



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 _____

Is this who potential volunteers should contact?

YES NO

Is this who potential students should contact?

YES NO

If not, who? _____

If not, who? _____

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) _____

Please indicate what type of adult education you provide (check all that apply):

ESL ABE (Adult Basic Education) HS Equivalency ("GED") Computer/Digital

Financial Family Literacy Workforce-Related Literacy Citizenship

First Language Literacy (language): _____ Bridge (sectors): _____

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 FY19: _____ Total # of volunteer tutors in FY19: _____

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

FY20 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.

Comprehensive member agencies receive unlimited attendance at both *Tutor Essentials* and Professional Development trainings.

Basic members receive unlimited attendance to Professional Development trainings only; if desired, Basic members may pay per person to attend *Tutor Essentials* sessions.

Individual memberships of each type are also available for the same price as the lowest tier dues amount.

Sliding Scale Dues Structure FY20

AGENCY’S LITERACY BUDGET	MEMBERSHIP LEVEL	
	Basic	Comprehensive
less than \$25,000 (or Individual membership)	\$100	\$150
\$25,000 to 49,999	\$125	\$275
\$50,000 to 99,999	\$150	\$385
\$100,000 to 199,999	\$175	\$440
\$200,000 to 249,999	\$200	\$495
\$250,000 to 499,999	\$350	\$600
\$500,000 to 999,999	\$475	\$900
\$1,000,000 and over	\$575	\$1200

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 \$120 per person. For more guidance in choosing your membership level, contact membership@litworks.org.

Please select a membership category for FY20:

- Basic Membership
 Comprehensive Membership
 Individual Membership for the following people (list names):

Dues amount, based on your agency's adult literacy budget (see p. 2) _____

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

Deadline for payment is **September 30, 2019**. Payments received after this date will be charged a 5% late fee.

Please contact our team at membership@litworks.org or 773-822-8242 with any questions.

OPTIONAL: We send out three main types of information, listed 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.

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
Full Name & Job Title: E-mail Address: _____ Phone: _____ This person is in charge of [✧] : _____			
Full Name & Job Title: E-mail Address: _____ Phone: _____ This person is in charge of [✧] : _____			
Full Name & Job Title: E-mail Address: _____ Phone: _____ This person is in charge of [✧] : _____			

[✧]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!