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**Sophomore of the Year, SOTY, Awards**

***TO: All TX-OK Club Presidents and Secretaries***

December 20, 2019

Dear Texas-Oklahoma Kiwanis Presidents,

This comes as a reminder to get your club ready for the Sophomore of the Year, SOTY, Awards.

1. Choose a member of your club to manage this program-----it could be your Key Club Advisor, if you have one.
2. Have this member make multiple copies of the SOTY student application from the T/O Foundation website.
3. Next, fill in the spaces for the name of your Kiwanis Club, the name of your Lt. Gov. or Trustee, if your division does not have a Lt. Gov. and Division number. This is very important for processing.
4. By January 31, take these student applications to the Councilors at the High Schools and TRADE Schools in your area. Explain to them what they are for, that they need to be collected from the students by February 28 and that you will pick them up between March 3 and March 13.
5. Pick the applications up from the Councilors, take them to your Kiwanis Club, and have your Club pick one student's application, from the group, that they feel should be awarded a scholarship.
6. Mail the chosen application to your Lt.Gov. or Trustee POSTMARKED by April 10. **Do not** email it or send it to me or the T/O office.
7. Copies of the application are available on the Foundation website, [tofoundation.com](http://r20.rs6.net/tn.jsp?f=001RxDukVW5mYwcJ8H0vhjzOcZ7ggzHDCmmNmd61PWkUvCLhZxwF1a1tBw6qm8P_31GzHvQZJvFhLTIxt0nf3Ho4cUitrThmi8DvDbeyx76AQ5-PhSkDX7vzmGYzK552ObD0gBOXJhXvD37hUF7iXvljw==&c=Q3XWiakdWaKaTdcMguTtvIk261Edwm3O379L4Mz-7nE3piEUcTpPAw==&ch=YGafvqvPbHoAFLjSNyAt6zjoHD8p3rpbvyCG5Ghrv1U6E9506qQ02Q==) or click on pdf files below.

**﻿If you have any questions, you can call me.**

**Phyllis Horan**

**Sophomore of the Year Chair**

**Texas-Oklahoma Kiwanis Foundation**

[www.tofoundation.com](http://www.tofoundation.com)

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