

Soroptimists Celebrating Success Awards Sierra Pacific Region Checklist

Completed	To Do
	Read all of SIA Club Instructions and Entry Form (sent with this checklist); And then, read it again!
	Is your project truly a best practice?
	Is your entry <ul style="list-style-type: none"> - an ongoing project OR - was it completed and evaluated before July 1?
	Did you submit an entry for the same project last year? <ul style="list-style-type: none"> - Okay if project is ongoing AND was not a region or federation finalist (ever) - Check with the SPR SCS Chair (spsc@soroptimist.net) if you aren't sure about the project ever being a Region Finalist
	Projects support the four pillar areas: Fundraising, Membership, Program, Public Awareness – <i>it's okay to submit more than one entry per pillar</i>
	Only ONE project per entry If submitting the same project in more than one pillar category, create separate entries for each pillar and address the specific requirements for each pillar
	Clubs can submit a shared project, but only submit one joint entry for the project
	Club Presidents must authorize submission of entries – their signature can be typed on the writeable Entry Form
	All projects are judged on the following: <ul style="list-style-type: none"> - Benefits women and/or girls or promoted Soroptimist as an organization that meets our Mission Statement - Supports SIA's efforts to increase its collective impact - Achieves its goals and objectives - Addresses specific requirements for each pillar category – see SIA Club Instructions and Entry Form
	Project Description – no more than two (2) typewritten pages <ul style="list-style-type: none"> - a description of the project - how it benefits women/girls or promotes Soroptimist as an organization that improves the lives of women and girls - impact/outcome of the project - how it addresses the specific pillar requirements – see SIA Club Instructions and Entry Form
	Additional supporting materials such as photos or news clippings can also be submitted; mark each with the name of the club and the project name. Since these will not be returned, PDF copies are acceptable and preferred.
	Complete the writeable Entry Form (SIA Club Instructions and Entry Form) <i>Have fun creating your project's unique name!</i>
	Have another person read through the entire entry, proofing and checking that the entry addresses all specific pillar requirements in the SIA Club Instructions
	Email the Entry Form, the Project Description (2 pages max) and any additional materials to spsc@soroptimist.net – Sierra Pacific Region's SCS Chair. Please save each entry as a separate pdf and email each separately due to large file sizes.
	DUE DATE: July 1, 2021 But don't wait; send your entry when your project is completed.

If you have questions, please contact the Region's Soroptimists Celebrating Success Chair at spsc@soroptimist.net