

Literacy Volunteers of Illinois
VOCAL*AmeriCorps
(Volunteer Outreach for Community Action in Literacy)
2018/2019

Host Site Application

Organizational Name: _____

Executive Director: _____

Program Name (if applicable): _____

Program Director/Coordinator: _____

Will this person be the member supervisor and contact? _____ Yes _____ No

If not, who will be the contact? _____ Email: _____

Address: _____

City _____ State _____ Zip Code _____

Telephone: (____) _____ Fax: (____) _____ Website address: _____

Organization Budget

- _____ \$250,000 or less
- _____ \$250,000 - \$500,000
- _____ \$500,000 - 1,000,000
- _____ \$1,000,000 +

Program Budget

- _____ \$25,000 or less
- _____ \$25,000 - \$50,000
- _____ \$50,000 - \$100,000
- _____ \$100,000 +

Please respond to the following questions on a separate attachment or attach existing public information materials that cover the information sought -

1. What is your organization's mission ?
2. How does your program fit in with your organization's mission ?
3. What communities does your organization serve ?
4. What services does your literacy program provide ?
5. How will this member's work contribute to the infrastructure or capacity of your volunteer literacy program beyond the member's term of service ?

Member Recruitment and Development

1. Member training and development is an important part of all AmeriCorps programs. What will the organization or supervisor do to promote member professional development ?
2. How will this member's work contribute to the infrastructure or capacity of your volunteer literacy program beyond the member's term of service ?

Member Placement

Number of member(s) requesting:

___ Full-time member (1,700 hours) ___ Part-time members (900 hours)

Type of Service to be Provided and Number to be Served

1.) How many learners will be served through AmeriCorps members & tutors they recruit/support ?

Basic Literacy _____ ESL _____ GED _____

2.) Will members be involved with employment-related service ? Yes _____ No _____

If yes, how many will likely be served ? _____

In what areas ? (check all that apply) ___ job search ___ job club(s) ___ resume writing

___ mock interviewing ___ job development ___ job placement Other _____

How many will find a job ? _____

3.) Number of tutors you anticipate recruiting through AmeriCorps resources _____

4.) Will members be involved with tutor, student and/or program support ?

In what areas ? (check all that apply) ___ Volunteer Orientation ___ Student Intake

___ Student Orientation ___ Tutor Training ___ Newsletters/Public Information Materials

___ Tutor/Student Recognition ___ Community Outreach ___ Fund Development

Member Recruitment

LVI will conduct general recruitment for AmeriCorps members on behalf of all sites. Sites may also consider candidates on their own with final approval coming from LVI. When this option is exercised, please provide all candidates interviewed with a VOCAL Member Information Sheet. If you are interested in reviewing LVI candidates and have specific skills and/or qualifications that you are seeking, please attach a position description (must include and should not conflict with major activities identified on the general member description).

___ We will use the LVI position description.

___ Attached is our modified description

___ We'd like to review LVI candidates.

___ We will recruit on our own.

___ We'll do both.

Technical Assistance and Training

To ensure the success of the program, LVI will provide technical assistance and training to members and host site staff. For host site staff, please check the areas in which you may be likely to request technical assistance and/or training.

Volunteers

- _____ Recruitment
- _____ Orientation
- _____ Tutor Training
- _____ Assessment
- _____ Matching
- _____ Resource Materials
- _____ Recognition/Retention

Adult Learners

- _____ Recruitment
- _____ Orientation
- _____ Assessment
- _____ Curriculum/Materials
- _____ Support Groups
- _____ Leadership Development

Program Management

- _____ Advisory Boards/Councils
- _____ Newsletters
- _____ Marketing/Public Relations
- _____ Program Collaboration
- _____ Fund Raising/Events
- _____ Resource Development
- _____ Technology
- _____ Data Collection
- _____ Program Evaluation

Other (Please List):

Please fax or e-mail materials to –

Literacy Volunteers of Illinois
 312/857-1586 (fax)
 LVAILL@AOL.Com