



Region Chair Instructions 2015-2016

A SOROPTIMIST RESOURCE FOR REGION CHAIRS

Welcome to Dream it, Be it: Career Support for Girls!

Introduction

Congratulations on your appointment as the Dream It, Be It chair from your region! Working together – region and federation leadership and the staff at SIAHQ - we will make this program a success!

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. The topics covered include career opportunities, setting and achieving goals, overcoming obstacles to success and how to move forward after setbacks or failures.

Dream It, Be It joins Soroptimists' long-running program Live Your Dream: Education and Training Awards for Women (formerly the Women's Opportunity Awards). As the Live Your Dream Award is SIA's cornerstone program for assisting women, Dream It, Be It is the primary way SIA assists girls.

Program Goal:

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

These Dream Programs of Soroptimist provide significant assistance to women and girls so that they may have access to the education and training they need to reach their full potential and live their dreams. Soroptimist is committed to investing in programs that demonstrate a sustainable, measurable change for women and girls. For more information about our impact, visit our website at www.soroptimist.org.

Your role as region chair has four parts:

1. Read and understand all the Dream It, Be It information available for clubs
2. Promote the program in your region to encourage club participation
3. Assist clubs in the planning and implementation of local-level projects
4. Communicate with SIAHQ, including submitting a region transmittal form by March 15

2015-2016 Club Year Timeline

September 2015

Contact all clubs in your region to introduce yourself as the region chair. Let clubs know you will be the main contact within your region for supporting their local-level projects and provide contact information so clubs know where to reach you with their questions.

February 1, 2016

Contact all clubs in your region to remind them of the February 15 deadline for Club Transmittal forms. You may want to include a [blank Club Transmittal form](#) in an e-mail to clubs.

February 15, 2016

Club Transmittal forms are due to you as the region chair. You will need to compile the data submitted by clubs within the Club Transmittal forms in order to complete the Region Transmittal form.

March 15, 2016

Once you complete the Region Transmittal form, please send it to SIAHQ by this date. It can be submitted to program@soroptimist.org.

May 15, 2016

Contact all clubs within your region to remind them of the June 1 deadline to enter evaluation data from the Dream It, Be It project. Clubs will need to visit the SIA website to submit their evaluation data.

June 1, 2016

Club evaluations are due. Project evaluation information needs to be entered into the evaluation form on the SIA website by this date.

1. Read and Understand the Dream It, Be It Club Materials

The 2015-2016 club year will be spent continuing to encourage Soroptimist clubs to plan for their local-level projects and supporting Soroptimist clubs who have committed to hosting a conference or small group mentoring sessions. To make Dream It, Be It a success, a lot will be asked of clubs and we want to make sure to give them time and resources to easily plan their local-level projects.

The first step for your role as the region chair is to be familiar with all of the available club materials, including:

Planning Documents:

[Club Planning Toolkit](#)

[Guidelines for Participation in Programs Involving Youth](#)

[Procedures for Working with Youth](#)

[Online Training Resource](#)

[Dream It, Be It Research Paper](#)

[FAQ about Dream It, Be It](#)

[Video](#)

Curriculum Documents:

[Club Project Guide](#)

[Curriculum Overview](#)

[Sessions:](#)

[Session 1: Discovering Your Dreams](#)

[Session 1: Discovering Your Dreams - Conference](#)

[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](#)

[Session 7: Putting Dreams into Action - Conference](#)

[Ten Tips for a Successful Project](#)

[Tips for Facilitating Groups](#)

[Sample Letter to Parents](#)

[Parent Consent Form](#)

2. Assist Clubs

As the region chair, your main responsibility is to assist clubs in your region that have committed to being involved with Dream It, Be It. You will serve as the principal contact for clubs in your region. As clubs begin to implement the program, there will be a lot of questions. Please be very familiar with our updated FAQs document because it includes responses to several questions SIAHQ has received about the program. If you get questions to which you are unsure of or can't find the answer to, please contact program@soroptimist.org.

SIA has outlined two separate ways for clubs to engage with Dream It, Be It. The first way is by *participating*, which means that clubs have held a Dream It, Be It conference or small group mentoring sessions for girls in secondary school, used the Dream It, Be It curriculum and provided the impact information through the SIA evaluation database. If two or more clubs are working together and sharing the management equally, all will be considered participating. The second way to engage with Dream It, Be It is by *supporting*, which means that clubs that have supported another participating club through financial support, in-kind donations, providing speakers or administrative support and/or providing additional opportunities for girls participating in a Dream It, Be It project.

Your region chair role includes connecting participating clubs who would like additional resources with clubs who have support to offer a participating club but do not have the capacity, interest, or experience working with girls to implement a project on their own.

Another role as region chair includes connecting clubs who have experience with Dream It, Be It with clubs who are beginning to plan and implement local projects. Experienced participating clubs will likely have guidance and suggestions to offer clubs just beginning to plan their participation.

The success of Dream It, Be It within your region will be based on:

- The number of clubs participating in the program
- The number of girls reached
- The number of clubs providing additional opportunities for girls
- The number of girls who receive additional opportunities
- 100% of participating clubs reporting their impact

- The number of clubs supporting the program
- Efforts to support the clubs in the region in their various opportunities for engaging in Dream It, Be It.

At this point in Dream It, Be It's existence, SIA is not aiming for 100% club participation; SIA is aiming for 100% of the clubs who wish to participate or support Dream It, Be It to have the necessary resources and guidance to do so.

3. Promote Dream It, Be It

Since this program is very new, another one of your main responsibilities will be to promote the program to clubs in your region. Specifically, your role will be to encourage clubs to plan a club-level project. Some ideas for promoting the program include:

- Email all clubs in the region
- Include reminders in all region newsletters and communications
- Hold workshops or give presentations at district, region and club meetings
- Share the successes and stories of clubs who are already participating
- Advertise on region web and Facebook pages
- Set a goal for the region and challenge clubs to meet it

4. Communicate with and Submit Information to SIAHQ

Clubs that participate in Dream It, Be It will need to complete a Club Transmittal form. Your role will be to remind clubs of this responsibility and collect the forms by February 15. You will then need to complete and submit the Region Transmittal form to SIA headquarters on or before March 15. Clubs who are reported as participating will receive a certificate.

Via the Club Transmittal form, clubs are asked to report whether members involved with Dream It, Be It have completed background checks and SIA's online training. It is vital for clubs to do so as a precaution for themselves and girls with whom they are working. As you complete the Region Transmittal form, please note any clubs who have not indicated they have completed background checks and online training. If any clubs have not, please submit a list of those clubs with the Region Transmittal form so SIA can address the issue directly with clubs.

Furthermore, we will ask that you maintain communication with SIA headquarters as you receive feedback and communications from clubs. SIA needs to know what questions clubs have as well as what clubs think of the program and the resources provided. SIA will use this information to develop additional resources and provide additional support to clubs.

Region Chair Job Description

A. Area of Responsibility

The Dream It, Be It region chair will be responsible for supporting participating clubs as well as promoting and tracking club participation in the Dream It, Be It program. For the 2015-2016 club-year, the Dream It, Be It chair will assist clubs with their implementation of the program and encourage other clubs to begin planning.

B. Goals and Outcomes

- To promote Dream It, Be It within your region so clubs feel inspired to participate in the program or support it in some other way.
- To ensure clubs have sufficient guidance to participate in or support Dream It, Be It.

C. Specific Duties

- Thoroughly read all the materials available for Dream It, Be It.
- Promote the materials and support club participation in the region.
- Serve as the region contact person for clubs participating in and planning participation in Dream It, Be It.
- Encourage clubs to work together in support of Dream It, Be It.
- Promote increasing SIA's collective impact through participation in Dream It, Be It.
- Receive club transmittal forms by the February 15 deadline.
- Use the information from the club transmittal forms to complete the region transmittal form.
- Submit all required information to SIAHQ by the March 15 deadline.
- Support club's submission of evaluation data within SIA's web form to ensure all program impact information is reported.
- Maintain regular e-mail access in order to read and respond to all emails from the program department in a timely manner.
- Consult with the program department at SIAHQ as needed.

D. Eligibility Requirements

- Must be a member of SIA in good standing with her club.
- Must be enthusiastic about SIA's new Dream It, Be It program.
- Must have regular e-mail access.
- Should be familiar with SIA's strategic plan and the Big Goal of increasing SIA's collective impact.
- Should be sensitive to the cultural differences among participants in the region.

E. Reports to

The Dream It, Be It region chair reports to both the region governor and the program department at SIAHQ.

F. Reporting/Monitoring/Communication

Dream It, Be It region chairs are responsible for collecting club transmittal forms, transferring the data onto the region transmittal form and submitting the form to the program department at SIAHQ by the March 15 deadline. Failure to complete assigned duties or respond to requests for action may lead to termination of the appointment.

G. Term of Assignment

Two years and is renewable.

H. Finances

SIA does not provide any financial compensation for the position of the Dream It, Be It region chair.

I. Application Process

The application is per region procedure. Once appointed, SIAHQ will supply chairs with a detailed set of region instructions.



Dream It, Be It Region Transmittal Form

A SOROPTIMIST RESOURCE FOR CLUBS & MEMBERS

Instructions

Region transmittals are due to SIAHQ on **MARCH 15**. Using the information provided by clubs on their club transmittal forms, please compile the information requested below. Regions located in areas with unreliable postal service delivery should make appropriate arrangements to ensure on-time delivery.

Region _____

Name of Chair _____

Please answer the following questions:

1. _____ (number of clubs) used the Dream It, Be It curriculum and held a local-level project this year.

_____ (number of clubs) held small group mentoring sessions for _____ girls.

_____ (number of clubs) held a one-day conference for _____ girls.

2. Clubs in our region:

Committed _____ volunteer hours to Dream It, Be It.

Expended \$_____ on Dream It, Be It.

3. Projects in our region:

_____ (number of clubs) attracted _____ new members to clubs in our region

_____ (number of clubs) received media attention

_____ (number of clubs) included new partners

4. All adult participants (US and Canada only) in our region:

Completed state clearances

Participated in on-line training

5. _____ clubs in our region provided _____ additional opportunities for girls, including:
- _____ (number of clubs) provided college visits to _____ girls
 - _____ (number of clubs) provided workplace visits to _____ girls
 - _____ (number of clubs) matched _____ girls with professional women
 - _____ (number of clubs) provided job shadow days to _____ girls
 - _____ (number of clubs) provided internships for _____ girls
 - _____ (number of clubs) provided informational interviews for _____ girls
 - _____ (number of clubs) provided volunteer opportunities for _____ girls
 - _____ (number of clubs) provided other opportunities for _____ girls,
including: _____
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***Please also submit a list that includes:**

- 1. Clubs that held small group mentoring sessions**
- 2. Clubs that held a one-day conference**
- 3. Clubs that provided support to other clubs' Dream It, Be It projects**