



Pay It Forward (PIF) Submission Guidelines & Standard Operating Procedure (SOP)

Purpose

The Pay It Forward (PIF) requirement ensures that scholarship recipients share their knowledge with the broader Pink Boots Society community. This practice strengthens our mission to **assist, inspire, and encourage** women and non-binary individuals in the fermented beverage industry by multiplying access to education and opportunity.

Completion of the PIF is required to remain eligible for future scholarships.

1. Eligibility & Timeline

- All scholarship recipients are required to complete a Pay It Forward submission.
- The PIF must be completed within **six (6) months** of:
 - Course completion, OR
 - Scholarship-funded event attendance, OR
 - Travel experience completion
- Recipients who do not complete their PIF within six months will:
 - Be marked as non-compliant
 - Be ineligible to apply for future scholarships until the requirement is fulfilled

Extensions may be granted on a case-by-case basis with written approval from the Scholarships Committee.

2. Acceptable Pay It Forward Formats

Recipients may choose one of the following formats:

Option A: Chapter Presentation (Preferred)

- Deliver a live virtual presentation to their Pink Boots chapter
- Format: Slide deck (PowerPoint, Google Slides, Canva, etc.)
- Length: 20–45 minutes (including Q&A)
- Virtual hosting support available from Pink Boots if needed
- Presentation may be recorded (with consent) for internal use

Presentation Content Must Include:

- Overview of the course/program/experience
- Key technical learnings



- Practical applications to the industry
- Personal and professional impact
- At least 3 actionable takeaways for members

Option B: Written Blog Submission (Pink Boots Website)

- 800–1,500 words
- Educational, reflective, and industry-relevant
- Include:
 - Overview of the scholarship experience
 - Key lessons learned
 - How the information can benefit other members
 - Photos (if applicable and permitted)
 - Short bio (2–3 sentences)

Submissions may be edited for clarity, tone, and brand alignment before publication.

Option C: External Industry Publication

- Article submitted to a reputable industry publication (e.g., trade magazines, industry blogs, academic publications)
- Must clearly credit Pink Boots Society scholarship support
- Recipient must provide:
 - Final published link or PDF
 - Confirmation of publication
 - Copy of the submitted draft

Approval required prior to submission to external publication.

3. Submission & Approval Process

Before presenting or publishing, recipients must submit their materials for review.

All materials must be emailed to:

scholarships@pinkbootssociety.org

Required Submission Materials:

- Final slide deck OR
- Final blog draft OR
- Draft intended for external publication
- Brief summary (3–5 sentences) explaining:
 - When the scholarship was completed
 - Intended PIF format



- Proposed presentation date (if applicable)

Review Timeline:

- Allow 5-7 business days for review
- Scholarship Board Liaison may request revisions
- Approval must be received in writing before presentation or publication

Presenting or publishing without approval may result in non-compliance.

4. Branding & Attribution Requirements

All PIF materials must:

- Include the Pink Boots Society logo (if presentation format)
- Acknowledge the scholarship partner (if applicable)
- Include a statement such as:

“This opportunity was made possible through a Pink Boots Society scholarship.”

Recipients may not:

- Use the Pink Boots logo without approval
- Represent themselves as speaking on behalf of Pink Boots Society
- Use PIF materials for commercial sales without written permission

5. Quality & Content Standards

All submissions must:

- Be educational in nature (not promotional)
- Maintain professional tone
- Align with Pink Boots Society’s Code of Conduct
- Avoid discriminatory, political, or inflammatory content
- Be technically accurate to the best of the recipient’s knowledge

The Scholarships Committee reserves the right to:

- Request revisions
- Decline submissions that do not meet standards
- Require alternative PIF format if necessary



6. Documentation & Completion Verification

Completion is verified when:

- Presentation has been delivered AND confirmation received from chapter leadership
OR
- Blog has been published
OR
- External article has been published

The Scholarships Committee will log completion in the scholarship tracker.

Recipients will receive written confirmation once their PIF requirement is satisfied.

7. Extensions & Exceptions

Extensions must:

- Be requested in writing before the six-month deadline
- Include explanation and proposed new completion date

Extensions are granted at the discretion of the Scholarships Committee.

8. Non-Compliance Policy

Failure to complete the PIF requirement within six months (without approved extension) will result in:

- Ineligibility for future scholarship applications

Reinstatement requires:

- Completion of PIF
- Written confirmation from the Scholarships Committee

9. Mission Impact Statement

The Pay It Forward program ensures that every scholarship awarded expands beyond one individual and strengthens the collective knowledge of our community. Through shared learning, we build confidence, leadership, and opportunity across the fermented beverage industry.