



# Reporting & Evaluation Worksheet

A SOROPTIMIST/LIVEYOURDREAM.ORG RESOURCE

## Tips for Completing the Reporting & Evaluation Form Online

Complete and submit 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](mailto:siahq@soroptimist.org), call (215) 893-9000, or contact your region office (Soroptimist clubs only).



## Club Reporting & Evaluation Form

Project Information English

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

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

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):

- 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

- \* 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 If you worked with a community partner, what kind of organization was it?

- Public school
- Alternative/transition/continuation school
- Girl development/mentorship
- Youth development
- Foster care
- Homeless
- Community center
- Public assistance agency
- Faith community (church group, Jewish community center, etc.)
- Girls' sports club/organization
- Library system
- Juvenile court
- Other

9 Name of community partner organization:

\* 10 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
- We did not use the Dream It, Be It curriculum

\* 11 When did you host your Dream It, Be It project?

Date of first conference or session:

MM/DD/YYYY	
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\* 12 How many girls participated?

\* 13 How many volunteer hours did your club(s)/organization commit?

\* 14 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.

15 Our project:

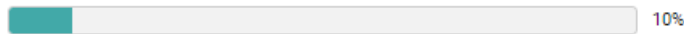
- Received media attention
- Included new partners
- Attracted new members

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

# new members

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

College visits	<input type="text"/>
Workplace visits	<input type="text"/>
Matching girls with professional women	<input type="text"/>
Job shadow days	<input type="text"/>
Internships	<input type="text"/>
Informational interviews	<input type="text"/>
Volunteer opportunities	<input type="text"/>
Other (please provide number and describe)	<input type="text"/>




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

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

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

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 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

English

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

\* 17 What were the ages of the participants?

Under 14 years old

14 - 18 years old

Over 18 years old

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

\* 18 Participants come from a low-income family.

\* 19 Participants come from a single-parent household.

\* 20 Participants are in foster or alternative care (not living with their biological parents).

\* 21 Participants have a stable home environment.

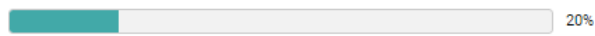
\* 22 Participants are involved in extracurricular activities (sports, lessons, clubs).

\* 23 Participants have access to adults who can provide assistance with difficult school subjects.


\* 24 Participants have access to adults who can offer guidance regarding post-secondary educational options.

\* 25 Participants have a caregiver who shows warm emotions and provides consistent support.

\* 26 Participants have a caregiver who is involved in school activities.

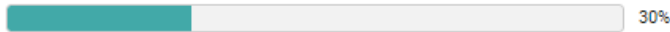


   
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\* 27 Did your club provide this Evaluation Form to your girl participants and collect the results?

- Yes
- No



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\* 28 How many participants submitted an Evaluation Form?



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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.

29 I feel more confident about my future success

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

30 I feel more prepared to pursue my career goals

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

31 I have new tools to overcome obstacles to my success

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<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.

32 I have new tools to overcome setbacks

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

33 I understand how my values can connect to possible careers

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

34 I know women who want to support my professional aspirations

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

35 I was introduced to professional role models

Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

36 I had an opportunity to create achievable goals for my future


Strongly Agree	<input type="text"/>
Agree	<input type="text"/>
Uncertain	<input type="text"/>
Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>



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

\* 37 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:

\* 38 Did you learn strategies to overcome that obstacle?

# participants said 'Yes' (learned strategies):


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

\* 39 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.

\* 40 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:

\* 41 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:

**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.

\* 42 What additional support do you need to live your dreams?

*Please enter the number of times each response was selected.*

More mentoring opportunities:	<input type="text"/>
Online mentoring:	<input type="text"/>
An online group of girls who have completed Dream It, Be It:	<input type="text"/>
An opportunity for funding to support education or career training:	<input type="text"/>
Other:	<input type="text"/>
Please summarize responses for participants who selected 'Other':	<input type="text"/>

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

44 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.)



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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.

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

- 46 If your club gained new members from this project, we'd love to hear the story! Please describe how this person heard about Dream It, Be It/Soroptimist and why they made the commitment to join!

- 47 Do you have video of your project that you would like to share? If so, please include a link to the video below (YouTube, Dropbox, etc).

- \* 48 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

49 Upload Picture 1

Choose File

No file chosen

50 Upload Picture 2

Choose File

No file chosen

51 Upload Picture 3

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52 Upload Picture 4

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53 Upload Picture 5

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54 Upload Picture 6  
**Choose File** No file chosen

55 Upload Picture 7  
**Choose File** No file chosen

56 Upload Picture 8  
**Choose File** No file chosen

57 Upload Picture 9  
**Choose File** No file chosen

58 Upload Picture 10  
**Choose File** No file chosen



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

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

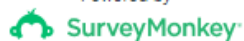


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