



Process for DIBI Project:

- 1- Read through the planning kit

<http://www.soroptimist.org/members/program/programdocs/career-guidance-girls/english/club-planning-toolkit.pdf>

- 2- Create a budget and raise funds.

- 3- Comply with SIA's Standards for Working with Youth"

This web site below has several links to read through:

<http://www.soroptimist.org/members/program/procedures-working-with-youth.html>

- 4- Use at least 3 lessons from the Dream It Be It curriculum. This year the curriculum is password protected. All Soroptimist members have *easy access* by entering their member username and password. Each member's username is their six-digit member ID number. Each member's *initial* password is their six-digit member number.

<http://www.soroptimist.org/members/program/career-guidance-girls/curriculum.html>

- 5- Be sure to use "Dream It Be It" in the project name and the DIBI logo

- 6- Have the girls complete the DIBI evaluation form. This form should be used as a pre and post evaluation on the day of the project.

<https://www.soroptimist.org/members/program/programdocs/career-guidance-girls/english/dibi-girls-eval-form.pdf>

- 7- Club reporting process: New this year is requiring clubs to use two forms.

Dream It, Be It: New Reporting Process

Ongoing Reporting for Clubs

- Questions from club transmittal form → existing online evaluation form
- Online reporting form available all year
- Clubs report information to SIA and Region Chair within 1 month of Dream It, Be It project
- All reporting (online to SIA + transmittal to Region Chair) MUST BE submitted by June 1

Region Chair Remains Involved

- Region Chair contacts clubs:
 - Who will participate?
 - When?
- Clubs submit brief transmittal within 1 month of Dream It, Be It project
- Region Chairs track:
 - participation/supporting clubs
 - compliance with procedures for working with youth
 - clubs reported directly to SIA

- 8- The one page Club Transmittal form to fill out and email to GWR DIBI chair, Betsy Kreger.

<https://www.soroptimist.org/members/program/programdocs/career-guidance-girls/english/dibi-club-transmittal.pdf>

- 9- One month after your project is completed fill out the SIA online form (Survey Monkey). You must have data from your participants' pre/post questionnaire to complete the online report. You will not be able to complete this report form without the questionnaire date.

<https://www.surveymonkey.com/r/DIBIClubReport>

All reports due to SIA and Betsy by June 1.

Listed below are some SIA web links for DIBI: Planning Toolkit, Toolkit Summary, Partnering, Sample news releases, Promotional Flyers

<http://www.soroptimist.org/members/program/career-guidance-girls/planning.html>

<http://www.soroptimist.org/members/program/programdocs/career-guidance-girls/english/dibi-summary.pdf>

Coming soon---Check out the GWR site for DIBI Best practices.

If you still have any questions, please email me.

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