**Minnesota Literacy Council**

**PREVIEW for Annual Volunteer Information Report**

**2018-2019**

**DO NOT SUBMIT THIS DOCUMENT. It is for reference and viewing only. Please complete the report online at:** <https://mnliteracy.org/volunteerinformationreportandinstructions>

**Due July 31, 2019**

**General program information**

**Name of Organization or School District**

**Program Name** (if different than above)

**Street Address**

**City, State and Zip**

**Website**

**Name of person completing this report**

**Title of person completing this report**

**Phone number**

**Email**

**Name of person who coordinates your volunteers** (if different than above)

**How many hours per week does your program allocate for adult literacy** (ABE) **volunteer coordination?**

1 - 5 hours per week

6 - 10 hours per week

10 - 20 hours per week

20 - 30 hours per week

30 - 40 hours per week

Full time person

Other

**Does the volunteer coordinator also play another role in your program?**

Yes

No

**If yes, what is that role?**

**Does this report include information from more than one program location?**

Yes

No

**If yes, please list all locations included in this report.**

**Information about volunteer training at your program**

**Who facilitates volunteer training in your program?** Please list by name or role.

**What pre-service training do your volunteers receive?** Check all that apply.

Minnesota Literacy Council 12-hour Pre-Service

Minnesota Literacy Council online Volunteer in the Adult ESL Classroom training

Pre-Service training by staff of your program

Training by a classroom teacher

Training by other volunteers

Individual training by the volunteer coordinator

None

Other, please specify below

**What ongoing training do your volunteers receive?** Check all that apply.

Minnesota Literacy Council In-Service Workshops

In-service workshops provided by my program

School district trainings

Minnesota Literacy Council Tutor Tips

Independent study

Online courses hosted by Minnesota Literacy Council

Conferences

None

Other, please specify below

**Do you require volunteers that are or will be leading their own classes, or tutoring small groups to take the Minnesota Literacy Council’s 12-hour Pre-Service trainings?**

Yes

No

N/A – We do not have any volunteer led classes or small groups.

Why or why not

**Do you require volunteers that will be working in the classroom with a paid teacher to take the Minnesota Literacy Council’s 12-hour Pre-Service trainings?**

Yes

No

N/A – We do not have paid teachers.

Why or why not

**If you do not require the Minnesota Literacy Council’s 12-hour Pre-Service trainings, do you recommend it to your new volunteers?**

Yes

No

N/A – We require all of our volunteers to take the 12-hour Pre-Service trainings.

Why or why not

**What types of trainings could the Minnesota Literacy Council offer to make your volunteers more effective? (For example, cultural competency trainings.)**

**Information about volunteer involvement, recruitment and support**

**How would you describe your program’s volunteer needs?**

 We have more volunteers than we need.

 We have the right number of volunteers.

 We need more volunteers.

**Please share any additional comments about the level of volunteer involvement at your program.**

**Would you like assistance with volunteer recruitment? If so, in what ways?** Please check all that apply.

 Please post our volunteer opportunities on the literacy council website.

 Please contact newspapers near my program to request an announcement about volunteering.

 Please distribute flyers near my program indicating a need for more volunteers.

 We do not need assistance with volunteer recruitment at this time.

Other (please see below).

**If you chose ‘Other’ above, please specify.**

**How do volunteers benefit your program?** Please check all that apply.

Build supportive relationships with learners.

Allow learners to meet new people in the community.

Provide direct support to teaching staff.

Expand our capacity to serve learners by offering additional tutoring or leading small groups.

Advocate for adult literacy and our program.

Refer their friends or family to become volunteers.

Provide administrative support, such as learner intake or outreach.

Provide feedback about learners and/or facilitate classroom management

Volunteers’ extra help and skills result in an increase in learner level gains and retention of learners.

Allow ESL students to hear different English accents.

Provide financial support to our program.

Please list any additional ways that volunteers benefit your program.

**What challenges have you experienced when working with volunteers?** Please check all that apply.

Volunteers do not follow the curriculum and instead focus on other topics.

Lack of cultural competence or unfamiliarity with diverse cultures.

Volunteers speak more than the students (too much "teacher talk").

Lack of communication (not responding to emails or phone calls).

Not attending trainings or workshops.

Lack of collaboration with staff or other volunteers.

Not recording volunteer hours or completing tutoring logs.

Lack of reliability or follow-through.

Volunteers skills are not a good match for the needs of the class or learners.

Time necessary to support volunteers.

Please list any additional challenges you've experienced when working with volunteers.

**How effective are volunteers in helping your program provide quality services to your learners**

 Very effective

 Somewhat effective

 Neutral

 Not effective

**What would make your volunteers more effective?**

**What resources would you need to expand your use of volunteers?**

**Please rate your level of agreement with the following statements:**

Choose your response to each statement below -

Strongly agree

Agree

Neutral

Disagree

The literacy council provides valuable volunteer outreach services.

The literacy council provides valuable volunteer training services.

The literacy council provides valuable assistance, training and resources to help me manage my volunteers/volunteer program.

The literacy council provides services that I would not be able to provide myself.

The literacy council helps to improve the quality of my volunteer program.

The literacy council makes my job easier.

**How can we best support you in your role as volunteer coordinator?**

**Information about the number of volunteers, volunteer hours and learners served by volunteers during the 2018-2019 program year**

If your program uses SID to track your volunteer data, you'll need to run the “Annual Volunteer Report” using the date ranges July 1, 2018 to June 30, 2019 to answer the next questions.

**Number of Volunteers:** Please use the date range July 1, 2018 to June 30, 2019 to answer the following questions as accurately as possible. You may estimate if necessary.

**Number of GED/Adult Diploma Volunteer Tutors**

**Number of ESL Volunteer Tutors**

**Number of ABE Volunteer Tutors  -** For this question, ABE refers to basic reading, brush up, or math.

**Number of Non-Tutor Volunteers**  - This question refers to volunteers who assist with learner intake, office support or other non-tutoring tasks.

**Volunteer Hours:** Please use the date range July 1, 2018 to June 30, 2019 to answer the following questions as accurately as possible. You may estimate if necessary. Please include all hours contributed by volunteers, for both tutoring and lesson preparation.

**Number of hours volunteers worked with GED/Adult Diploma Students**

**Number of hours volunteers worked with ESL Students**

**Number of hours volunteers worked with ABE Students-** For this question, ABE refers to students enrolled in basic reading, brush up or math classes.

**Number of Hours Contributed by Volunteers for Non-tutoring Activities** - Please include hours spent helping with learner intake, office support and other non-tutoring tasks.

**This year, most of my volunteers:**

 Helped a staff teacher in his/her classroom

 Worked one-to-one with learners

 Taught small groups of students

 Other

If you chose "other" above, please explain

**Number of Students**: Please enter the number of students who worked with volunteers. This includes those who received individual tutoring as well as all students that were enrolled in a class in which a volunteer was involved as a tutor, assistant, teacher, or co-teacher Please use the date range July 1, 2018 to June 30, 2019 to answer as accurately as possible. You may estimate if necessary.

**Number of GED/Adult Diploma Students**

**Number of ABE Students -** For this question, ABE refers to students enrolled in basic reading, brush up or math classes.

**Number of ESL Students**

**Information about the estimated number of volunteers you expect will be involved NEXT year, during the 2019-2020 program year**

**Approximately how many NEW volunteers do you expect to recruit next year?**

**Approximately how many volunteers do you expect will need to attend a 12-hour Pre-Service Training next year?**

**Approximately how many volunteers do you expect will need ongoing training through In-Service Workshops next year?**

**Approximately how many volunteers do you expect will complete an Online Training module next year?**

**Information about your program’s volunteer demographics during the 2018-2019 program year**

Demographics are being tracked to monitor the ABE field’s success at attracting and maintaining a diverse volunteer corps in order to better serve our communities.

If your program uses SID to track your volunteer data, you'll need to run the “Volunteer Demographics Chart” using the date ranges July 1, 2018 to June 30, 2019 to answer the next questions.

**Age Group**

% <16

% 16-18

% 19-24

% 25-44

% 45-54

% 55-59

% 60+

**Race/Ethnicity**

% Asian

% Black or African American

% Hispanic

% Native Hawaiian or Other Pacific Islander

% Two or More Races

% Unreported

% White

**Gender**

% Female

% Male

% Unreported

**Education Level**

% Grades 1-5

% Grades 9-12 (no diploma)

% No Schooling

% Postsecondary or Professional Degree

% Secondary School Diploma or alternate credential

% Some postsecondary education (no degree)

% Unknown

% Unreported/Unknown