

## ProLiteracy Annual Member Report 2015-2016

**NOTE:** You can use the **Tab** key to move between fields on the survey, and the **Enter** key to submit the form when complete.

Please update any contact information.

Program Name:

Literacy Volunteers of Southern CT

Contact:

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### ORGANIZATION INFORMATION

#### SERVICES PROVIDED

Please check all services provided by your organization.

- |                                        |                                     |                                                  |                                     |
|----------------------------------------|-------------------------------------|--------------------------------------------------|-------------------------------------|
| Basic Literacy                         | <input checked="" type="checkbox"/> | Homeless Literacy                                | <input type="checkbox"/>            |
| ESOL                                   | <input checked="" type="checkbox"/> | Computer-based Instruction                       | <input checked="" type="checkbox"/> |
| High school equivalency (HSE)/GED prep | <input checked="" type="checkbox"/> | Digital/Information Literacy                     | <input type="checkbox"/>            |
| Family Literacy                        | <input type="checkbox"/>            | Health literacy                                  | <input type="checkbox"/>            |
| Workplace Literacy                     | <input checked="" type="checkbox"/> | Financial Literacy                               | <input type="checkbox"/>            |
| Citizenship                            | <input checked="" type="checkbox"/> | Transition to Post-secondary Education           | <input type="checkbox"/>            |
| Math                                   | <input checked="" type="checkbox"/> | Services for Students with Learning Disabilities | <input type="checkbox"/>            |
| Prison Literacy                        | <input type="checkbox"/>            | Other:                                           | <input type="checkbox"/>            |

Number of paid staff:  (do not include instructors)

Does your organization have a board/advisory group? ☒ Yes ☐ No

If yes, how many members? 10

**PROGRAM INCOME**

Please list the dollar amount received. Do not include in-kind funding.

Income Source	Dollar Amount	Income Source	Dollar Amount
United Way	\$ 7500	Special events	\$ 68246..
Religious organizations	\$	Direct mail campaigns/appeals	\$ 2800.1
Library	\$	Bequests/memorials	\$
Sponsoring Agency	\$	Federal government	\$
Foundations/Corporations	\$	State government	\$
Interest/investment income	\$ 160.01	Local/county government	\$
Individual/private donations	\$	Other	\$ 18955.!
Contracted services	\$		
<b>TOTAL INCOME</b>			\$ 97661.!

Please check any sources of federal or state government income your organization receives:

- ☐ Adult education & family literacy (WIA/US Dept. of Education-OCTAE)  
☐ Employment training (labor/WIA)  
☐ State government literacy/education funding  
☐ Head Start  
☐ Even Start  
☐ Library (LSTA)  
☐ Welfare/social services  
☐ Americorps/VISTA

**ADVOCACY/PUBLIC POLICY**

Please check ways in which your program is involved in advocacy or public policy efforts:

- ☒ include legislators/local officials on mailing lists for newsletters and announcements  
☒ invite legislators/local officials to visit the program  
☐ make personal visits to legislators  
☒ send letters from the program to legislators  
☐ urge students, instructors, or board to communicate with their legislators  
☐ forward ProLiteracy legislative alerts to students, instructors, or board  
☐ participate in public policy issues forums, rallies, etc.  
☒ make presentations to city council or other governing body  
☒ attend statewide meetings set up with legislators by adult literacy/adult education programs  
☒ provide opportunities for students to register to vote or learn how to vote  
☐ other

### MEDIA ACTIVITIES

Please check ways in which your program is engaged in local media efforts:

- ☒ maintain an organizational website
- ☒ maintain an organizational Facebook, Twitter, or LinkedIn account
- ☒ participate in postings or other adult literacy/adult education Facebook, Twitter, or LinkedIn pages
- ☒ presence in an article in a local newspaper and/or local news website/social media page
- ☒ presence on local television and/or radio news story
- ☒ create PSAs that are aired on local television, radio stations, or on the web
- ☒ send press releases about organizational news, announcements, etc.
- ☐ placement of organizational ads on local billboards
- ☐ other

Have you noticed an increased public awareness about your organization due to media presence and/or social media forums?

- ☒ Yes ☐ No

Has your organizational membership with ProLiteracy helped with media presence in your local area?

- ☐ Yes ☒ No

### INSTRUCTORS

Please report all numbers below for 2015-16.

Number of active VOLUNTEER instructors/tutors: 56

Number of active PAID instructors/tutors: 1

Number of active OTHER volunteers:  
(i.e. administrative, board, committees, etc.) 26

### INSTRUCTOR HOURS

Actual instructional hours for tutors/instructors 2272.5

Non-instructional hours for tutors/instructors  
(preparation, training, travel, meeting, etc.) 1774

How many of these hours were volunteer hours? 4026.5

### INSTRUCTOR DEMOGRAPHICS

Please report demographic information below for ALL volunteer tutors/instructors, paid tutors/instructors, AND other volunteers.

Age	Number	Gender	Number	Level of Education	Number
15 & under		Male	21	Less than 12th grade	
16-18		Female	62	High school diploma/HSE/GED	13
19-24	3			Some college	3
25-44	5			Undergrad degree	24
45-59	24			Graduate degree	40

60 &amp; over 44

Not available

3

Not available 7

**INSTRUCTOR/VOLUNTEER SOURCE OF REFERRAL**

Please check all that apply:

- |                                                   |                                                                              |
|---------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> TV/radio                 | <input type="checkbox"/> Social media                                        |
| <input checked="" type="checkbox"/> Friend/family | <input type="checkbox"/> Local volunteer center                              |
| <input type="checkbox"/> Employer                 | <input type="checkbox"/> Poster                                              |
| <input type="checkbox"/> Library                  | <input type="checkbox"/> Public relations talk                               |
| <input checked="" type="checkbox"/> Newspaper     | <input type="checkbox"/> Telephone book                                      |
| <input type="checkbox"/> Special event            | <input checked="" type="checkbox"/> Other agency/other literacy organization |
| <input checked="" type="checkbox"/> Website       | <input type="checkbox"/> Other                                               |

**INSTRUCTOR RETENTION**

What is your instructor retention rate? 61 %

Does your program either recommend or require that your instructors take free online courses provided on EdNet (ProLiteracy Education Network, ProLiteracyEdNet.org)?

☐ Yes ☒ No**STUDENTS**

Please report all numbers below for 2015-16.

Number of active BASIC LITERACY students: 6

Number of active ESOL students: 99

Number of active HSE/GED prep students: 3

Total number of active students: 108

**METHOD OF DELIVERING INSTRUCTION**

	Number of Students		
	Basic Literacy	ESOL	HSE/GED prep
One-to-one	5	74	3
Small-group instruction		25	
Large-group instruction			
Computer-based instruction	1		

**WAITING LISTS**

Typical # of BASIC LITERACY students on waiting list: 2



Average length of wait (in months):

2

Typical # of ESOL students on waiting list:

5

Average length of wait (in months):

3

Typical # of HSE/GED prep students on waiting list:

1

Average length of wait (in months):

1

What services are provided for students while on waiting lists?  
(Please check all that apply.)

- ☐ Pre-instruction computer-based learning
- ☐ Computer lab for self-learning
- ☒ Conversation groups
- ☐ Pre-instruction/introductory classes
- ☐ Goal-setting sessions
- ☐ Individual or group orientations
- ☐ More intensive assessment
- ☐ Other

#### STUDENT ENTRANCE LEVELS

##### Basic Literacy and HSE/GED Prep Students

Please enter the number of **new** basic literacy, HSE/GED prep students (those who entered in 2015-16) into the following literacy levels based on their abilities when they *entered* your program.

- 3 Beginning reader (0-3rd grade)
- 1 Developing reader (4th-5th grade)
- 1 Intermediate reader (6th-8th grade)
- 4 Advanced reader (9th-12th grade)
- Not available

##### ESOL Students

Please enter the number of **new** ESOL students (those who entered in 2015-16) into the following literacy levels based on their abilities when they *entered* your program.

- Able to read and speak some English
- Able to read some English, but not able to speak English
- Able to speak some English, but not able to read English
- Not able to speak or read English

Of all new ESOL students, how many are literate in their native language?

98

### STUDENT DEMOGRAPHICS

Please report demographic information below for ALL students—BL, ESOL, and HSE/GED prep.

Gender	Number	Employment Status	Number	Age	Number
Male	30	Employed	37	15 & under	
Female	78	Unemployed		16-18	3 290
		Not in labor force		19-24	5 490
		Unavailable	71	25-44	60 55.90
				45-59	28 26.90
				60 & over	5 5.90
				Not available	7 6.90

Level of Education	Number	Ethnicity/Race	Number
Less than 12th grade	22	Native American/Alaska Native	
High school diploma	25	Asian	34 31.90
GED/HSE credential	3	Native Hawaiian/other Pacific Islander	
Some college	13	Black/African American	5 4.90
College degree	40	Hispanic/Latino(a)	(34)/6 31.90/7.90
Not available	5	White	62 57.90
		Other	6 5.90
		Not available	1 1.90

### STUDENT RETENTION

Total number of active students who left your program in 2015-16: 40

Of the students who left, please complete the following:

Reason for Leaving	Number	Length of Stay	Number
Met goal(s)	2	0-3 months	16
Attained employment/job conflict	10	4-6 months	10
Moved out of area	12	7-12 months	6
Childcare problems		13-24 months (1-2 years)	3
Personal problems (health, family, etc.)	1	25-48 months (2-4 years)	2

Transportation problems	<input type="text"/>	49-120 months (4-10 years)	<input type="text" value="3"/>
Lack of available instructors	<input type="text"/>	120+ months (10+ years)	<input type="text"/>
Lack of interest	<input type="text" value="6"/>		
Returned to high school	<input type="text"/>		
Entered post-secondary education	<input type="text"/>		
Other	<input type="text" value="9"/>		
Not available	<input type="text"/>		

### STUDENT SOURCE OF REFERRAL

Please check all that apply:

- |                                                   |                                                                   |
|---------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> TV/radio                 | <input type="checkbox"/> Poster                                   |
| <input checked="" type="checkbox"/> Friend/family | <input type="checkbox"/> Other agency/other literacy organization |
| <input checked="" type="checkbox"/> Employer      | <input checked="" type="checkbox"/> Another student               |
| <input type="checkbox"/> Library                  | <input checked="" type="checkbox"/> Website                       |
| <input type="checkbox"/> Newspaper                | <input type="checkbox"/> Social Media                             |
| <input type="checkbox"/> Special event            | <input type="checkbox"/> Other                                    |

### STUDENT OUTCOMES AND ACHIEVEMENTS

Does your program have a system for developing and tracking student goals?

- ☒ Yes ☐ No

Outcomes and Achievements	# of active students who had as a goal and achieved it
Got a job or better job	<input type="text" value="8"/>
Improved employability skills	<input type="text" value="8"/>
Received GED/HSE credential or other secondary school diploma	<input type="text"/>
Entered other education and/or training	<input type="text" value="8"/>
Improved score on standardized test	<input type="text"/>
Advanced level(s) in curriculum series	<input type="text" value="4"/>
Obtained citizenship	<input type="text" value="3"/>
Registered to vote/voted for first time	<input type="text"/>
Obtained a driver's license	<input type="text" value="1"/>
Increased involvement in community activities	<input type="text" value="5"/>
Increased involvement in children's educational activities	<input type="text" value="10"/>

Attained consumer skills

4

Attained wellness and healthy lifestyles

6

Other personal goal

3

For a copy of your report, please print **BEFORE** hitting submit button.

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