

Best Practices Dream Process

STEP 1 - ONLINE DREAM REFERRAL

The online referral allows the family to be in direct contact with the chapter. The referral form is sent to the chapter's email account. A volunteer should then follow up with each family via email or call.

STEP 2 - DREAM APPLICATION

If the dream child meets the basic requirements then the family should be sent a blank application. Once completed, the application should be sent back to the chapter by fax, mail or Box.com.

STEP 3 - SCREENING

Set up a meeting (location/date/time) for an in-person interview. Virtual meetings are also acceptable. There should be two volunteers present. Make certain the child communicates his/her dream.

STEP 4 - APPROVAL

At the following chapter meeting, all details/documents should be provided. Board members vote for approval of the dream. Make sure to document approval or denial in your chapter minutes.

STEP 5 - DREAM FULFILLMENT

If approved, now it's time to plan the dream! The person in charge of dream fulfillment should work with the family and HQ (if necessary) to make the best possible dream!

STEP 6 - FILING

Following the dream, make certain all documents pertaining to the dream are filed. These are required to be stored indefinitely. It's also good practice to collect any photos/stories for social media.

So what supporting documents/identifications do I need along with the application? Good thing you asked! Use the following as guidelines...

- If Married is selected on page 2 of the application and both biological parents sign the forms:
 - No additional documents are required.
- If Single, Divorced or Separated is selected on page 2 of the application, or in situations where last names are different, or if both biological parents do not sign the forms:
 - A copy of the child's birth certificate;
 - And a copy of the court order awarding custody (if needed).
- If Widowed is selected on page 2 of the application:
 - A Single Parent Form completed by the parent.

But what if there are other red flags? Can I ask for more ID?

The above list are the minimum requirements. If there are any red flags, your chapter has the discretion to ask for additional documentation, such as birth certificates for all children participating in the dream and driver's licenses for adults 18 and older. If your chapter is considering denying any dream due to identification, reach out to National Headquarters for guidance before officially denying the dream.

In addition:

- All vehicle rentals for GKTW dreams and by our Enterprise account include full-coverage insurance.
- The Cash Receipt Form should be signed by a volunteer and family member at the time of providing expense money for a dream. The person receiving the money should provide identification.