



What We're Working on @ HQ

March 2021

“First and foremost, we hope everyone in the Dream Factory family, along with their own families, are doing okay during this unusual time. The physical and emotional health of our volunteers and staff is critically important. All of us are feeling the impact to some degree. There are doctors, nurses, healthcare professionals, firefighters, policemen and police women, small business owners, salespeople, teachers, parents, paraprofessionals, etc. throughout the families of our volunteers and staff. Many of us have elderly parents and many of us find ourselves in that unenviable category of “vulnerable”.

I share all of this not to be negative but rather to share our strength. The Dream Factory is a great organization made up of great people. People with different backgrounds, from different parts of the country, with different political and religious beliefs, with different careers and of different ages all come together with one focus-to provide dreams to sick and ill children!

Our people, whether serving as staff, volunteers, board members or in some other capacity, are indeed our greatest strength. Working together we will make it through this challenge and together we will provide dreams for another 40 years”

The above is what I shared in the March 2020 newsletter and it resonates with me today a year later. Going forward, as the light grows a bit brighter and the conversations shift from “not right now” to “how can we make this happen”, our reliance on and support of each other continues to be the key to our success. While other organizations have made the decision to postpone travel dreams, we continue to ask ourselves “how can we make this happen”. Working together we are beginning to answer the how question!!

Opening Up Dreams Again: This document has been updated and is available in the volunteer section of the website. Please use this document as a reference as your chapter proceeds with granting dreams. As long as these guidelines are followed, your chapter can grant dreams! Any questions about this doc or dreams? Email those to tommie.kendall@dreamfactoryinc.org.

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Dream Week: We are currently working with Give Kids The World for "Dream Week" at the GKTW Village for June 20-26. For the rest of 2021, GKTW is operating on a 15% capacity, which means only 25 Villas are being used for families. **Please note the 15% capacity is based on Disney restrictions for tickets, not GKTW.** For the specific week of June 20-26, the entire Village has been reserved for the Dream Factory! Because of this, we want to fill all 25 Villas with Dream Factory families. In addition, for chapters who send families then those chapter's volunteers can also stay at the Village at no additional cost - one Villa per chapter. This is a great opportunity! If your chapter has a dream family who can stay at the GKTW Village on June 20-26 (and you also have volunteers interested) then reach out to tommie.kendall@dreamfactoryinc.org ASAP. These can be for postponed dreams or new dreams.

Email Passwords: As everyone is aware, email security challenges have haunted us off and on for several years. It is now time for us to take the steps most of us are familiar with from our work environments.

To increase our email security, we are adding two sets of rules to our password: (1) passwords must meet a certain strength and (2) passwords must be changed every six months. To add these two rules, each chapter will be provided with a temporary password and then will need to select a more secured password the next time you log in - these do not need to be sent to HQ. More instructions will be sent out prior to making any alterations but we wanted to provide everyone with a heads up. In addition, an email guide has been added to the volunteer section of our website under Administration and labeled, Email Training Guide - Updated March 2, 2021. All volunteers who utilize a DF email account needs to review this guide.

On the Horizon-The national convention is scheduled for September 24-25 in Louisville, Kentucky. Based on feedback received from the area coordinators, we plan on being in person at the Galt House. It will be exciting to see each other in person!!! More details to come in the upcoming months.

Reminders from Ellen's Desk

All **checks** require **2 signatures** unless it is an electronic check that comes directly from the bank. If you choose the e-check route, a 2nd person in the chapter needs to approve the payment being made. This step is for the protection of the treasurer.

Many chapters had a **\$10 service charge from FDC Financial** for several month last fall. These charges have been cancelled and a refund has been requested but there was no promise on the refunds.

Please notify HQ if your chapter does not have a monthly meeting so there is no expectation of **minutes**.

Thank you letters should always include the chapter EIN at the bottom. Please email ellen.wilson@dreamfactoryinc.org if you need a sample letter. Thank you letters should be sent for both monetary and in-kind donations.

Anyone that needs assistance with the monthly reporting can email ellen.wilson@dreamfactoryinc.org for help.

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