

ProLiteracy Annual Member Survey 2022

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: ORG032433
Literacy Volunteers of Southern Connecticut
Milford, CT 06460-8014

BASIC OPERATIONS

Using the drop-down menu, select your fiscal year from the list:

Jan. 1, 2021 – Dec. 31, 2021 (submit your survey now) ▾

Please answer all of the survey questions based on data from your most recently completed fiscal year as reported above. Literacy programs based within a larger organization such as a library or food pantry, etc., should provide responses based only on the adult literacy program and services, not the entire organization.

SERVICES PROVIDED

Please check all services provided by your organization.

- Basic literacy
- ESL/English language learning (ELL)
- High school equivalency (HSE)
- Citizenship
- Computer-based instruction
- Digital literacy
- Family literacy
- Financial literacy
- Health literacy
- Homeless literacy
- Math
- Prison literacy
- Services for students with learning disabilities
- Transition to post-secondary education
- Workplace literacy
- Other:

INSTRUCTIONAL MODALITIES

Indicate which of these modalities you are currently using to provide instruction to learners. (Check all that apply, leave blank if not applicable.)

- Distance education/learning
- Blended learning
- Hybrid learning

If you are deploying any of the above modalities, indicate which of the following *tools* you are using. (Check all that apply.)

- Classroom/Team resource sharing (Google Classroom, Microsoft Teams, Wakelet, etc.)
- Virtual meeting platform (Zoom, Skype, BlueJeans, etc.)
- Collaborative platforms (Google, Jamboard, Flipgrid, etc.)
- Gaming/Quizzing platforms (Quizzezz, Kahoot, Factile, etc.)
- Messaging platform (ex: WhatsApp, Remind, etc.)
- YouTube channel or video
- Texting/SMS messaging
- Email
- Mail/Hand delivery (learning packets, etc.)

Total number of paid staff (Include **ONLY** those serving in non-instructional roles such as executive director, volunteer manager, marketing coordinator, etc.):

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 | Amount (\$) | Income Source | Amount (\$) |
|---------------|-------------|---------------|-------------|
|---------------|-------------|---------------|-------------|

| | | | |
|------------------------------|----------|---|-----------------|
| United Way | \$ 6979 | Special events | \$ 22961 |
| Religious organizations | \$ 0 | Direct mail campaigns/appeals | \$ 4120 |
| Library | \$ 0 | Bequests/memorials | \$ 40 |
| Sponsoring agency | \$ 0 | Federal government | \$ 0 |
| Foundations/corporations | \$ 28189 | State government | \$ 0 |
| Interest/investment income | \$ 0 | Local/county government | \$ 11000 |
| Individual/private donations | \$ 7146 | Other | \$ 11917 |
| Contracted services | \$ 1500 | If other, specify: PPP loan forgiveness | |
| TOTAL INCOME | | | \$ 93852 |

FEDERAL AND STATE GOVERNMENT INCOME SOURCES

Check all sources from which your organization receives income:

- Adult education & family literacy (AEFLA/WIOA)
- Employment training (Dept. of Labor/WIOA)
- State government literacy/education funding
- Head Start
- Even Start
- Library Services and Technology Act (LSTA)
- Welfare/social services
- AmeriCorps/VISTA

ADVOCACY and PROMOTION

ADVOCACY/PUBLIC POLICY

Check all the ways in which your program is involved in advocacy or public policy efforts:

- Include legislators/local officials on communication lists for newsletters and announcements
- Invite legislators/local officials to visit the program
- Make personal visits to legislators
- Send letters/emails from the program to legislators
- Urge students, instructors, or board members to communicate with legislators
- Forward ProLiteracy legislative alerts to students, instructors, or board members
- 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
- Belong to/are a member of a state or regional adult education/literacy association
- Provide opportunities for students to register to vote or learn how to vote
- Other

MEDIA ACTIVITIES

Check all the ways in which your program is engaged in local media efforts:

- Maintain an organizational website
- Maintain organizational social media account(s)
- Participate in postings on other adult literacy/adult education social media accounts
- Presence in stories in local newspaper, on local news website, and/or social media accounts
- Presence on local television and/or radio news stories
- Create PSAs that are aired on local television, radio, and/or 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 ProLiteracy organizational membership helped with media presence in your local area?
 Yes No Not sure

INSTRUCTORS/VOLUNTEERS

Report totals (in whole numbers) for active instructors/tutors and other volunteers by type.

| | |
|--|---------------------------------|
| | Total # active |
| VOLUNTEER instructors/tutors: | <input type="text" value="47"/> |
| PAID Instructors/tutors: | <input type="text" value="0"/> |
| OTHER volunteers: (i.e. administrative) | <input type="text" value="1"/> |

Report the total number of hours expended by type of activity.

| | |
|---|-----------------------------------|
| | Total # of hours |
| Instructional hours for instructors/tutors* * Count only the instructional hours delivered. Whether a two-hour class has five learners or 20, the number of instructional hours is still just two: | <input type="text" value="2213"/> |
| Non-Instructional hours for instructors/tutors (preparation, training, travel, meeting, etc.): | <input type="text" value="1905"/> |
| How many of these hours were volunteer hours? | <input type="text" value="4118"/> |

TRAINING

| | |
|---|---------------------------------|
| | # Trained |
| Number of NEW tutors trained last year: | <input type="text" value="19"/> |
| Of this total, how many were trained using: | |
| | Total # |
| ONLY face-to-face training (in-person workshops): | <input type="text" value="0"/> |
| ONLY online training: | <input type="text" value="19"/> |
| A mixture of face-to-face and online training: | <input type="text" value="0"/> |

DEMOGRAPHICS

Report totals in whole numbers for ALL volunteer instructors/tutors, paid instructors/tutors, AND other volunteers.

| | | | | | |
|---------------|---------------------------------|---------------|----------------------------------|----------------------------|---------------------------------|
| Age | Total # | Gender | Total # | Level of Education* | Total # |
| 15 & under | <input type="text" value="0"/> | Male | <input type="text" value="11"/> | Less than 12th grade | <input type="text" value="0"/> |
| 16-18 | <input type="text" value="0"/> | Female | <input type="text" value="34"/> | High school diploma/HSE | <input type="text" value="1"/> |
| 19-24 | <input type="text" value="1"/> | Non-binary | <input type="text" value="N/A"/> | Some college | <input type="text" value="2"/> |
| 25-44 | <input type="text" value="2"/> | | | Undergrad degree | <input type="text" value="12"/> |
| 45-59 | <input type="text" value="7"/> | | | Graduate degree | <input type="text" value="24"/> |
| 60 & over | <input type="text" value="35"/> | | | Not available | <input type="text" value="9"/> |
| Not available | <input type="text" value="3"/> | | | | |

*For individuals educated outside of the U.S., do your best to correlate their levels to those in the U.S.

SOURCE OF REFERRAL

Check all that apply:

- TV/Radio
- Website
- Friend/Family
- Social media
- Employer
- Local volunteer center

- Library
- Newspaper
- Special event
- Poster
- Other agency/Other literacy organization
- Other

RETENTION

What is your instructor retention rate?* %

*Formula: Divide the number of instructors you had at the end of the fiscal year by the number of instructors you had at the beginning. Multiply the result by 100 to express the rate as a percentage.

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.

| | # Active Students |
|---|---------------------------------|
| Basic literacy: | <input type="text" value="0"/> |
| ESL/ELL: | <input type="text" value="75"/> |
| HSE prep: | <input type="text" value="0"/> |
| Total number of active students (all types): | <input type="text" value="75"/> |

INSTRUCTIONAL METHOD: Report the total number of students (in whole numbers) for each instructional method and education type. If a student is participating in more than one instructional method, include him/her in the count for each.

| | Number of Students | | |
|--|--------------------------------|---------------------------------|--------------------------------|
| | Basic literacy | ESL/ELL | HSE prep |
| One-to-one | <input type="text" value="0"/> | <input type="text" value="35"/> | <input type="text" value="0"/> |
| Small-group instruction (3-5 students) | <input type="text" value="0"/> | <input type="text" value="10"/> | <input type="text" value="0"/> |
| Large-group/classroom instruction | <input type="text" value="0"/> | <input type="text" value="30"/> | <input type="text" value="0"/> |

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):

Typical number of ESL/ELL students on waiting list:
 Average length of wait (in months):

Typical number of HSE prep students on waiting list:
 Average length of wait (in months):

ENTRANCE LEVELS: Record the number of students (in whole numbers) who entered your program at each of the following literacy levels last fiscal year.

Basic Literacy and High School Equivalency (HSE) 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 did you use with your students?
Check all that apply.

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

DEMOGRAPHICS: Report totals (in whole numbers) for ALL students (basic literacy, ESL/ELL, and HSE prep).

| Gender | Total # | Employment Status | Total # | Age | Total # |
|------------|----------------------------------|--------------------|---------------------------------|---------------|---------------------------------|
| Male | <input type="text" value="11"/> | Employed | <input type="text"/> | 15 & under | <input type="text" value="0"/> |
| Female | <input type="text" value="62"/> | Unemployed | <input type="text"/> | 16-18 | <input type="text" value="1"/> |
| Non-binary | <input type="text" value="N/A"/> | Not in labor force | <input type="text"/> | 19-24 | <input type="text" value="2"/> |
| | | Unavailable | <input type="text" value="75"/> | 25-44 | <input type="text" value="42"/> |
| | | | | 45-59 | <input type="text" value="23"/> |
| | | | | 60 & older | <input type="text" value="5"/> |
| | | | | Not available | <input type="text" value="2"/> |

| Level of Education* | Total # | Race/Ethnicity | Total # |
|----------------------|---------------------------------|--|---------------------------------|
| Less than 12th grade | <input type="text"/> | Native American/Alaska Native | <input type="text" value="0"/> |
| High school diploma | <input type="text"/> | Asian | <input type="text" value="13"/> |
| HSE credential | <input type="text"/> | Native Hawaiian/other Pacific Islander | <input type="text" value="0"/> |
| Some college | <input type="text"/> | Black/African American | <input type="text" value="5"/> |
| College degree | <input type="text"/> | Hispanic/Latinx | <input type="text" value="34"/> |
| Not available | <input type="text" value="75"/> | White | <input type="text" value="20"/> |
| | | Other | <input type="text" value="0"/> |
| | | Not available | <input type="text" value="3"/> |

*for individuals educated outside of the U.S., do your best to correlate their levels to those in the U.S.

PERSONAL TECHNOLOGY

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

* defined here as a mobile phone with internet access that can download/run applications, send/receive email, etc.

Does your program use digital instructional products with students (i.e. Learning Upgrade, Burlington English, etc.)?
 Yes No Not sure

If so, was 2021 your first year using these tools?

- Yes No Not sure

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

SOURCE OF REFERRAL: Check all that apply.

- TV/radio Website
- Friend/family Social Media
- Employer Poster
- Library Other agency/other literacy organization
- Newspaper Another student
- Special event Other

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="15"/> |
| Improved employability skills | <input type="text" value="8"/> |
| Received HSE (GED, etc.) credential or other secondary school diploma | <input type="text" value="0"/> |
| Entered other education and/or training | <input type="text" value="9"/> |
| Improved score on standardized test | <input type="text" value="N/A"/> |
| Advanced level(s) in curriculum series | <input type="text" value="33"/> |
| Obtained citizenship | <input type="text" value="1"/> |
| Registered to vote/voted for first time | <input type="text" value="0"/> |
| Obtained a driver's license | <input type="text" value="3"/> |
| Increased involvement in community activities | <input type="text" value="8"/> |
| Increased involvement in children's educational activities | <input type="text" value="6"/> |

Attained consumer skills

Attained wellness and healthy lifestyles

Other personal goal

SUBMISSION

Please provide us with your contact information in case we have questions about your survey.

Full Name (First and Last):

Email:

REQUIRED: We will not be able to provide you with a copy of your survey after you submit it. Do you want to print a copy for your records?

- Yes, print it
- No, I won't want to access this information again