



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

# Soroptimists Celebrating Success Awards Club Instructions and Entry Form

Soroptimists Celebrating Success Awards recognize outstanding club projects that improve the lives of women and girls through programs that provide women and girls with access to the education and training they need to achieve economic empowerment or promotes Soroptimist as an organization that improves the lives of women and girls. These awards recognize the best practices of Soroptimist clubs in each of the four pillar areas supporting the SIA strategic plan: fundraising, membership, program and public awareness. Due to the region on **July 1** of each year, the Soroptimists Celebrating Success Awards honor outstanding programs undertaken in that club year.

The awards have been designed to recognize best practices in each region as well as over-all best practices for the organization. Each region will select a finalist in each of the four pillar areas. Four federation finalists will be selected from the region recipients to be celebrated as the best projects in the organization— projects from which all clubs can learn and celebrate.

Entries are due to your region chair on or before **July 1**.

Region Chair Name \_\_\_\_\_

Region Chair Email \_\_\_\_\_

Region Chair Address \_\_\_\_\_

If the region chair information is not listed above, please check the SIA leadership directory [www.soroptimist.org](http://www.soroptimist.org).

## Submission Information

- Entries must arrive at the designated region contact on or before July 1.
- Entries can be mailed or emailed.
- The project described on the entry form must be ongoing or completed and evaluated prior to July 1.
- Clubs may submit an entry for a project entered last year if it is ongoing and has not previously received recognition as a region or federation finalist.
- Club presidents must authorize submission of entries. As the entry form is a writeable form, typed signatures will be accepted.
- Shared projects among clubs are welcome. Please submit only one joint entry per project.

# Soroptimists Celebrating Success Awards – Club Entry Form

- Describe only one project per entry.
- Clubs may submit supporting materials such as photos or news clippings. Please mark them with the name of the club and the project name. These items will not be returned.
- If clubs wish to submit the same project in more than one category, a separate entry needs to be submitted that addresses the specific information needed for that category.

## Judging Information

Entries will be judged at the region and federation level using the same criteria. There are general categories for judging and then more specific criteria for each of the categories. Entries must address the information requested for each category. Projects will be judged based on:

- The project benefited women and/or girls or promoted Soroptimist as an organization that improves the lives of women and girls through programs that provide women and girls with access to the education and training they need to achieve economic empowerment
- The project supported SIA's efforts to increase its collective impact.
- The project was creative and innovative.
- The project achieved its goals and objectives.
- The specific requirements for each pillar category (see below).

## Application Categories

**Fundraising:** This category recognizes club fundraising projects that are creative, successful and support women and girl-focused programs, including federation programs. The fundraising project should also raise awareness about the Soroptimist mission, involve the community and promote a positive image of the organization. Entries must include the following:

Information required for the fundraiser described:

- Expenses of the project/event.
- Gross revenue (ticket sales, sponsorships, donations, proceeds from concurrent fundraisers such as a raffle or auction held during the event).
- Net revenue (gross proceeds minus expenses).

Supporting information about the club's fundraising activities:

- A list of projects supported by the club's fundraisers including the dollar amount dedicated to those projects.
- Indicate whether the club budgets 10% of their fundraising to Club Giving in support of federation programs to help women and girls in all countries of our federation.

**Membership:** This category recognizes creative and innovative club recruitment and retention efforts that increases the number of members and/or enhances the club membership experience. Examples of such efforts include recruitment campaigns, new member sign-up events, holding innovative meetings, offering leadership development and mentorship opportunities and conducting regular club assessments. Entries must include the following:

- How the activity specifically increased membership and/or enhanced the membership experience of club members.
- A listing of SIA resources used and any other outside materials utilized.

## Soroptimists Celebrating Success Awards – Club Entry Form

- Testimonials about the activity from at least two current members who are not officers.

**Program:** This category recognizes club projects that provide women and girls with access to the education and training they need to achieve economic empowerment. Projects should improve life for women and/or girls by addressing access to education and training programs need to achieve economic empowerment. Entries must include the following:

- Information about the need being addressed.
- Methods used to address the need.
- Impact of the project including the number of women or girls helped and a description of how their lives were changed as a result of the project.
- Description of club member participation.

Please note that Soroptimist Dream Programs will be given preference for Soroptimists Celebrating Success Awards. Clubs are encouraged to submit entries for work that is beyond what is provided by SIA for the Live Your Dream Awards and Dream It, Be It. Guidelines for recognizing club projects related to the Dream Programs include:

- Live Your Dream Awards – Soroptimists Celebrating Success Awards cannot be given in recognition for the financial award. Entries will be considered for club efforts to expand the impact of the award on award recipients. This could include efforts to support additional education or training, mentoring, job assistance, a long-term plan to provide continued support, etc.
- Dream It, Be It – Soroptimists Celebrating Success Awards entries will be considered for club efforts to add a new dimension to an existing Dream It, Be It project or to offer continued mentorship and support to girls who have participated. Dream It, Be It projects must use the Dream It, Be It curriculum as well as the Dream It, Be It Evaluation Form and submit evaluation results to SIA

**Public Awareness:** This category recognizes clubs for efforts to raise awareness of SIA’s mission to improve the lives of women and girls, and club work that supports the mission. This is less about promoting one event or project, but about the club’s collective efforts to raise awareness throughout the year. Examples include joining/supporting the LiveYourDream.org online community; using federation-produced tools and resources to increase awareness of SIA programs or other women- and girl-focused projects; maintaining an engaging and professional website that promotes the mission, etc. Entries must include the following:

- Steps taken to promote the club and SIA’s mission (For example, did club write news releases about mission-focused work, use social media, purchase ad space, distribute flyers, etc.?).
- Ways these actions helped raise the club and SIA’s public profile.
- Outcome of club’s publicity efforts (For example, how many award applicants, new members and/or donations did club obtain? If the club raised funds, did it support Club Giving? Did club sign up people for the LiveYourDream.org online community? Please include anything the club feels occurred as a result of these publicity efforts).

## Awards

Regions will give four awards – one in each of the four areas. Region finalists will each receive a certificate and recognition from the region. The Soroptimist Board of Directors will select the top entry in each category from the region finalists. Federation recipients will be announced and honored at convention or the Governors Round Table. In addition, the federation recipients will receive recognition on the Soroptimist web site and in the Best for Women newsletter.

# Soroptimists Celebrating Success Awards – Club Entry Form

Only those projects that are truly best practices will receive awards at the region or federation level. Awards are given at the judges' discretion.

## Soroptimists Celebrating Success Awards

### Entry Form

#### Deadline: July 1

Completed entries must be received by your region chair by July 1. Entries received after that date will not be included in the awards judging. Supplemental information such as news clippings or photographs may be submitted; however they will not be returned. DO NOT send materials in binders or folders.

#### Please type or print clearly.

Club \_\_\_\_\_ Club Number \_\_\_\_\_

Region \_\_\_\_\_ Submitted by \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Club presidents must authorize submission of a project. A typed signature will be accepted.**

Club President \_\_\_\_\_

Signature \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

#### Project Information

Project Title \_\_\_\_\_

Date Established \_\_\_\_\_

Number of members involved in project \_\_\_\_\_ Number of members in club \_\_\_\_\_

Total club funds spent on this project \_\_\_\_\_

Total member hours spent on this project \_\_\_\_\_

Check the category being entered. Select only one category.

- Fundraising
- Program
- Membership
- Public Awareness

#### Project Description

Describe the project, how it benefits women/girls or promotes Soroptimist as an organization that improves the lives of women and girls, and the impact/outcome of the project. Please refer to the submission requirements and include all the information requested for the category. Response may not exceed two (2) typewritten pages.

Mail or email entries to:

Region Chair Name \_\_\_\_\_ E-mail \_\_\_\_\_

Region Chair Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_