



PROLITERACY
America

Annual Affiliate Report 2006-07

Return by August 31, 2007

to

ProLiteracy America
Information Center
1320 Jamesville Avenue
Syracuse, NY 13210

ProLiteracy America Annual Affiliate Report 2006-07

Program Name OC Literacy Council

Address Box 548

City Midway City State CA Zip 92655

Telephone 714-544-6561 Fax 714-838-0099

E-mail info@ocliteracy.org Web site http://ocliteracy.org

ProLiteracy Affiliate ID# 6785 Population of area served 2,800,000

Director Yvonne Leong How many years has he/she served in that capacity? 1

Person completing this report Stephen Friedl Phone 714-544-6561

Do you use a software program to collect data for this report? Yes No

If yes, please list name

ORGANIZATION INFORMATION

Type of Organization (please check only one):

- Community-based organization
 Coalition of literacy providers
 Agency-based program

Type of sponsor organization:

- | | |
|---|--|
| <input type="checkbox"/> Library | <input type="checkbox"/> Community college |
| <input type="checkbox"/> Correctional facility | <input type="checkbox"/> Alcohol/drug rehabilitation |
| <input type="checkbox"/> Vocational/technical school | <input type="checkbox"/> Business |
| <input type="checkbox"/> Community action program/
social service agency | <input type="checkbox"/> School district |
| | <input type="checkbox"/> Other: |

What year was your literacy program founded? 1966

Does your organization have a board/advisory group? Yes No If so, how many members? 5

Number of paid staff:

Full-time (25+ hours/wk) 0	Male
Part-time (less than 25 hours/wk) 0	Female

Of the total paid staff, how many are instructors?

How many **initial** (pre-service) tutor trainings did your organization conduct in 2006-07? 4

How many **in-service** trainings did your organization conduct in 2006-07? 5

SERVICES PROVIDED

	Yes	No
Basic Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ESL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workplace Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Citizenship	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prison Literacy (inmate tutors)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prison Literacy (community or paid tutors)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Homeless Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please check ways in which your program has been involved in public policy efforts:

- included legislators/local officials on mailing list for newsletters and other announcements
- invited legislators/local officials to visit the program (open house, etc.)
- attended statewide meetings set up with legislators by adult literacy/adult education programs
- made a personal visit to a legislator to express views
- sent letters from the program to legislators/local officials expressing opinions about a topic
- urged students/volunteers/board to communicate with their legislators/local officials about a topic
- participated in a voter registration drive to register students and/or learned how to vote
- provided opportunities for students to learn how to use voting machines
- participated in public policy issues forums, political rallies, etc.
- incorporated issues discussions into student instruction
- made information about political candidates available to program participants
- made presentations to city council or other governing body
- other:

What is the total number of individuals involved in the advocacy work checked above?

Please check area(s) in which students or former students are involved in your organization, other than receiving instruction:

- | | |
|--|--|
| <input type="checkbox"/> Student group | <input type="checkbox"/> Committee member |
| <input type="checkbox"/> Public speaking/speakers' bureau | <input type="checkbox"/> Student orientations |
| <input type="checkbox"/> Public relations | <input checked="" type="checkbox"/> Program management |
| <input type="checkbox"/> Administrative volunteering | <input type="checkbox"/> Planning events |
| <input type="checkbox"/> Fundraising | <input checked="" type="checkbox"/> Board member |
| <input type="checkbox"/> Presentations at tutor training workshops | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Student advisory council | |

What is the total number of students involved in the activities checked above?

Program Income/Expenses

Income Source	Yes	No	Dollar Amount (\$)	In-Kind Estimated Value (\$)
Sponsoring agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
United Way	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Corporations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500	\$
Foundations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Religious organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1500	\$
Service organizations/clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Tutor training/workshop fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$200	\$
Interest/investment income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$144	\$
Registration fees/member dues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$457	\$
Individual/private donations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500	\$
Contracted services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Special events or projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Direct mail campaigns/annual appeals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Bequests/memorials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Federal government	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
State government	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Local/county government	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$	\$
TOTAL INCOME			\$3301	\$

How much does your program spend annually on instructional materials? 1672

Check sources of federal and state government income:

- | | |
|---|--|
| <input type="checkbox"/> Adult education & family literacy (DOE/WIA) | <input type="checkbox"/> Library (LSTA) |
| <input type="checkbox"/> Employment training (labor/WIA) | <input type="checkbox"/> Welfare/TANF/Human services |
| <input type="checkbox"/> Headstart | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> Carl D. Perkins Vocational and Technical Education Act | <input type="checkbox"/> VISTA/Americorps |
| <input type="checkbox"/> Community Development Block Grant | <input type="checkbox"/> Other |

Total EXPENSES for program year: \$3577

Your Planned Giving Program (Please check all that apply)

- We conduct an annual giving/membership campaign.
- We actively promote our need for planned gifts and inform and educate our donors.
- We accept bequests AND we regularly invite people to “remember us in their wills.”
- We accept gifts of stock and securities.
- We have an endowment AND we regularly add to it from gifts designated for it.
- We are a member/client of a charitable association or gift fund (Community Foundation, Leave-A-Legacy, Fidelity Gift Fund, American Express Fund, etc.) to cultivate planned gifts.
- We are aware of ProLiteracy's *Gift of Literacy* planned giving partnership.
- We have our own program. We prepare (or outsource) gift plans, annuities, trusts; serve as trustee; prepare tax returns; disburse income and beneficiary payments; etc.



VOLUNTEERS

Total # of unduplicated volunteers 79

ACTIVE TUTORS (those tutors who were matched and had a *minimum of 12 contact hours* with students during program year)

Total # of active tutors: 63

POTENTIAL TUTORS (includes those tutors who were unmatched and those tutors who were matched and had *less than 12 contact hours* with students during program year)

Total # of potential tutors: 17

TUTOR TRAINING

(This category includes both initial tutor trainings and in-service trainings conducted.)

Total # of individuals that conducted trainings: 5

(Basic literacy 1 ESL 5 Other basic skills)

OTHER VOLUNTEER WORK

Please check any work done by volunteers, other than direct instruction or training:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Student/tutor recruitment | <input type="checkbox"/> Newsletter editor |
| <input checked="" type="checkbox"/> Student/tutor orientations | <input checked="" type="checkbox"/> Web designer/Webmaster |
| <input checked="" type="checkbox"/> Student intake/assessment | <input checked="" type="checkbox"/> Administrative services |
| <input type="checkbox"/> Volunteer intake | <input checked="" type="checkbox"/> Data collection/analysis |
| <input type="checkbox"/> Student/tutor coordinator | <input type="checkbox"/> Fundraising |
| <input checked="" type="checkbox"/> Center coordinator | <input type="checkbox"/> Program management |
| <input type="checkbox"/> Computer lab monitor/assistant | <input checked="" type="checkbox"/> Event planning |
| <input type="checkbox"/> Technology maintenance/repair | <input checked="" type="checkbox"/> Board/advisory board member |
| <input type="checkbox"/> Building/grounds maintenance | <input checked="" type="checkbox"/> Committee member |
| <input type="checkbox"/> Public speaking/speakers' bureau | <input checked="" type="checkbox"/> Director |
| <input type="checkbox"/> Public relations | Other: |

What is the total number of individuals involved in the **OTHER** volunteer work checked above? 12

VOLUNTEER HOURS

1. Actual tutoring hours for TUTORS (active and potential)	6835
2. Non-tutoring hours for TUTORS (preparation, training, travel, meeting, etc.)	2721
3. Hours for OTHER volunteers (including hours contributed to any work checked above under OTHER VOLUNTEER WORK)	822

TOTAL 10378

METHOD OF DELIVERING INSTRUCTION

	Number of volunteers providing this type of instruction
One-to-one	6
Small-group instruction	49
Large-group instruction	2
Computer-assisted instruction	

VOLUNTEER DEMOGRAPHICS

Age	Number	Ethnicity	Number	Gender	Number
15 & under		American Indian/ Alaskan Native		Male	14
16-18				Female	48
19-24		Asian	15		
25-44	7	Native Hawaiian/ other Pacific Islander			
45-59	12	Black/African American			
60 & older	45	Hispanic/Latino(a)	4		
Not available	15	White	44		
		Other			
		Not available	17		

Level of Education	Number	Employment Status	Number
Less than 12th grade		Employed	16
High school diploma/GED	3	Unemployed	1
Some college	6	Not in labor force	31
Undergrad degree	28	Not available	31
Graduate degree	16		
Not available	26		

Source of Referral	Number		Number
TV/radio		Public relations talk	
Friend/family		Telephone book	
Employer		Other agency/other literacy organization	
Library	1	Other volunteer	16
Newspaper	10	Web site	
Special event		Thinkfinity (Verizon Literacy Network)	
Volunteer center	7	Dollar General Referral Program	
Poster		Other	1
		Not available	41

TUTOR RETENTION

Total number of active tutors who left your program in 2006-07: 4

Reasons for Leaving	Number	Length of Stay	Number
Fulfilled commitment	2	0-3 months	1
Dissatisfied with experience		4-6 months	1
Job/school conflicts		7-12 months	
Moved/left area	2	13-24 months (1-2 years)	
Personal problems (health, family, etc.)		25-48 months (2-4 years)	
Transportation problems		49-120 months (4-10 years)	1
Student terminated		120+ months (10+ years)	
Lack of available students			
Other			
Not available			

STUDENTS

TOTAL ACTIVE STUDENTS

(Active students are those students who have had a *minimum of 12 contact hours* during program year, including intake, orientation, and instruction.)

		Please see Annual Affiliate Report Instructions				
	Educational Functioning Level	Total # of active students who entered this year	Total # of active students	Total contact hours for this program year	# who completed level	# who completed level and advanced to a higher level
Basic Literacy	Beginning ABE Literacy					
	Beginning Basic Education					
	Low Intermediate Basic Education					
	High Intermediate Basic Education					
GED	Low Adult Secondary Education					
	High Adult Secondary Education					
TOTALS						

ESL	Beginning ESL Literacy					
	Low Beginning ESL					
	High Beginning ESL					
	Low Intermediate ESL					
	High Intermediate ESL					
	Advanced ESL					
TOTALS		402	235	19206		

What was the average number of hours of instruction received by students who were enrolled in your program for the full year?

POTENTIAL STUDENTS

(Potential students are persons who have inquired about instructional services and may or may not have been assessed, but are on a waiting list to be matched or re-matched. Also includes students who have had *less than 12 contact hours* during program year.)

Total # of potential students:

Typical # of BASIC LITERACY students on waiting list: Average length of wait (in months):

Typical # of ESL students on waiting list: Average length of wait (in months):

Typical # of GED students on waiting list: Average length of wait (in months):

METHOD OF DELIVERING INSTRUCTION

Number of Active Students

Basic Literacy ESL GED

One-to-one

Small-group instruction

Large-group instruction

Computer-assisted instruction

STUDENT DEMOGRAPHICS

A. BASIC LITERACY Student Demographics

(Information should be reported for *active* BASIC LITERACY students—those students who have had a *minimum of 12 contact hours* during program year, including intake, orientation, and instruction.)

Age	Number	Ethnicity	Number	Gender	Number
15 & under		American Indian/		Male	2
16-18		Alaskan Native		Female	4
19-24		Asian	6		
25-44	2	Native Hawaiian/			
45-59	4	other Pacific Islander			
60 & older		Black/African American			
Not available		Hispanic/Latino(a)			
		White			
		Other			
		Not available			

Level of Education	Number	Employment Status	Number
Less than 12 th		Employed	
High school diploma/GED		Unemployed	
Some college		Not in labor force	
Undergrad degree		Not available	6
Graduate degree			
Not available	6		

Source of Referral	Number	Number
TV/radio		Public relations talk
Friend/family		Telephone book
Employer		Other agency/other literacy organization
Library		Other student
Newspaper		Web site
Special event		ProLiteracy America
Poster		Dollar General Referral Program
		Other
		Not available

How many active BASIC LITERACY students:

- Are receiving public assistance
- Have a formally-diagnosed learning disability
- Have an other disability
- Live in a rural area

What types of assessment methods/tools are used for Basic Literacy students?

- | | | |
|--------------------------------|---------------------------------------|---|
| <input type="checkbox"/> TABE | <input type="checkbox"/> READ | <input type="checkbox"/> Goal tracking |
| <input type="checkbox"/> CASAS | <input type="checkbox"/> WRAT | <input checked="" type="checkbox"/> Workbook completion |
| <input type="checkbox"/> AMES | <input type="checkbox"/> SORT/Slosson | <input type="checkbox"/> Portfolio assessment |
| <input type="checkbox"/> ABLE | <input type="checkbox"/> BADER | <input checked="" type="checkbox"/> Skills checklist |
| | | Other: |

How often are Basic Literacy students re-assessed?

Every _____ hours **OR** Every _____ months

B. ESL Student Demographics

(Information should be reported for *active* ESL students—those students who have had a *minimum of 12 contact hours* during program year, including intake, orientation, and instruction.)

Age	Number	Gender	Number	Employment Status	Number
15 & under		Male	25	Employed	25
16-18		Female	284	Unemployed	
19-24	1			Not in labor force	243
25-44	163			Not available	169
45-59	85				
60 & older	33				
Not available	157				

Level of Education	Number	Ethnicity	Number	Region of Origin	Number
Less than 12 th	13	American Indian/ Alaskan Native		Asia	254
High school diploma/GED	30	Asian	254	Africa	
Some college	57	Native Hawaiian/ other Pacific Islander		Middle East	
Undergrad degree	130	Black/African American		Eastern Europe	
Graduate degree	40	Hispanic/Latino(a)	46	Western Europe	
Not available	169	White	6	Mexico	46
		Other	3	Central/South America	
		Not available	130	Puerto Rico	
				Other	
				Not available	139

Source of Referral	Number	Source of Referral	Number
TV/radio		Public relations talk	
Friend/family		Telephone book	
Employer		Other agency/other literacy organization	67
Library		Other student	203
Newspaper		Web site	
Special event		ProLiteracy America	
Poster	6	Dollar General Referral Program	
		Other	
		Not available	163

How many active ESL students:

- Are receiving public assistance
- Have a formally-diagnosed learning disability
- Have an other disability
- Live in a rural area

What types of assessment methods/tools are used for ESL students?

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> CASAS | <input type="checkbox"/> BEST Plus | <input checked="" type="checkbox"/> Workbook completion |
| <input type="checkbox"/> SPL | <input type="checkbox"/> ESLOA | <input type="checkbox"/> Portfolio assessment |
| <input type="checkbox"/> Oral BEST | <input type="checkbox"/> NYSPLACE | <input checked="" type="checkbox"/> Skills checklist |
| <input type="checkbox"/> Literacy BEST | <input type="checkbox"/> Goal tracking | Other: |

How often are ESL students re-assessed?

Every _____ hours **OR** Every _____ months

STUDENT RETENTION

Total number of active students who left your program in 2006-07: 22

Reason for Leaving:	Number	Length of Stay:	Number
Met goal(s)	2	0-3 months	18
Attained employment/job conflict		4-6 months	2
Moved/left area	2	7-12 months	
Childcare problems		13-24 months (1-2 years)	
Personal problems (health, family, etc.)		25-48 months (2-4 years)	
Transportation problems		49-120 months (4-10 years)	
Tutor termination		120+ months (10+ years)	
Lack of available tutors			
Scheduling problems			
Instruction not relevant			
Lack of interest			
Other			
Not available	18		

STUDENT ACHIEVEMENTS/OUTCOMES

Outcomes and Achievements	# of active students who had this as a goal and achieved it
Entered employment	
Retained employment	
Improved employability skills	
Received GED or other secondary school diploma	
Entered other education and/or training	
Reduced receipt of public assistance	
Met work-based student goal	
Obtained citizenship/achieved citizenship skills	
Registered to vote/voted for first time	
Increased involvement in community activities	
Increased involvement in children's educational activities	
Attained consumer skills	
Attained wellness and healthy lifestyles	
Other personal goal	
Other:	
Other:	