

# Virginia M. Wagner Educational Award

# Soroptimist International Midwestern Region Award

# Timeline and Tasks

## September: Region Chair prepares letters to Club Chairs and updates previous year’s Virginia M. Wagner Educational Award materials for distribution at District Meetings.

**October: Meeting of the Virginia M. Wagner Educational Award Committee**

* Review application form and related documents.
* Fill in club contact’s name, address and phone number on applications.
* Duplicate application forms as needed.
* Send updated information to Region Webmaster for posting on Region website.
* Compile list of colleges/universities to be contacted. They should be in the immediate area or in nearby areas where there is no Soroptimist club.
* Review Club Transmittal Form making note of information that must be compiled and reported.

## November: Send out Applications

* + - Send cover Letters to Financial Aid Offices or other contacts at each college/university.
		- Enclose a supply of application forms, fliers and posters. If possible, deliver this information in person.
		- Prepare Press Release and send to appropriate local newspapers, cable TV stations, etc.
		- Make Arrangements with Judges
		- Confirm dates for judging
		- Select three (3) non–Soroptimist judges and advise them of judging dates.

**January 15: Deadline for Club to Receive Applications.** Eliminate incomplete applications.

## January 16-

**February 7: Judging of Complete Applications.**

* + - Provide judges with copies of complete applications and an adequate supply of Judges’ Official Scoring Sheets.
		- Make sure the club contact is available if needed to answer Judge’s questions
		- Judges must work independently of one another.

## February 8: Receive Completed Judges’ Official Scoring Sheets.

* Double-check all calculations.
* Determine the club winner based on the compilation of judges’ scores.

## Notify District Director of Club Winner.

* Complete Club Transmittal Form.
* Keep a copy of the Transmittal Form and the winner’s application form.
* Mail Club Transmittal Form and copy of the winner’s application to District Director.
* Do not send Judges’ Official Scoring Sheets.

## Notify Participants of Results of Judging.

* Thank you letters to judges
* Letters of congratulations to the club winner and a letter of information about the next steps.
* Letters of regret to non-winning applicants.
* Letters of explanation regarding applications not judged.

## February 15: Deadline for District Director to Receive Club Winners’ Applications

## March 8: Deadline for Region Chair to Receive District Winners’ Applications March 31: Region Judging Completed

**April 1**: **Region Winner information provided to Region Governor and Treasurer**

 Updated 8/24/2018