



**Organization Name** \_\_\_\_\_

Program Street Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

**Executive Director** \_\_\_\_\_

Email address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Literacy/Volunteer Coordinator\*** \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone Number \_\_\_\_\_

Does your program use AmeriCorps volunteers or interns? ☐ YES ☐ NO

Ethnic populations served (please specify) \_\_\_\_\_

Chicago neighborhoods/suburbs served (please specify) \_\_\_\_\_

Address(es) of offsite locations (if applicable) \_\_\_\_\_

Does your organization provide adult education? ☐ YES ☐ NO

If "Yes", please indicate what type of adult education you provide (check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> ESL                                       | <input type="checkbox"/> ABE (Adult Basic Education) | <input type="checkbox"/> HS Equivalency ("GED")     | <input type="checkbox"/> Computer/Digital |
| <input type="checkbox"/> Financial                                 | <input type="checkbox"/> Family Literacy             | <input type="checkbox"/> Workforce-Related Literacy | <input type="checkbox"/> Citizenship      |
| <input type="checkbox"/> First Language Literacy (language): _____ |  | <input type="checkbox"/> Bridge (sectors): _____    |   |
| <input type="checkbox"/> Other (specify) _____                     |  |   |   |

Approximate percent of students in each instructional setting:

Classroom only \_\_\_\_\_%; Individual tutoring only \_\_\_\_\_%; Both classroom & individual tutoring \_\_\_\_\_%

Any special restrictions or eligibility limits on the students you serve? \_\_\_\_\_

### For Adult Literacy programs only

Approximately what percent of your volunteer tutors:

Teach as principal instructors in a classroom of 5 or more students? \_\_\_\_\_%

Assist paid teachers in the classroom? \_\_\_\_\_%

Work individually with students, or with small groups of up to 4 students, outside a classroom setting? \_\_\_\_\_%

Total # of students\* served in FY18: \_\_\_\_\_ Total # of volunteer tutors in FY18: \_\_\_\_\_

*\*Please provide unduplicated number of students. Include all students taught by paid instructional staff and/or by volunteer tutors.*

### FY19 MEMBERSHIP DUES

Agency dues are on a sliding scale, based on an agency's total adult literacy budget including but not limited to ICCB, SOS, and private grants.

Literacy Works provides membership for individual organizations. If an organization has its own 501(c)(3) status, it is responsible for membership dues. Dues are based on an agency's total adult literacy budget, as our services go beyond supporting any individual contract. Select the dues amount matching your budget and preferred membership package.

#### MEMBERSHIP LEVEL COMPARISON

LITERACY WORKS SERVICES INCLUDED	BASIC MEMBERSHIP	COMPREHENSIVE MEMBERSHIP
Monthly 12-hour English as a Second Language (ESL) Tutor Essentials Core Training for tutors*		✓
Monthly 12-hour Adult Basic Education (ABE) Tutor Essentials Core Training for tutors*		✓
Special Topics Training sessions for tutors or staff	✓	✓
Literacy Forums for training, networking, and resource sharing for tutors or staff	✓	✓
Peer Learning Series for intensive professional development on a high-interest topic for staff	✓	✓
Capacity Builder Meetings for training, networking, and sharing proven practices among professionals for staff	✓	✓
Tutor recruitment and referrals to your agency	✓	✓
Student referrals via the Adult Learner Helpline	✓	✓

Adult Literacy Budget	Basic Membership	Comprehensive Membership
less than \$25,000	\$100	\$150
\$25,001 - 49,999	\$125	\$275
\$50,000 - 99,000	\$150	\$385
\$100,000 - 199,999	\$175	\$440
\$200,000 - 249,999	\$200	\$495
\$250,000 - 499,999	\$350	\$600
\$500,000 - 999,999	\$475	\$900
\$1,000,000 and over	\$575	\$1,200

## CHOOSE THE RIGHT LEVEL FOR YOUR AGENCY

Agencies using volunteer tutors typically find a Comprehensive Membership most useful. Members at the Basic membership level do not receive access to Tutor Essentials trainings; however, they do have the option to send individual tutors to Tutor Essentials trainings at a cost of \$60 per person. For more guidance in choosing your membership level, contact [membership@litworks.org](mailto:membership@litworks.org).

Please select a membership category for FY19:

☐ Basic Member      ☐ Comprehensive Member

Your agency's total adult literacy budget \_\_\_\_\_

Dues amount, based on your budget range (see p. 2) \_\_\_\_\_

Please make check payable to **LITERACY WORKS**. Mail this completed form with payment to  
Literacy Works, 641 W. Lake St., 2<sup>nd</sup> Floor, Chicago, IL 60661.

Deadline for payment is **September 30, 2018**. Dues payments received after this date will be charged a 5% late fee.  
Please contact our team at [membership@litworks.org](mailto:membership@litworks.org) or 773-822-8242 with any questions.

**OPTIONAL:** Note that we send out three main types of information, below. The Literacy/Volunteer Coordinator (as designated on page 1 of this application) will automatically receive all three types\*. Select which type(s) of e-mail announcements other staff would like to receive by checking the box(es).

\*You may unsubscribe from e-mail lists by contacting [info@litworks.org](mailto:info@litworks.org).

### Email Lists Categories:

- **Training Flyers** – Announcements about upcoming Literacy Works trainings
- **Newsletter** – Literacy Works' Quarterly Newsletter
- **Resources** - Literacy Works Events, Adult Education Job Postings & Community Events

Staff Member(s)	Training Flyers	Newsletter	Resources
<b>Full Name &amp; Job Title:</b> E-mail Address: _____ Phone: _____ This person is in charge of <sup>✧</sup> :			
<b>Full Name &amp; Job Title:</b> E-mail Address: _____ Phone: _____ This person is in charge of <sup>✧</sup> :			
<b>Full Name &amp; Job Title:</b> E-mail Address: _____ Phone: _____ This person is in charge of <sup>✧</sup> :			
<b>Full Name &amp; Job Title:</b> E-mail Address: _____ Phone: _____ This person is in charge of <sup>✧</sup> :			

<sup>✧</sup>For example, *recruiting volunteers, supervising paid teachers*, etc. Knowing who handles which aspects of your adult literacy program helps us contact the right person when questions arise. Thank you!

## FY 19 REFERRAL NEEDS FORM

Literacy Works refers prospective volunteer tutors or prospective students to local literacy programs via our Tutor Recruiter/Student Helpline 312-998- READ. We ask our member agencies to complete this form so we may provide meaningful referrals.

### Whom should prospective volunteers contact?

- ♦ Name: \_\_\_\_\_
- ♦ Email and Phone Number: \_\_\_\_\_

What neighborhood(s) do you need your volunteers to serve in? \_\_\_\_\_

Is your agency accessible via public transportation or is there a parking lot available to tutors? (Please provide details)

What type of volunteer opportunities to you offer? (Please check all that apply.)

- ☐ 1:1 Tutoring    ☐ Small Group Tutoring    ☐ Classroom Assistance    ☐ Classroom Teaching

What subjects are you looking for qualified volunteers to tutor/teach? (Please check all that apply.)

- ☐ ABE    ☐ GED    ☐ ESL    ☐ Computer    ☐ Parent Education
- ☐ Other (specify): \_\_\_\_\_

What days of the week do you offer tutoring or other volunteer opportunities? (Please check all that apply.)

- ☐ Mornings (weekdays)    ☐ Afternoons (weekdays)    ☐ Evenings (weekdays)
- ☐ Mornings (weekends)    ☐ Afternoons (weekends)

Is there anything else that you would like Literacy Works to know about your agency's volunteers?

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Whom should prospective students contact? (if different from literacy/volunteer coordinator)

- ♦ Name: \_\_\_\_\_
- ♦ Email and Phone Number: \_\_\_\_\_

Do you have any restrictions or eligibility requirements on the students you serve? (Please explain.) \_\_\_\_\_

Is there anything else that you would like Literacy Works to know before we send students your way?

Please complete and email to [membership@litworks.org](mailto:membership@litworks.org) or submit paper copy to Literacy Works, 641 W. Lake St., 2<sup>nd</sup> Floor, Chicago, IL 60661