



# Planning Toolkit Overview

## A SOROPTIMIST/LIVEYOURDREAM.ORG RESOURCE

This resource provides an overview of the steps necessary to host a local Dream It, Be It project and can be used as a tool to help guide your planning. 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!

**This tool is designed to accompany the [Dream It, Be It Planning Toolkit](#), [Curriculum Guide](#), and [Evaluation Guide](#), which contain details about each step and links to additional resources.**

	TASK	TARGET DATE	IMPORTANT NOTES
<b>Step 1:</b>	<p><b>Form a planning committee.</b> Identify members who have the passion and time to drive the planning, implementation and evaluation of a Dream It, Be It project. Delegate who will be responsible for which tasks.</p>		
<b>Step 2:</b>	<p><b>Review the research and available resources.</b> Read about the extensive research that informed Dream It, Be It and learn about all the resources to plan a project.</p>		
<b>Step 3:</b>	<p><b>Complete SIA's Standards for Working with Youth.</b> All members working on site as part of a Dream It, Be It project <i>must</i> comply with SIA's Standards for Working with Youth.</p>		
<b>Step 4:</b>	<p><b>Conduct a community assessment.</b> Determine what support services already exist for girls in your community, what the needs are of girls in your community, and if/how Dream It, Be It can address those needs.</p>		
<b>Step 5:</b>	<p><b>Organize a girls advisory group</b> When girls are actively involved in the planning of projects for them, the project is more likely to be a success. Girls can offer expertise about creating a project for their specific audience, and they will be invested in its success too.</p>		

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<b>Step 6:</b>	<p><b>Select a model: one day conference or small group mentoring.</b> Both models provide information to help girls reach their career goals and involve similar work and preparation. You should choose the model that fits with the outcomes of the community assessment, members' preferences, and what the volunteers are already doing.</p>		
<b>Step 7:</b>	<p><b>Build community partnerships.</b> Consider 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 Dream It, Be It. Be clear with your expectations and communication.</p>		
<b>Step 8:</b>	<p><b>Create a budget and raise funds.</b> Identify both expenses and revenue with as much detail as possible. Examine existing financial commitments and identify any changes that can be made. Fundraise to make up the difference via community fundraisers, sponsorships from local businesses, grants, and/or donations.</p>		
<b>Step 9:</b>	<p><b>Confirm dates and location and recruit participants.</b> Confirm all details with volunteers and community partner(s). Work with your community partners to identify girls who would benefit from Dream It, Be It and invite them to participate.</p>		
<b>Step 10:</b>	<p><b>Identify speakers.</b> 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 who may be interested in getting involved.</p>		

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<b>Step 11:</b>	<p><b>Carefully review the curriculum.</b> Working with your planning committee and the girls advisory group, review and adapt the curriculum to fit the needs of your audience. Read the curriculum overview and each of the curriculum sessions. Make necessary changes to curriculum sessions to make it more relevant to the girls with whom you'll be working.</p>		
<b>Step 12:</b>	<p><b>Facilitate Dream It, Be It curriculum sessions with girls.</b> Rely on volunteers, community members experienced in working with girls (such as guidance counselors, social workers, or staff of social service organizations), or paid facilitators. Refer to the Tips for Facilitating Groups for more guidance.</p>		
<b>Step 13:</b>	<p><b>Have girls complete the Dream It, Be It Evaluation Form after the final session.</b> The evaluation form measures the program goal and objectives and helps SIA and clubs understand the collective impact we have on improving the lives of girls.</p>		
<b>Step 14:</b>	<p><b>Submit your Project Report to SIA headquarters by June 1.</b> A designated club member will need to enter your project information and the cumulative results of the evaluation forms completed by participants in an online form.</p>		