

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

Are you processing *Live Your Dream Awards* applications and would like some guidance to ensure they're eligible? Just follow the list below!

1. **Resides in one of Soroptimist International of the Americas' member countries/territories**
(Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Ecuador, Guam, Japan, Korea, Mexico, Northern Mariana Islands, Panama, Paraguay, Peru, Philippines, Puerto Rico, Taiwan, United States of America, Venezuela)
 - **Shown in Part I – Basic Information**
2. **Does not have a graduate degree**
 - *Shown in Part I – “Highest level of education achieved”*
 - **Eligible** – if graduate degree is not recognized in current place of residency & current courses are not being credited towards graduate level program
3. **Has at least one dependent other than herself**
 - *Shown in Part I – “Number of dependents you support (NOT including yourself)”*
 - Children (including adult children if applicant supports them financially), spouse, partner, siblings, nieces/nephews, and/or parents; dependents do not need to be claimed on taxes
 - **Eligible** if woman is pregnant
 - **Ineligible** – if no dependents
4. **Is enrolled in or has been accepted to a vocational/skills training program or an undergraduate degree program**
 - *Shown in Part II – “What are your education and career goals”*
 - Can be a GED/high school equivalency
 - Can be a second Bachelor's degree
 - Can be certification or coursework for career advancement (ex. Real estate license), even if applicant already has Bachelor's degree
 - **Incomplete** – If no graduation date is listed. Follow up for more information.
 - **Ineligible** – if studies are completed before funds are disbursed
 - If ineligible due to completion/graduation date (before 1/2024 or depending on when your club gives the award)

- If before your club is giving out the awards, ask them to confirm the graduation/completion date. It is up to your club if you would still like to award her, but she will not be eligible for further awards if selected at club level
- **Ineligible** – If the applicant already has a graduate degree (Master's, doctorate of law, Doctor of Medicine/Dentistry/Veterinary Medicine, PhD, etc.)
- **Ineligible** – If the coursework, certification, or licensing is being credited towards receiving a Master's degree, doctorate degree, or equivalent (this applies to degree programs in the US and outside the US)

5. Provides the primary financial support for herself and her dependents

- *Shown in Part III – Financial Information questions and supported through completion of “A. Income” section*
- If the applicant is married, the spouse should either be listed as a dependent or the spouse's income should be provided in the “Income” section of financials (and it should be less than the applicant's – employment and other sources of income combined)
- Child support is like any other income for the applicant and is not interpreted as someone else generating money for the household
- **Incomplete** – If the income section is completely blank or financials are unclear. Reach out for more information!
- **Ineligible** – if spouse/partner/parent brings **more or equal** amount of income to the household than the applicant

6. Has financial need

- *Shown through completion of “B. Expenses” section of financials as compared to the “Income” section*
- Applicants can use the “Please explain any 0s in the expense section to explain complicated situations
- **Incomplete** – If the “tuition, books, and fees” question of the Expenses is not filled in (therefore does not accurately reflect their financial need). Ask the applicant to show their full cost of attendance, and to be sure to reflect any scholarships, loans, or other financial aid under the Income section

7. Is motivated to achieve her education and career goals

- *Shown in Part II – “E. In 300 words or less, please tell us about your career goals...” and Part IV – “Tell us more about yourself”*
- **Incomplete** – If one or both essays on application are NOT provided. Follow up with the applicant to ensure their essays are completed
- **Incomplete** – if looks like AI was used, send it back to the applicant and request that they review their submission and ensure it is their own words

Eligibility requirements that are assumed to be true when applicant signs bottom of application:

8. **Has not previously been the recipient of a Soroptimist Women's Opportunity or Live Your Dream Award**
9. **Is not a Soroptimist member, an employee of Soroptimist International of the Americas or immediate family of either**
 - **Ineligible** – Immediate family is defined to include spouse/partner, parents, siblings, children and grandchildren by adoption, blood or marriage.
 - All others are eligible

Please review the reference(s) for the following:

10. At least one reference from non-relations

- **Ineligible** – if one or both are from family members (family includes in-laws or partners)
- **Incomplete** – if one or both do not have complete contact information (Name, phone #) for the reference, follow up to get complete contact information.