

Quick Start Guide

Leading a *Dream It, Be It* project has a lot of important pieces, so we have provided this streamlined handout to help get you started and to ensure that you have everything covered!

To keep on top of the planning process, set a target date to complete each step and add notes of important items related to each task. Varying factors in your planning process will change the order of these steps and some steps can happen simultaneously, so adjust accordingly as you go!

Questions? Email us at program@soroptimist.org.

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	Task	Target Date	Important Notes
STEP 1	<u>Form a planning committee.</u> Bring together members who have the passion and time to drive the planning, implementation, and evaluation of a <i>Dream It, Be It</i> project.		
STEP 2	<u>Review the available resources.</u> Request the most up to date curriculum by emailing program@soroptimist.org .		
STEP 3	<u>Complete SIA's Standards for Working with Youth.</u> All members working on site as part of a <i>Dream It, Be It</i> project must comply with SIA's Standards for Working with Youth .		
STEP 4	<u>Conduct a community assessment.</u> Determine what support services already exist for girls in your community. Identify the needs of girls in your community and how <i>Dream It, Be It</i> can address those needs.		



STEP 5	<p><u>Build community partnerships.</u></p> <p>Connect with schools, youth organizations, places of worship, and social service agencies that work with girls. Develop relationships with these potential community partners and determine which organization has a need that can be fulfilled with <i>Dream It, Be It</i>.</p>		
STEP 6	<p><u>Organize a Girls Advisory Group.</u></p> <p>When girls are actively involved in the planning process, the project is more likely to be a success as their expertise will help shape a project tailored to their specific audience.</p>		
STEP 7	<p><u>Select a model.</u></p> <p>Choose to hold a one-day conference or small group mentoring sessions.</p>		
STEP 8	<p><u>Create a budget and raise funds.</u></p> <p>Consider reaching out to local businesses identified in your community assessment for support.</p>		
STEP 9	<p><u>Confirm dates and location and recruit participants.</u></p> <p>Work with your community partners to identify girls who would benefit from <i>Dream It, Be It</i> and invite them to participate.</p>		
STEP 10	<p><u>Identify speakers.</u></p> <p>Refer to your community assessment and consider which organizations may have staff who could be influential to girls as a speaker or leaders in the local community. Consider other influential community members who might be interested in getting involved.</p>		



STEP 11	<p><u>Adapt the curriculum.</u></p> <p>Working with your planning committee and the Girls Advisory Group, review and adapt the curriculum to fit the needs of your audience. Make necessary changes to the curriculum sessions to ensure they are more relevant to the girls you'll be working with.</p>		
STEP 12	<p><u>Facilitate <i>Dream It, Be It</i> curriculum sessions with girls.</u></p> <p>This is the fun part! Refer to the Tips for Facilitating Groups for more guidance.</p>		
STEP 13	<p><u>Evaluate.</u></p> <p>Have girls complete the Dream It, Be It Evaluation Form after the final session.</p>		
STEP 14	<p><u>Report your project by June 30.</u></p> <p>Submit your project report to SIA Headquarters through the Dream It, Be It Reporting Form by June 30.</p>		