

# Reference Form

Thank you for agreeing to provide a reference for \_\_\_\_\_  
(Name of applicant)

Since 1972, the Soroptimist *Live Your Dream: Education and Training Awards*® have provided women with resources to improve their education, skills and employment prospects so they can live their dreams. Eligible applicants are women who:

- Provide the primary financial support for their dependents (dependents can include children, spouse, siblings and/or parents).
- Have financial need.
- Are enrolled in or have been accepted to a high school equivalency, a vocational/skills training or an undergraduate degree program.
- Are motivated to achieve their educational and career goals.
- Reside in one of Soroptimist International of the Americas, Inc.'s member countries/territories (Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Ecuador, Guam, Japan, Korea, Mexico, Northern Mariana Islands, Palau, Panama, Paraguay, Peru, Philippines, Puerto Rico, Taiwan, United States of America, Venezuela).
- Have not previously been the recipient of a Soroptimist Women's Opportunity Award or *Live Your Dream Award*.
- Do not have a graduate degree.
- Are not Soroptimist members, employees of Soroptimist International of the Americas, Inc.® or immediate family of either.

In order for applicants to be fairly judged, reference forms are required. Please do not submit other forms of references (such as a letter). They will not be considered as part of the application. Please email the completed form back to the applicant or it can be submitted directly to the club. *Note: References cannot be related to the applicant by blood or marriage.*

**\*\*You must use Adobe Reader—a free download—to fill out the reference form. If you do not use Adobe Reader, your answers in the form will not be saved.\*\***

**Based on your personal knowledge of the applicant, please respond to the following questions:**

1. How long have you known the applicant?
2. In what capacity have you known the applicant? (employer, school instructor, friend, etc.)? *\*\*References cannot be related to the applicant by blood or marriage.\*\**
3. Please rate the candidate in the following areas, based upon your knowledge of her achievements and strengths. A score of "1" means that you "strongly disagree" with the statement; a score of "5" means that you "strongly agree" with the statement.

|                                                            | Strongly Disagree | Mostly Disagree | Somewhat Agree | Mostly Agree | Strongly Agree | Don't Know |
|------------------------------------------------------------|-------------------|-----------------|----------------|--------------|----------------|------------|
| A. The applicant has clear goals.                          | 1                 | 2               | 3              | 4            | 5              | 6          |
| B. The applicant is motivated to reach these goals.        | 1                 | 2               | 3              | 4            | 5              | 6          |
| C. The applicant has demonstrated that she is responsible. | 1                 | 2               | 3              | 4            | 5              | 6          |
| D. The applicant would be an inspiration to others.        | 1                 | 2               | 3              | 4            | 5              | 6          |



4. Please tell us what you believe to be the applicant's greatest strengths in her personal, educational, or professional life. If you can, give examples of how these strengths led to accomplishments.

5. What is your knowledge of the applicant's educational goals and her progress toward achieving these goals? Consider any barriers or difficulties she has overcome.

6. What additional information should we know about this applicant in regard to the *Live Your Dream Awards*?

**Your Information**

*By submitting this recommendation form, I certify that AI tools may have supported my writing, but my responses and thoughts are entirely my own. I confirm that I am not related to the applicant by blood or marriage. **IMPORTANT: Please email the completed reference form back to the applicant or to the club directly for submission.***



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

