**DIRECTIONS FOR SUBMITTING THE LIVE YOUR DREAM AWARD APPLICATION
(FORMERLY WOMEN’S OPPORTUNITY AWARD)
2014-2015**

1. **PLEASE READ THE APPLICATION VERY CAREFULLY. THE DEADLINE TO GET THIS BACK TO THE CLUB IS NOW NOVEMBER 15, 2014.**
2. **PLEASE MAKE SURE THAT YOU ARE USING ADOBE READER XI (IT WILL NOT WORK WITH X)**
	1. **If you do not have Adobe Reader XI, you can download it for free at www.** [**http://www.adobe.com/**](http://www.adobe.com/)**. Go to Download (in the tool bar at the top) and download Adobe Reader. It will be put on your desktop.**
3. **DO NOT WORRY ABOUT FINDING THE HAND TOOL. I COULDN’T BUT, IT STILL LET ME ENTER MY INFORMATION AND SAVE THE DOCUMENT BY A DIFFERENT NAME.**
	1. **When you save the document, please include your name in the file name (e.g. LYD-your name). That makes it a lot easier of the selection committee.**
4. **REFERENCES: TRY TO USE PROFESSIONAL REFERENCES (TEACHERS, CLERGY, WORKING OR VOLUNTEER REFERENCES, ETC.). THEY CARRY A LOT MORE WEIGHT THAN YOUR FAMILY AND FRIENDS.**
5. **SAVE THE REFERENCE DOCUMENTS BY A DIFFERENT NAME (e.g. LYD Reference (give it a name or a number) – your name). AGAIN, THIS MAKES IT EASIER FOR THE SELECTION COMMITTEE TO CONNECT YOUR REFERENCES TO YOUR APPLICATION.**
6. **IT IS BEST IF YOU CAN EMAIL YOUR COMPLETED APPLICATION ALONG WITH YOUR 2 REFERENCES TO THE PERSON LISTED AS THE CLUB CONTACT. MANY CLUBS EMAIL THE APPLICATIONS TO THE SELECTION COMMITTEE PRIOR TO THE COMMITTEE MEETING. THOSE APPLICATIONS THAT ARE EMAILED ARE READ BEFORE ANY THAT ARE “SNAIL-MAILED” IN.**
7. **PLEASE COMPLETE THE MEDIA CONSENT FORM (YOUR CLUB MAY WANT TO CELEBRATE YOU AS THEIR HONOREE) AND IF YOU ARE SELECTED AS ONE OF THE DISTRICT FINALISTS, YOU WILL NEED TO SUBMIT THIS FORM TO YOUR DISTRICT.**
8. **PLEASE BE PREPARED TO SUBMIT A PICTURE AND YOUR SOCIAL SECURITY IF YOU ARE SELECTED BY THE DISTRICT YOU ARE IN AS ONE OF THEIR FINALISTS. YOU MAY WANT TO SEND THE PICTURE TO YOUR CLUB, TOO!**
9. **PLEASE CHECK FOR SPELLING AND GRAMMAR. IT DOES MAKE A DIFFERENCE!**
10. **ANY QUESTIONS, PLEASE CONTACT THE CONTACT ON THE APPLICATION. SHE WILL BE MORE THAN HAPPY TO HELP YOU OR ANSWER ANY QUESTIONS.**

**ONCE AGAIN…PLEASE REMEMBER THAT THE DEADLINE HAS CHANGED.**

**APPLICATIONS ARE DUE TO THE SUBMITTING CLUB BY NOVEMBER 15, 2014!**