

# LVCC Reader

Winter 2004

## Board Members

FY 2004

7/1/2003 to 6/30/2004

### Kathy Weisensel

President

### Steve Huffman

Vice-President

### Holly Taylor

Treasurer

### Karen Mack

Secretary

### Randi Reppen

Past President

### Jean Hockman

Emeritus

### Flor Barantes

### Wendie Highsmith

### Ted Tonkinson

### Bibi Urman-Cahill

## Upcoming Events

*New Frontiers for LVCC  
5% Wednesday Feb. 18th*

*Health Literacy Workshop:  
Breaking Down the Barriers*

*Tuesday, Feb 17, 2004  
6:00pm to 9:00pm*

*Mountain Spelling Bee  
Thursday May 6, 2004*

## Polar Express = Success!



We'd like to give one more giant **'THANK YOU!'** to all of the volunteers who were Readers and Passenger Service Assistants on Grand Canyon Railway's Polar Express.

From December 11th through the 15th, 100 LVCC volunteers trekked to Williams, 20 each night, to put a little magic into the Christmas season.

It was a lot of work and a lot of fun to read The Polar Express, by Chris VanAllsburg, and serve hot chocolate and cookies to wide-eyed children and their families each night.

Thanks to the efforts of these volunteers, LVCC was awarded a check for \$3500 from Grand Canyon Railway. The Railway also donated 56 Polar Express tickets for learners, volunteers, and their family members to enjoy a trip to the North Pole. Grand Canyon Railway tickets will also be included in the first prize package at our annual Mountain Spelling Bee on May 6th.

In case you don't know, Warner Brothers is making a movie of The Polar Express starring Tom Hanks that is due out in November 2004. Check out the website to get a sneak preview:

[www.apple.com/trailers/wb/the\\_polar\\_express](http://www.apple.com/trailers/wb/the_polar_express)

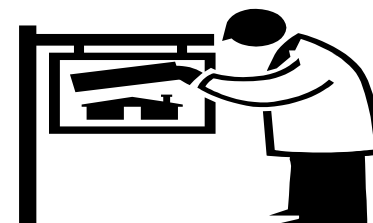
Although we like to think we are unique, Grand Canyon Railway invited other local organizations to participate in this fantastic holiday fundraising event: The Assistance League of Flagstaff; American Red Cross, Northern Arizona District; and Special Olympics of Arizona.

Our hats are off to the folks at Grand Canyon Railway for bringing magic to the season and funding important community organizations in Northern Arizona through this fantastic event.

We can't wait to see what happens next year! All Aboard!

## Check Out The New LVCC Sign!

LVCC has a beautiful new sign that just went up this week! The sign is bright blue and green and has our name, address and phone number. Our logo, a big stack of books, is on top. This sign should attract lots of attention! Tell us what you think.



## 2 New Changes in Tutoring Procedures:

### Tutor Re-Certification Plan

LVCC is finally ready to roll out the new plan for annual tutor re-certification. LVCC created this policy in 2002 to meet our accreditation standards, but we have not been able to implement it until now. We think it offers tutors a painless way to stay up to date and in touch.

#### Certification Requirements:

New tutors receive a certificate and green ID card upon completion of ...

- New Tutor Orientation
- Tutor Training
- In-Service Workshop

#### Re-Certification:

There are two steps to tutor re-certification. Both should be completed every year a tutor remains active after original certification.

First, tutors will attend one in-service workshop every 12 months after certification.

Second, tutors may complete a self-evaluation form or request an observation of a tutoring session from LVCC staff.

LVCC will be mailing reminders of the re-certification process this month along with a self-evaluation form for your convenience.

Please call our office if you have any questions.

### 40-hour Progress Report

LVCC has an obligation to its learners, its funders and the community to document our learner's progress and we need your help. Beyond collecting your volunteer hours, we need to document progress in two additional ways: **academic skill development and achievement of practical goals.**

Starting this spring, LVCC will be contacting you when your learner has achieved 40 hours of tutoring. We will send you a simple form to fill out with your learner to describe the practical literacy-related goals he or she has achieved with your help. Then, we ask that you help us set up an appointment with your learner at our office for re-assessment.

When your learner comes in for re-assessment he or she will receive a certificate of achievement for your 40 hours of work together. For those of you who tutor beyond the original 6 month commitment, we will contact you every time you reach this 40 hour mark (40-80-120- and so on).

These increments represent roughly six months of learner instruction at 1.5 hours per week. As we say in training, it takes about 6 months to see significant progress.

Thanks for your help in documenting how LVCC changes lives through literacy.

## Introducing Two New Office Staff

LVCC would like to introduce Annette Sutfin, our new Americorps Volunteer. Annette will take Theresa's place as the Program Assistant. She will be Laura's assistant through December, 2004, assessing learners, providing tutor support, and using her considerable computer skills. Annette can help you with nearly anything you need from LVCC. Just ask.  
Welcome Annette!

Rachel Richards-Tripp is also a new addition to the LVCC family. She is the new Office Assistant. Rachel recently moved here from Tucson to study music at NAU. She'll be working through May and hopefully beyond. Rachel works Wednesdays and Fridays. You might not have met her yet because she has been busy working behind the scenes helping us get ready for tutor training and this newsletter.  
Welcome Rachel!

## Volunteer Appreciation Breakfast

On Saturday morning, Nov. 15th, the LVCC office was filled with lots of volunteers sharing good cheer and good things to eat. Ann, Laura, and Theresa took this opportunity to show LVCC's appreciation to all of our volunteers on behalf of LVCC.

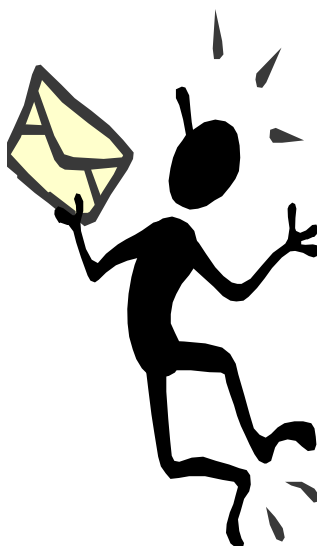
Each of the following volunteers received a Certificate of Appreciation for their special contributions.

### Katy Bippus

"For stepping up in front of the tutor trainer class"

### Harriett Brown

"For bringing the library into reality"



*I am Appreciated!*

### Helen Hollis

"For five years of tutoring and always returning to it despite life's adventures"

### Theresa Martinez

"For stepping up in front of the tutor trainer class"

### Ted Tonkinson

"Renaissance Man for doing it all"

### Ruben Vasquez

"For Bringing LVCC Learners into the 21<sup>st</sup> Century In Technology"

\*\*\***Jean Hockman** A special THANK YOU goes out to Jean for recruiting over 20 volunteers for the Polar Express on behalf of LVCC!

## Tutor Tips for Developing Good Spellers

Good spellers use a variety of techniques to learn words and their spelling. Here is a list of some ways your student can build vocabulary and become a better speller.

- Learn to spell words in context. If words are not related to experiences, they will be much more difficult to learn or remember.
- A notebook or card collection of the new words, which include sample sentences to help remember the definition and proper use of the words.
- Learn the word roots.

- Learn common prefixes and suffixes and how they change the meaning of words.
- Use the words in writing and conversation.
- List synonyms and antonyms.

As a tutor, it is useful to analyze why one makes spelling mistakes or what spelling rules cause trouble.

Look for any patterns to the spelling mistakes. For example, does the problem occur when using double consonants or past tense? What about those words that sound alike but are spelled differently?

## 8th Annual Mountain Spelling Bee, May 6, 2004

Our annual Mountain Spelling Bee fundraiser is just around the corner. This year's Bee will be held at the Raddisson Woodlands Hotel, complete with dinner and cash bar, Thursday evening May 6th. The Mountain Spelling Bee is a zany adult competition featuring local celebrities as MC's, judges, and spellers. A team of 3 can enter the competition for \$300 (this is a fundraiser!) and win glamorous prizes like tickets on the Grand Canyon Railway or honey from Mountaintop Honey.

This is the time of year we are looking for Bee sponsors from local businesses. The Queen Bee sponsors (\$500 or more) are featured on the Bee T-shirt, others are featured in the *AZ Daily Sun*. You can support the Bee for just \$25 by purchasing an A-B-C for literacy and be featured in the program. If you want to hear more about the Bee, enter a Team or just come to the dinner (\$30), give us a buzz!



715 N. Humphreys Phone: 928-556-0313  
Flagstaff, AZ 86001 Fax: 928-556-9360  
Email: lvctutor@yahoo.com

*See Student Newsletter for  
new drop-in conversation  
class schedule*

*Changing lives  
through literacy*

## Mark your calendars!

Wednesday, Feb. 18th, 2004-All Day

LVCC has been selected by the popular vote of New Frontiers Associates in the Flagstaff store to become the recipient of 5% of total sales on Wednesday, February 18th, 2004. Please help our cause by shopping at New Frontiers on that date.

Last year, Literacy Volunteers Day brought in \$690. What a happy day that was! We really appreciate this kind of support because we are free to use this money for general operating expenses, like rent and electricity. Frequently, the various grant monies we receive are earmarked for special programs, and not general operations.

Don't forget to tell your friends to shop healthy and support LVCC on the 18th!

## IS YOUR LEARNER WRITING?

We love to publish writing by your learners in the learner newsletter. Send us poems, essays, observations, jokes, or recipes and we will publish them in the next issue. Please ask your learner's permission to publish their work before you send it in.

Check out this issue for some delicious recipes submitted by our learners.

*"If you would not be forgotten as soon as you are dead, either write things worth reading or do things worth writing."*

*Benjamin Franklin*