

Eligibility

- A woman in the community who is improving the lives of women or girls through her professional or personal life.
- By identifying and focusing on a need of women and girls, this woman has contributed to the improvement of their lives.
- Although clubs may honor a woman for a lifetime of good work, the majority of the work should have occurred within the past two years.

Previous award winners, Soroptimists, immediate family of Soroptimists and employees of Soroptimist are not eligible for the award. Immediate family is defined to include parents, siblings or children by adoption, blood or marriage.

Sample Timeline: It will be the responsibility of each club to set their own deadlines for nominations, judging and selection of recipient

August – November

- Solicit nominations
- Place nomination advertisement

December 1 (recommended)

- Club deadline to receive nominations

December – January

- Hold club-level judging

January 15

- Invite club honoree to speak at recognition event (see March, below)

March

- Hold a recognition event on or near March 8, International Women’s Day
- Solicit publicity for the recognition event
- Place congratulations advertisement in local newspapers or magazines

Recognition

Each club can decide what type of recognition to give their honoree. Consider the following:

- a donation to a charitable organization (that benefits women or girls) of the recipient’s choosing
- a certificate (available in the Club Resources/Service Program section of the Founder Region website)
- a donation to Soroptimist in the recipient’s name
- a service day of the recipient’s choosing to benefit women or girls (For example, the club could paint rooms in a domestic violence shelter or spend a day assisting customers at a clothes closet.)
- a formal recognition event where she is invited to speak and share her inspirational story. (See Step 4.)

Step One: Download Materials from Founder Region's website

In addition to these club instructions, the following [Soroptimist Ruby Award](#) club resources are available in the program section of the Founder Region's website:

- Judging Sheet
- Nomination Form
- Club Award Certificate
- Media Consent Form
- Ruby Logo

Step Two: Solicit nominations

There are three goals of the nomination process:

- to receive eligible nominations for the award,
- to raise awareness within the community about the award, the club and Soroptimist,
- to receive information about potential members.

The club should solicit nominations in the community. Women can nominate themselves or can be nominated by others with their consent. Club members can nominate women, but if they do they should not serve as judges. Nomination forms can be placed in local newspapers, newsletters or magazines. The nomination form can also be made into a flyer that could be handed out at various community and club events.

Assemble a list of businesses, universities and organizations where eligible women might be found. Send these places a letter with nomination forms. Send a copy of the advertisement for inclusion in their newsletters. Also place the advertisement in local newspapers or magazines.

Giving this award is a wonderful opportunity to raise awareness about the club and Soroptimist within the community. Distributing nomination forms and advertisements raises awareness about Soroptimist to a large audience. Giving an award to women who improve the lives of other women also raises awareness about issues that are important to Soroptimist.

Finally, women who would be eligible for the award are interested in helping other women—the number one reason cited for joining a Soroptimist club. After the nomination process, it would be appropriate to extend an invitation to membership to these women. Explain that because of their interest in improving the lives of other women, the club thinks they would enjoy being a member of the club.

Step Three: Judge nominees

Form a judging committee within the club of three to five members. (If club members nominated women for the award, solicit non-Soroptimists to judge the award.) Using the judging sheet found in the Club Resources/Service Program section of the Founder Region's website, have committee members score each nomination. After tallying the scores, narrow it down to the top two or three nominees if there is not one clear winner. Try to select the honoree by having further discussion, or use the judging sheet again. If the committee cannot come to a decision, present the top two candidates to club members and have the club as a whole decide.

Step Four: Hold an event to honor the recipient

Each year, the club gives out a Live Your Dream: Education and Training Award for Women, possibly a Violet Richardson Award and a Ruby award. A wonderful way to honor all of these recipients at one time is to hold an event—a luncheon or a dinner—where club members can assemble, invite family and community members, give out awards, and celebrate a year of successful Soroptimist work.

A perfect day to hold this event is on or around March 8, International Women’s Day. International Women’s Day is observed around the world and is rooted in the centuries-old struggle of women to participate in society on an equal footing with men. Since the very beginning of this century, women around the world have used International Women’s Day as a rallying point for coordinated efforts to demand women’s rights and participate in the political process. It is a time to reflect on progress made, to call for change, and to celebrate acts of courage and determination in pursuit of women’s rights.

Form a committee to plan a recognition event. Consider the following when planning an event:

- What is the budget?
- Could the club sell tickets to offset the cost or even raise money?
- What type of event should it be—luncheon, dinner, buffet, cocktail party?
- Where will the event be held?
- Who will be invited? Draw up a list of local dignitaries, honorees and their guests, nominators, prospective members, news media, region leadership, etc.
- The program should include information about the event’s honorees, information about the work of Soroptimist, and acknowledgments of judges, organizations or individuals that have donated funds to the club or sponsored the event.

Step Five: Publicity

The Ruby Award provides an excellent avenue for publicity, as programs that focus on rewarding people for good deeds are very attractive to the media. Clubs should take advantage of this by publicizing the Ruby Award to local newspapers, television and radio stations, and holding a special event to honor award recipients.

If the club chooses not to hold a special event to honor the winner, it still should reach out to the media for coverage about the program and the club’s winner.

Step Six: Reporting

Report on your successful project through “Soroptimists Celebrating Success Awards.” The Ruby Award can be submitted through program or public awareness.