

**Valencia County Literacy Council's
Annual Plan
2009-2010**

Category	Goal	Objectives	Measurements
Valencia Literacy Program			
Activity: Volunteer Tutoring	Have a Trained Tutor Population of 50 to 75 Tutors. Hold three dual Basic Literacy and ESL New Tutor Trainings.	Serve a larger number of Basic Literacy and ESL students in Valencia County.	Number of Trained Tutors
	Have a student population of 200-250 students.	Serve a larger number of Students in Valencia County.	Number of Students Served
	Continue small groups for Basic Literacy and ESL conversation/study groups.	Increase menu of learning opportunities for Students and eliminate waiting list.	Attendance records of small groups, ABE schedules with small groups listed
	Reopen the Literacy Lab.	Increase menu of learning opportunities for Students and eliminate waiting list.	Attendance records of lab, ABE schedule with lab listed
	Survey Students regarding topics of interest for mini- courses (such as Financial Literacy, getting a Driver's License, etc.)	Increase menu of learning opportunities for Students and intensity of instruction.	Flyers and notices for mini- courses, attendance records, pictures taken at events.
	Regularly invite Adult Learners to serve in leadership capacities. Document participation and have Students evaluate their experiences.	Assist students in developing self-efficacy in the educational process and develop leadership potential	Records of invitations to Students and records of participation in events, meetings, etc.

	Have at least 25% of Volunteer Tutoring students with 12 hours or more of instruction gain one level on the CASAS. Retest Students every 6 months or every 20 hrs.	Students improving their reading and English Language abilities.	CASAS testing results; attendance reports.
	Contact Students within 6 weeks of intake and every 3 months thereafter as long as they are active.	Improved persistence of Students in tutoring.	Records of phone calls.
	Collect accreditation documentation quarterly.	Greater consistency in maintaining accredited practices.	Documentation collected.
Activity: Family Literacy Preschool	Serve at least 150 people with Family Literacy Services.	Improve Literacy levels of ESL students and their young children in Valencia County.	Sign-in sheets from classes and Preschool, records from Lending Library.
	Work with Parent-Teacher Council (PTC) in the Preschool on FUNdraising for Preschool.	Improve Student Leadership in Family Literacy and raise funds.	Minutes of PTC Meetings with attendance and decisions made.
	Use funds raised to add hours to staff schedules in order to continue CDA online training	Continue to provide Professional Development to Preschool staff.	Transcripts of courses completed towards CDA credentials.
	Compile results from Parent Education Profile (PEP) and use to further plan Parenting support activities.	Improve parental support for their children's emergent literacy skills.	PEP result summaries and records of further activities.
	Conduct field trips at the beginning and end of year	Connect the families to community resources.	Sign-in sheets from field trips.

	Conduct a “Talent Week” or series of workshops in which parents share their talents with their children	Increase intergenerational communication and fun	Lesson Plan records.
	Organize presentations by community agencies (e.g., N.M. Horse Project, etc.)	Connect the families to community resources.	Lesson Plan records.
	Design a questionnaire for Tracking Family Literacy participants’ outcomes and begin interviews.	Track participants over time to determine long-term outcomes for families.	Questionnaire and results.
Activity: BOOK Readers	Have 10-15 Volunteer BOOK Readers serve in Valencia County. Read for 100-150 hours to over 200 children.	Model early reading for low-reading-level families in Valencia County.	BOOK Reader training records, sign-in sheets at clinics.
	Give out over 1,500 children’s books to low-income families.	Increase reading to children in low-reading- level families in Valencia Co.	Records of books given out.
	Maintain membership with First Book.	Increase number of books available.	Records of funds raised and books purchased.
	Explore the idea of having a spring FUNdraiser for BOOK.	Increase number of books available.	Records of funds raised and books purchased.
	Maintain monthly contact with school clubs and honor societies to recruit teen readers	Recruit volunteers	Records of readers from school service clubs
	Work with local First Choice clinics to join Reach Out and Read.	Provide matching funds for books in clinics and training assistance.	Grant records, records of funds received.

Community Relations	Invite influential persons (local government leaders, potential volunteers, community leaders) to FUNdraiser.	Raise funds, have FUN, and advertise the services of VCLC.	FUNdraiser records, sponsorships, ticket sales, records of donated items, etc.
	With Student Leaders, meet with local government representatives at least once a year and visit the N.M. State Legislature with NMCL	Advocate, with Students, for Literacy and keep representatives informed of VCLC's contributions to the community.	Records of events, such as schedules, pictures, donations, and sign-in sheets.
	Attend local Chamber Meetings and any local non-profit meetings.	Network with other non-profits and businesses to recruit, improve operations, and increase funds.	Records of meetings and trainings attended, flyers and brochures passed out, and joint enterprises.
Public Awareness	Publish VCLC e-newsletter twice a year (September and January). Distribute widely to businesses, donors, etc.	Increase public awareness of VCLC services, recruit students and volunteers, raise funds.	Newsletters and mailing list.
	Continue attending Adelino ECDC Open House, Dia de Los Niños, etc. and distributing flyers and brochures.	Increase public awareness of VCLC services, recruit students and volunteers, raise funds.	Records of student and volunteer numbers and donations received.
	Advertise in Chamber newsletters. Continue Guest Columns and articles in <i>News-Bulletin</i> .	Increase public awareness of VCLC services, recruit students and volunteers, raise funds.	Records of newspaper articles, newsletters, etc.
	Give speeches at local service clubs	Increase public awareness, recruit students and volunteers, raise funds.	Records of attendance at training and of speeches given.

	Create posters using additional successful Students. Place throughout the County.	Increase public awareness, recruit students and volunteers, raise funds.	Records of poster placement.
Resource Development	Hold the Noche de Estrellas Talent Night and Chocolate Buffet FUNdraiser.	Increase percentage of local fundraising and non-restricted contributions.	Funds in the bank.
	Grant Writing: United Way, NMCL, Dollar General, Daniel's Fund, etc.	Maintain funding for all activities of the Valencia Literacy Program.	Funds in the bank, grant records.
Board Development	Maintain at least one tutor and student on Board at all times. Involve Board in local speeches.	Encourage healthy leadership throughout the organization; get tutor and student input on decisions.	Board Minutes, Board of Directors list.
	Recruit new Board members and write job descriptions for "Ex-Officio" Board members for shorter time commitment.	Increase representation on Board of Valencia County organizations; increase Board influence.	Board and Ex-Officio Board list.