



Reporting & Evaluation Worksheet

A SOROPTIMIST/LIVEYOURDREAM.ORG RESOURCE

Tips for Completing the Reporting & Evaluation Form Online

Complete and [submit a Reporting & Evaluation Form](#) for EACH Dream It, Be It project you deliver. Use this worksheet to help collect your answers before submitting them online. **Please do not mail hard copies of this form to Soroptimist/LiveYourDream.org.** If you need assistance with the electronic form, please email siahq@soroptimist.org, call (215) 893-9000, or contact your region office (Soroptimist clubs only).



Club Reporting & Evaluation Form

Contact Information

Thank you for hosting Dream It, Be It in your local community!

Before beginning, please review the [Dream It, Be It Club Reporting & Evaluation Worksheet](#) for tips on how to best complete this form.

* 1 Reporting Club or Organization Name

2 Reporting Club Number

3 Did you work together with any other clubs, sharing **equal management** of this Dream It, Be It project?

Participating club(s) name(s):

Participating club(s) number(s):

If more than one club hosted this project, please submit only **ONE** form.

- 4 Did any clubs **support** this Dream It, Be It project through financial support, in-kind donations, providing speakers or administrative support and/or providing additional opportunities for girls?

Supporting club(s)
name(s):

Supporting club(s)
number(s):

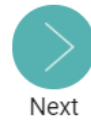
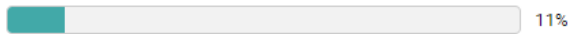
- * 5 Soroptimist Region

- * 6 Reported by:

Name

Email

Phone Number



Project Information

* 7 What type of Dream It, Be It Project did you host?

Small group mentoring sessions

Conference

Other:

If you select "Other", please use the provided space to briefly describe the format of your project.

* 8 What sessions of the Dream It, Be It curriculum did you use?

Session 1: Discovering Your Dreams

Session 2: Exploring Careers

Session 3: Creating Achievable Goals

Session 4: Rising Above Obstacles

Session 5: Turning Failure into Success

Session 6: Balancing Your Stress

Session 7: Putting Dreams into Action

* 9 When did you host your Dream It, Be It project?

Date of first
conference or
session:

MM / DD / YYYY

/ /

* 10 How many girls participated?

* 11 How many volunteer hours did your club(s)/organization commit?

* 12 How much money did your club(s)/organization expend?

Please only include
volunteer hours and
money spent for **this
specific** Dream It, Be It
project.

13 Our project:

- Received media attention
- Included new partners
- Attracted new members

Media attention could include local newspaper (print or online), radio, social media, etc.

new members

14 If your project provided additional opportunities for girls, please provide the number of girls who participated in each opportunity:

College visits

College visits could include campus tours, meetings with admissions counselors, or hosting your project on a college campus.

Workplace visits

Workplace visits could include office tours and/or meeting with professional staff.

Matching girls with professional women

Job shadow days

Job shadow days include attending work with a professional woman and observing her as she performs her job responsibilities.

Internships

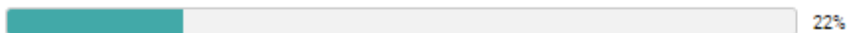
Informational interviews

Informational interviews include girls asking questions to professional women about their career path, coursework taken, challenges faced, favorite parts of her job, etc.

Volunteer opportunities

Other (please provide number and describe)

Volunteer opportunities are opportunities that allow girls to gain introductory experience within a particular field and to build skills transferable to college or career situations.



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Soroptimist/LiveYourDream.org is asking for the following information to better understand who is participating in the program.

Soroptimist/LiveYourDream.org understands that you may not have access to this kind of information about the participants of your project, so you may not know the answers to some or all of these questions. Please answer to the best of your ability. An 'I don't know' option is provided if you do not have any information at all to answer the question.

Soroptimist/LiveYourDream.org does not encourage members to directly ask participants these questions, but the information may be offered by girls during the course of the project, or by a staff member of a partner

Participant Demographics

To the best of your knowledge, please select the percentage of Dream It, Be It participants who have experience with the following situations.

0% = none of them

100% = all of them

You will be asked to indicate how many **(0%, 25%, 50%, 75%, or 100%)** participants have experience with certain life situations.

- * 15 What were the ages of the girl participants?
- Under 14 years old
- 14 - 18 years old
- * 16 Participants come from a low-income family.
-
- * 17 Participants come from a single-parent household.
-
- * 18 Participants have a stable home environment.
-
- * 19 Participants are involved in extracurricular activities (sports, lessons, clubs).
-
- * 20 Participants have access to adults who can provide assistance with difficult school subjects.
-
- * 21 Participants have access to adults who can offer guidance regarding post-secondary educational options.
-
- * 22 Participants have a caregiver who shows warm emotions and provides consistent support.
-
- * 23 Participants have a caregiver who is involved in school activities.
-

This part of the online form captures participants' responses to questions 1 - 8 on the participant evaluation form. All eight of these questions require a numerical response. In preparation for this section, you must add up the number of girls who selected 'strongly agree,' 'agree,' 'uncertain,' 'disagree,' or 'strongly disagree' for *each statement* on their participant evaluation forms. You will then enter the **TOTAL** number of girls who selected each response within the online form.

Girl's Evaluation Information

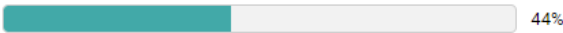
24 As a result of participating in Dream It, Be It...

-Please report the TOTAL number of participants who selected each response.

-Leave the row blank if your Dream It, Be It project did not address that objective.

Select the appropriate number from the drop down menu. Each row should total the number of girls who participated in the project, unless your project did not address that specific objective.

	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
I feel more confident about my future success	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I feel more prepared to pursue my career goals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I have new tools to overcome obstacles to my success	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I have new tools to overcome setbacks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I understand how my values can connect to possible careers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I know women who want to support my professional aspirations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I was introduced to professional role models	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I had an opportunity to create achievable goals for my future	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Within this section, you are asked to enter the *number* of girls who answered the question, rather than submit girls' actual written responses. Here you must count the number of participants who answered in a certain way.

Girl's Evaluation Information

Please enter the number of participants who completed the following questions.

* **25** What do you see as the number one obstacle to your career success?

participants who were able to identify at least one obstacle to career success:

participants who were NOT able to identify at least one obstacle to career success:

* **26** Did you learn strategies to overcome that obstacle?

participants said 'Yes' (learned strategies):

participants said 'No' (did not learn strategies):

* **27** What are two things you can do to recover from a setback to achieving your goals?

participants who were able to identify at least two things to recover from a setback:

participants who were NOT able to identify at least two things to recover from a setback:



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Please categorize participants' short answer responses based on the options below.

* 28 What was your favorite part of Dream it, Be It?

Please enter the number of times each response was selected.

girls said meeting new friends and being able to share thoughts and ideas with other girls:

girls said meeting inspirational women who can serve as mentors and role models:

girls said learning new skills I can use in everyday life:

girls said learning about various career opportunities and resources available to me:

girls said feeling inspired to dream about my future:

girls said something else that doesn't apply to the options listed above:

If girls said something else, please summarize their responses:

* 29 How can we improve this program for other girls?

Please enter the number of times each response was selected.

girls said they want more information about resources for their education and career:

girls said they want more interaction with mentors:

girls said they want more activities or sessions:

girls said they want more time for conversations and thinking:

girls said they want more guest speakers discussing their careers and obstacles:

girls said something else that doesn't apply to the options listed above:

If girls said something else, please summarize their responses:

* 30 What additional support do you need to live your dreams?

Please enter the number of times each response was selected.

More mentoring opportunities:

Online mentoring:

An online group of girls who have completed Dream It, Be It:

An opportunity for funding to support education or career training:

Other:

Please summarize responses for participants who selected 'Other':

For each question:

- Count the number of responses that apply to each category listed.
- Then enter the TOTAL number of responses for each category in the form.
- Summarize all other responses that do not fit within the provided categories and submit your summary in the space provided (the last option for each question).

Girl's Evaluation Information

- 31 Please provide the names and e-mail addresses of participants who indicated Soroptimist may follow up with them in the future.

If a girl circled 'yes' to question 16 on the participant evaluation form, please provide her contact information here. Soroptimist/LiveYourDream.org expects to have minimal contact with participants but would like the option to contact them regarding further development of Dream It, Be It.

- 32 If girls indicated in Question 15 of the evaluation form that Soroptimist may quote their responses, please share stories or quotes from your Dream It, Be It project with SIA! (these stories and quotes may be highlighted through SIA communication channels such as Facebook, Soroptimist Summary, Best for Women, LiveYourDream.org, etc.)

- 33 Was your Dream It, Be It project extraordinary? If your club went above and beyond the use of the curriculum, tell us how!

- * 34 Do you have video of your project that you would like to share? (our communications department may reach out to secure this footage)

- Yes
 No

- * 35 Do you have pictures of your project that you would like to share? (these pictures may be highlighted through SIA communication channels such as Facebook, Soroptimist Summary, Best for Women, LiveYourDream.org, etc.)

- Yes
 No

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Submitting these photographs indicates that:

-You have consent from the subjects in these photographs to share them with Soroptimist International of the Americas

-You are giving Soroptimist International of the Americas permission to use them for communication and marketing purposes

36 Upload Picture 1

Choose File No file chosen

37 Upload Picture 2

Choose File No file chosen

38 Upload Picture 3

Choose File No file chosen

39 Upload Picture 4

Choose File No file chosen

40 Upload Picture 5

Choose File No file chosen

41 Upload Picture 6

Choose File No file chosen

42 Upload Picture 7

Choose File No file chosen

43 Upload Picture 8

Choose File No file chosen

44 Upload Picture 9

Choose File No file chosen

45 Upload Picture 10

Choose File No file chosen

46 What were some challenges your club faced? What additional resources or support could have helped you address those challenges?

47 What went well with your project? What resources or support would you attribute to these successes?



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Done