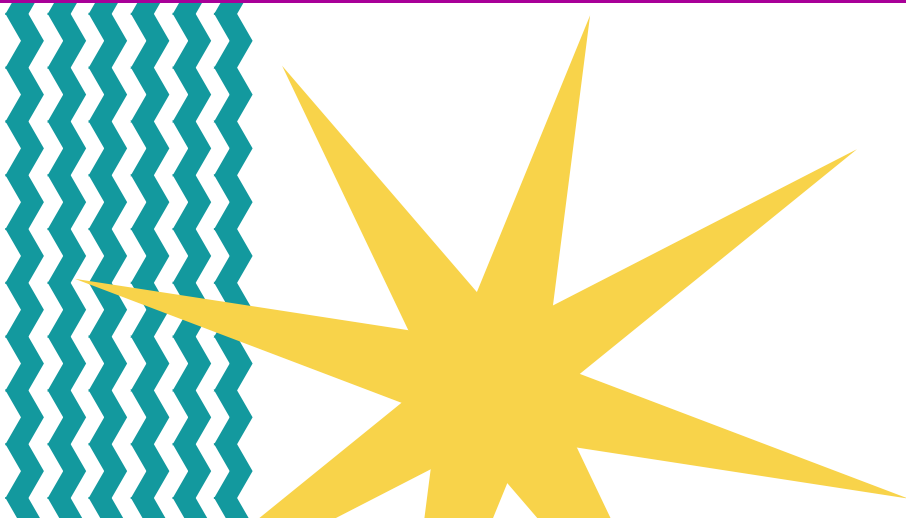




DREAM IT \* BE IT \*  
CAREER SUPPORT  
\* {for girls} \*

# Evaluation Guide





# Evaluation Guide

A SOROPTIMIST RESOURCE

## Welcome to *Dream It, Be It: Career Support for Girls!*

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### I. Introduction

Welcome to the evaluation guide for *Dream It, Be It: Career Support for Girls!* This resource will help you administer an evaluation for your *Dream It, Be It* project.

Soroptimist’s global program for girls – *Dream It, Be It: Career Support for Girls* – targets girls in secondary school who face obstacles to their future success. It provides girls with access to professional role models, career education and resources to live their dreams. Career support includes help and assistance to pursue an occupation that will offer opportunities for long-term success. Although we don’t think all girls will know what they want to do for the rest of their lives, the skills they learn in *Dream It, Be It* will help them regardless of the career they choose to pursue or when they choose to pursue it.

In order to ensure we are reaching our goals and helping girls in meaningful, measurable ways, *Dream It, Be It* has very clearly defined goals and objectives.

**Program Goal:** Through education and access to role models, girls will be empowered to pursue their career goals and reach their full potential.

#### Objectives:

1. Increase the number of girls who feel prepared to pursue their career goals.
2. Increase the number of girls who feel comfortable creating achievable goals.
3. Increase the number of girls who have tools to overcome obstacles to success.
4. Increase the number of girls who understand the importance of resilience.
5. Increase the number of girls who can connect personal values with possible careers.
6. Increase the number of girls who feel more confident about their future success.
7. Increase the number of girls who have professional role models.

## II. Measuring Impact

An evaluation measures the success of a project and the impact your project has had on participants. An evaluation:

- allows volunteers to verify accomplishment of their goals.
- ensures that the correct activities are being conducted to bring about the impact needed by participants.
- measures the benefit or change to participants as a result of the project.
- allows volunteers to state the impact of their project.
- enables volunteers to make well-informed decisions about continuing, ending or revising a project.

By conducting an evaluation of *Dream It, Be It*, Soroptimist volunteers are able to speak more specifically about the impact of our work in the community to improve the lives of girls. The *Dream It, Be It* evaluation will measure the program goal and objectives stated above. By submitting evaluation data of your project, volunteers contribute to the collective impact of *Dream It, Be It*. When hundreds of volunteers complete a local project and submit the evaluation data, Soroptimist is able to understand and tell the story of the global impact we all have on girls. Your work in your community directly connects to the work taking place in all of our organization's countries and territories.

## III. Timeline

*Dream It, Be It* projects may be implemented at any time during the year. At the conclusion of a conference or small group mentoring sessions, volunteers should provide participants with the evaluation form (included in this guide) and request that participants complete it and return it to a designated volunteer(s). Please be aware of the following timeline:

- **One Month After Your Project:**
  - Evaluation information is due to Soroptimist. A designated volunteer will need to compile responses from the evaluation forms and submit information into [the online form](#) (instructions below).
- All information must be submitted NO LATER THAN JUNE 30.
- Please follow this process every time you complete a *Dream It, Be It* conference or series of small group mentoring sessions

## IV. Tips for Administering the Evaluation

- Encourage honest feedback. Ensure girls understand they won't be treated any differently based on providing positive or negative feedback.
- Inform girls their responses will be kept confidential. Explain that Soroptimist will protect their responses and not share any identifying information with anyone else. Soroptimist may quote their responses when reporting about or publicizing the program, but only if girls give us permission to do so (by checking the 'Yes' box at the end of the evaluation form).
- Explain to the girls their responses are important to us. We need their feedback to know if we are hitting the mark, or if adjustments need to be made to the program. Assure girls the feedback they provide on the evaluation form will be taken very seriously by Soroptimist and will inform the future of the program.
- Volunteers should remain in the room with girls as they complete the survey in case girls have questions. Request that the survey be returned to a volunteer before each girl leaves the room. If girls take the survey home to complete, it is unlikely the survey will be returned.
- Alternatively, if you have technology access, consider sharing a link that the girls can complete on their phones with the evaluation results. This may make it easier to complete the SIA evaluation form for your project.

- Consider sharing the collective results of the evaluation with all the girls after results are compiled. They may be interested in knowing the impact of *Dream It, Be It* on the entire group.

## **V. How-to Submit Evaluation Information to the Online Form**

After girls complete the Evaluation Form (included in this guide), a volunteer will need to submit the results to Soroptimist. The evaluation information can be entered by following the link on the [Dream It, Be It Reporting and Evaluation web page](#) to an [online form](#) where general information about your project and the results of the evaluation forms will be entered.

Many of the questions require a numerical answer. To make the process as easy as possible, the volunteer who is responsible for completing the [online form](#) should carefully review this Evaluation Guide and then gather the necessary information before starting the [online form](#). PDF Reports will not be accepted.

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

You will be asked to report currency in \$US. Please use this [calculator](#) to find your currency's equivalent in US before you start the report.

There is no need to save the report as you go unless you are going to finish it at a later time. If you do need to save the report, please click the downward triangle next to "How to Save Your Form" at the bottom of each page. Please follow the instructions.

Questions? Please email [program@soroptimist.org](mailto:program@soroptimist.org) or call 215-893-9000 ext. 132.



# Evaluation Form

**THANK YOU FOR PARTICIPATING IN *DREAM IT, BE IT!***

Please answer these questions as honestly as possible. Your answers will help Soroptimists understand how *Dream It, Be It* may have impacted you.

(For each question, please choose only one answer)

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

**Strongly Agree    Agree    Uncertain    Disagree    Strongly Disagree**

1. I feel more confident about my future success.

2. I feel more prepared to pursue my career goals.

3. I have new tools to overcome obstacles to my success.

4. I have new tools to overcome setbacks.

5. I understand how my values can connect to possible careers.

6. I know women who want to support my professional aspirations.

7. I was introduced to professional role models.

8. I had an opportunity to create achievable goals for my future.

9. What do you see as the number one obstacle to your career success?

10. Did you learn strategies to overcome that obstacle?

Yes

No

Please explain your answer:

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

1.

2.

12. What was your favorite part of *Dream It, Be It*?

13. How can we improve this program for other girls?

14. What additional support do you need to live your dreams? (Check all that apply.)

More mentoring opportunities from a local Soroptimist member

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 describe:

15. May Soroptimist quote your responses in our reporting or promotional materials? (The quote will never include your name or other identifying information.)

Yes

No

16. If Soroptimists want to follow up with you in the future, may we contact you?

Yes

No

If yes, please provide:

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_