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 female 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 an undergraduate degree or a vocational skills training program.
- The applicant does not hold a graduate degree.

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 them 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.

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

In person: Should you wish to conduct the judging 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.

NOTE: To help ensure the confidentiality of the applicants, ask the judges to delete the emails including the attachments after the judging is completed.

Check recipient’s references and call her school
Before notifying your recipient that she has been selected for an award, be sure to call her references and school to verify her eligibility.

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!