



# Soroptimist Live Your Dream Awards FAQ: Online Applications

## A SOROPTIMIST RESOURCE FOR CLUBS & MEMBERS

### **What is an online Live Your Dream Awards application?**

Online Live Your Dream Awards applications are those applications that are accessed and submitted online through the [Soroptimist website](#). Applicants are able to upload their completed application and send it electronically to the club nearest to where they live. These applications are sent directly to the club Live Your Dream Awards chair, or the club president and treasurer if a chair has not been identified. To identify your club Live Your Dream Awards chair, please [update your club roster](#).

### **Why does SIAHQ accept applications online?**

SIAHQ's online submission process makes the program more accessible and provides applicants with another method of submitting applications to clubs. Women throughout the federation are in need of the Live Your Dream Awards. The Live Your Dream Awards application is available online to ensure that all eligible women have the opportunity to apply for an award, regardless of their proximity to a club. This process also benefits clubs because it provides another way for clubs that wish to participate to receive applications.

### **Will this affect the way in which our club distributes or accepts applications?**

Absolutely not. The online application process is primarily for those eligible women who are not reached by the traditional club distribution process. Clubs should continue to distribute applications in their communities in whichever manner works best for them, and women reached through the traditional club distribution process should continue to send their completed applications to the clubs directly.

### **What if our club has not received any eligible applications from women in our community?**

Please contact your [Live Your Dream Awards Region Chair](#) and the Program Department at [program@soroptimist.org](mailto:program@soroptimist.org) to request several complete applications from eligible women.

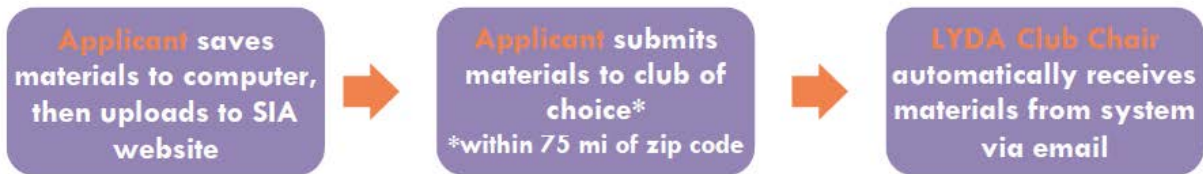
### **Our club received an online application from SIA. Now what?**

We strongly encourage all clubs to include online applications in their club's judging. However, if for whatever reason your club is unable or unwilling to include the application, you **must** notify SIA headquarters so the application can be forwarded to a different local club or included in judging at headquarters.

### **Our club received eligible applications from women in our community. Why should we include an online application in our club judging?**

Clubs are strongly encouraged to include applications they receive from SIAHQ in their club level judging. The Live Your Dream Awards program is about assisting women in need. Therefore, an applicant's geographical location or the manner in which she applied should not be a factor. All applicants deserve the same opportunity to be considered for an award. It's all about *helping women who need our help* – not where they are from.

## ONLINE SUBMISSION PROCESS



### TROUBLESHOOTING

PROBLEM	REASON	SOLUTION
Application materials are incomplete/missing	Applicant did not properly upload all materials	Contact applicant directly
Application materials appear blank, even when I click on the text fields	Applicant did not properly save all materials	Contact applicant directly
Application materials appear blank, unless I click on the text fields	Materials were saved using different software	Contact SIAHQ lydwards@soroptimist.org
Applicant lives far from our club	Of clubs within 75 miles of her zip code, the applicant specifically choose yours	Include her in your judging or email LYDA Region Chair to see if another club needs applications