, and employment prospects in order to live their dreams. Do you support **(applicant's name)** being considered for this award?

Thank you. We will be in touch with **(applicant's name)** soon to let her know the status of her application.

### Contact ALL Applicants

Once you have selected a recipient, it is important to alert not only her, but all **other applicants as well**. It is important to applicants to be notified of the outcome of the judging. Furthermore, it is important to the reputation of the club and the organization that all applicants are contacted. Check out the [sample recipient letter](#) and the [sample non-recipient letter](#) for assistance! You may also wish to call your recipient – hearing the excitement in her voice is an extremely gratifying experience for club members!

### Archive Applications

Each club is responsible for maintaining a copy of the applications they receive. All applications should be kept in a locked cabinet or other secure location (such as a password protected online account like Dropbox). Applications of women who *did not receive an award* should be kept for one year, then destroyed by shredding. Applications of your *club recipients* should be kept for your club archives and maintained in a secure environment.