

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Soroptimist Women's Opportunity Awards Eligibility Checklist Instructions

Women's Opportunity Awards Eligibility Checklist

SIA has designed this eligibility checklist based on a similar form created by SI/Farmington Valley, CT to assist Women's Opportunity Awards applicants in determining if they meet **all** award eligibility requirements **before** filling out an official application. Please feel free to use this eligibility checklist to improve the Women's Opportunity Award promotion and application process as needed. Below are instructions for customizing, printing and distributing this checklist.

STEP 1: Add local contact information

- Scroll down to the Eligibility Checklist on Page 2 of this document.
- Type your club name and Women's Opportunity Awards contact information into the spaces marked by brackets in the text boxes on both sides of the logo at the top of the checklist, deleting the brackets as you go.
- Insert your club's name and award amount where indicated at the bottom of the first paragraph.
- Insert the club's application deadline where indicated in the paragraph following the checklist.
- In order to only save the second page, delete the first page of instructions by highlighting the page and pressing delete.
- Select Save As from the File menu to save the document under a different file name of your choosing.

STEP 2: Print the files

- Once your eligibility checklist is personalized and saved, print multiple copies.

STEP 3: Distribute the eligibility checklist

Include this eligibility checklist with the other Women's Opportunity Awards program materials (poster, application form and reference form) that your club distributes and displays in your community. As with the other program materials, you can also email the eligibility checklist as an attachment to your club's contacts that have agreed to raise awareness of the Women's Opportunity Awards among prospective applicants.

STEP 4: Follow up with prospective applicants

Prospective Women's Opportunity Awards applicants should have access to the official application wherever they come across the eligibility checklist. You should still expect to respond to women who, after filling out the eligibility checklist, contact you via phone, mail and/or email to request an application or ask questions. Additionally, in order to increase the amount of applications your club receives, you may wish to send a reminder email a few weeks before the application deadline to prospective applicants who have contacted your club but who have not yet submitted an application.

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The Women's Opportunity Awards program was established in 1972 to assist women with primary financial responsibility for their families to obtain the skills-training and education necessary to improve their employment status and standard of living for themselves and their family. Each year, \$1.5 million in club, region and international funds are awarded to more than 1,500 women in Soroptimist's 19 member countries and territories. The women receiving these financial awards may use them for any costs associated with their educational efforts, including tuition, books, child care, and transportation. The chosen recipient of SI [club name]'s \$[award amount] (taxable) Women's Opportunity Awards will also be considered for additional awards at the regional and international levels.

If you are interested in applying for the Soroptimist Women's Opportunity Awards, we strongly encourage you to complete this brief checklist in order to determine whether you are eligible for the award.

Please check all that apply:

- ☐ I have a U.S. Social Security Number (this requirement applies to U.S. applicants only)
- ☐ I earn the most money in my household.
- ☐ I support at least one of the following: ☐ child ☐ spouse ☐ parent ☐ sibling ☐ other dependent
- ☐ I am enrolled in a vocational/skills training program or an undergraduate degree program
Name of educational institution _____
- ☐ I am willing to describe my educational and career goals (300 words max)
- ☐ I am willing to describe why I deserve to win the award (750 words max)
- ☐ I am in financial need and am prepared to list my family's annual living expenses
- ☐ I am prepared to list my annual educational expenses
- ☐ I am able to provide two written references

If you checked **ALL** of the above boxes, you are eligible to apply for the Soroptimist Women's Opportunity Award. In order to apply you must submit an official application and two completed reference forms by the **application deadline on [insert date here]**. To request an application form, please mail this checklist or send an email to the contact person listed at the top of this checklist.

Please do not hesitate to contact us if you have any questions. To learn more about Soroptimist and the Soroptimist Women's Opportunity Awards online, please visit www.soroptimist.org.

To help us reach more eligible applicants, can you tell us where you heard about this award?