

## ProLiteracy Annual Member Report 2017-2018

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

Member ID: 734443

**Literacy Center of Milford, Inc.**

Milford, CT 06460-8014

### BASIC OPERATIONS

Using the drop-down menu, select your fiscal year from the list: Jan. 1 – Dec. 31

**Please answer all of the survey questions based on data from your most recently completed fiscal year as reported above.** Organizations whose fiscal year ends in June should finish the year and *then* submit the survey.

### SERVICES PROVIDED

Please check all services provided by your organization.

- |                                        |                                     |                                                   |                                     |
|----------------------------------------|-------------------------------------|---------------------------------------------------|-------------------------------------|
| Basic literacy                         | <input checked="" type="checkbox"/> | Health literacy                                   | <input type="checkbox"/>            |
| ESL/English Language Learning          | <input checked="" type="checkbox"/> | Homeless literacy                                 | <input type="checkbox"/>            |
| High School Equivalency (HSE)/GED prep | <input checked="" type="checkbox"/> | Math                                              | <input checked="" type="checkbox"/> |
| Citizenship                            | <input checked="" type="checkbox"/> | Prison literacy                                   | <input type="checkbox"/>            |
| Computer-based instruction             | <input checked="" type="checkbox"/> | Services for students with learning disabilities  | <input type="checkbox"/>            |
| Digital/Information literacy           | <input type="checkbox"/>            | Transition to post-secondary education            | <input type="checkbox"/>            |
| Family literacy                        | <input checked="" type="checkbox"/> | Workplace literacy                                | <input checked="" type="checkbox"/> |
| Financial literacy                     | <input type="checkbox"/>            | Other: <input style="width: 100px;" type="text"/> | <input type="checkbox"/>            |

Total number of paid staff:  (do **NOT** include instructors)

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

If yes, how many members?

### INCOME

Record the dollar amount (nearest whole dollar) received from each source. Do NOT include in-kind funding.

Income Source	Dollar Amount	Income Source	Dollar Amount
United Way	\$ <input style="width: 60px;" type="text" value="5000"/>	Special events	\$ <input style="width: 60px;" type="text" value="41,193"/>
Religious organizations	\$ <input style="width: 60px;" type="text"/>	Direct mail campaigns/appeals	\$ <input style="width: 60px;" type="text" value="3,833"/>
Library	\$ <input style="width: 60px;" type="text"/>	Bequests/memorials	\$ <input style="width: 60px;" type="text" value="110"/>
Sponsoring agency	\$ <input style="width: 60px;" type="text"/>	Federal government	\$ <input style="width: 60px;" type="text"/>
Foundations/corporations	\$ <input style="width: 60px;" type="text" value="28,276"/>	State government	\$ <input style="width: 60px;" type="text"/>

Interest/investment income \$	<input type="text"/>	Local/county government	\$	<input type="text"/>
Individual/private donations \$	<input type="text"/>	Other	\$	<input type="text" value="967"/>
Contracted services	\$	<input type="text"/>	If <i>other</i> , specify:	<input type="text"/>
<b>TOTAL INCOME</b>			\$	<input type="text" value="79,379"/>

**FEDERAL AND STATE GOVERNMENT INCOME SOURCES**

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

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

**ADVOCACY and PROMOTION****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 organizational Facebook, Twitter, LinkedIn, or other social media accounts
- participate in postings on other adult literacy/adult education social media accounts (i.e. 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
- Not sure

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

- Yes
- No
- Not sure

**INSTRUCTORS/VOLUNTEERS**

Report totals (in whole numbers) for active volunteer tutors/instructors, paid tutors/instructors, and other volunteers by type. Report the total number of hours expended by type of activity.

	<b>Total # active</b>
VOLUNTEER instructors/tutors:	60
PAID instructors/tutors:	2
OTHER volunteers: (i.e. administrative)	21
	<b>Total # of hours</b>
Instructional hours for tutors/instructors	2562.71
Non-instructional hours for tutors/instructors (preparation, training, travel, meeting, etc.)	1646.5
How many of these hours were volunteer hours?	all

**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	60	High school diploma/HSE/GED	9
19-24	2			Some college	5
25-44	12			Undergrad degree	25
45-59	13			Graduate degree	47
60 & over	52			Not available	
Not available	7				

**SOURCE OF REFERRAL**

Please check all that apply:

- |                                                                           |                                                                   |
|---------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> TV/radio                                         | <input type="checkbox"/> NationalLiteracyDirectory.org            |
| <input checked="" type="checkbox"/> Friend/family                         | <input type="checkbox"/> FinishYourDiploma.org                    |
| <input checked="" type="checkbox"/> Employer                              | <input type="checkbox"/> Local volunteer center                   |
| <input checked="" type="checkbox"/> Library                               | <input checked="" type="checkbox"/> Poster                        |
| <input checked="" type="checkbox"/> Newspaper                             | <input type="checkbox"/> Public relations talk                    |
| <input checked="" type="checkbox"/> Special event                         | <input type="checkbox"/> Telephone book                           |
| <input checked="" type="checkbox"/> Website                               | <input type="checkbox"/> Other agency/other literacy organization |
| <input type="checkbox"/> Social media (Facebook, Twitter, LinkedIn, etc.) | <input type="checkbox"/> Other                                    |

**RETENTION**

What is your instructor retention rate?  %

(To calculate the percentage, divide the number of instructors remaining at the end of the fiscal year by the total number of instructors you had at the beginning of the fiscal year, and multiply the number by 100.)

Does your program either recommend or require that your instructors take free online courses provided on [ProLiteracy Education Network](#)?

- Yes  No

**STUDENTS**

**EDUCATION TYPE:** Report the total number of students (in whole numbers) by education type.

	<b># Active Students</b>
Basic Literacy:	<input type="text" value="3"/>
ESL/ELL:	<input type="text" value="103"/>
HSE/GED prep:	<input type="text"/>
<b>Total number of active students (all types):</b>	<input type="text" value="106"/>

**INSTRUCTIONAL METHOD:** Report the total number of students (in whole numbers) for each instructional method and education type.

	<b>Number of Students</b>		
	Basic Literacy	ESOL	HSE/GED prep
One-to-one	<input type="text" value="3"/>	<input type="text" value="57"/>	<input type="text"/>
Small-group instruction	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>
Large-group instruction	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>
Computer-based instruction	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>

**WAITING LISTS:** Report the total number of students (in whole numbers) on a waiting list and the average length of their wait (in months) for each education type.

Typical number of BASIC LITERACY students on waiting list:

Average length of wait (in months):

4

Typical number of ESL/ELL students on waiting list:

10

Average length of wait (in months):

3

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

Average length of wait (in months):

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:** For each of the student populations below, record the total number of students (in whole numbers) who entered your program next to their corresponding literacy level at the time of entry.

**Basic Literacy and High School Equivalency (HSE)/GED Prep Students**

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

**ESL/ELL Students**

- 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 ESL/ELL students, how many are literate in their native language?

**ASSESSMENT TOOLS:** What assessment tools do you use with your students? (Check all the apply.)  
 (Please check all that apply.)

- TABE
- CASAS
- BEST Literacy
- BEST+
- READ
- ESLOA
- GED/HiSET/TASC Placement Test
- Placement and assessment tests associated with published instructional materials
- Our own assessments

**STUDENT DEMOGRAPHICS:** Report totals in whole numbers for ALL students—BL, ESL/ELL, and HSE/GED prep.

Gender	Number	Employment Status	Number	Age	Number
Male	<input type="text" value="28"/>	Employed	<input type="text"/>	15 & under	<input type="text"/>
Female	<input type="text" value="78"/>	Unemployed	<input type="text"/>	16-18	<input type="text" value="1"/>
		Not in labor force	<input type="text"/>	19-24	<input type="text" value="5"/>
		Unavailable	<input type="text"/>	25-44	<input type="text" value="52"/>
				45-59	<input type="text" value="27"/>
				60 & over	<input type="text" value="12"/>
				Not available	<input type="text" value="9"/>

Level of Education	Number	Ethnicity/Race	Number
Less than 12th grade	<input type="text" value="20"/>	Native American/Alaska Native	<input type="text"/>
High school diploma	<input type="text" value="23"/>	Asian	<input type="text" value="31"/>
GED/HSE credential	<input type="text"/>	Native Hawaiian/other Pacific Islander	<input type="text" value="1"/>
Some college	<input type="text" value="18"/>	Black/African American	<input type="text" value="6"/>
College degree	<input type="text" value="41"/>	Hispanic/Latino(a)	<input type="text" value="35"/>
Not available	<input type="text" value="4"/>	White	<input type="text" value="31"/>
		Other	<input type="text" value="2"/>
		Not available	<input type="text"/>

**PERSONAL TECHNOLOGY**

Report the total number (in whole numbers) of active students who have a smartphone:

**RETENTION**

Report the total number (in whole numbers) of active students who left your program:

For the students who left, please complete the following:

Reason for Leaving	Number	Length of Stay	Number
Met goal(s)	<input type="text" value="3"/>	0-3 months	<input type="text" value="9"/>
Attained employment/job conflict	<input type="text" value="7"/>	4-6 months	<input type="text" value="4"/>
Moved out of area	<input type="text" value="8"/>	7-12 months	<input type="text" value="7"/>
Childcare problems	<input type="text" value="0"/>	13-24 months (1-2 years)	<input type="text" value="5"/>
Personal problems (health, family, etc.)	<input type="text" value="2"/>	25-48 months (2-4 years)	<input type="text" value="1"/>
Transportation problems	<input type="text" value="0"/>	49-120 months (4-10 years)	<input type="text" value="2"/>
Lack of available instructors	<input type="text" value="0"/>	120+ months (10+ years)	<input type="text" value="1"/>
Lack of interest	<input type="text" value="7"/>		
Returned to high school	<input type="text" value="0"/>		
Entered post-secondary education	<input type="text" value="0"/>		
Other	<input type="text" value="2"/>		

**SOURCE OF REFERRAL:** Please check all that apply.

- TV/radio
- Website
- Friend/family
- NationalLiteracyDirectory.org
- Employer
- FinishYourDiploma.org
- Library
- Social Media (Facebook, Twitter, LinkedIn, etc.)
- Newspaper
- Other agency/other literacy organization
- Special event
- Another student
- Poster
- Other

**STUDENT OUTCOMES AND ACHIEVEMENTS**

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

- Yes
- No

Outcomes and Achievements	Number of active students who had this goal and achieved it
Got a job or better job	<input type="text" value="7"/>
Improved employability skills	<input type="text" value="20"/>
Received HSE (i.e. GED, etc.) credential or other secondary school diploma	<input type="text" value="0"/>
Entered other education and/or training	<input type="text" value="10"/>

Improved score on standardized test	n/a
Advanced level(s) in curriculum series	106
Obtained citizenship	2
Registered to vote/voted for first time	n/a
Obtained a driver's license	2
Increased involvement in community activities	11
Increased involvement in children's educational activities	11
Attained consumer skills	12
Attained wellness and healthy lifestyles	15
Other personal goal	12

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