

Literacy Volunteers
of Coconino County

LVCC Reader

Spring 2005

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7/1/2004 to 6/30/2005

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Kerri Quinn

Education Specialist

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You're invited to LVCC's
9th Annual
Mountain Spelling Bee!
Tickets available for \$30

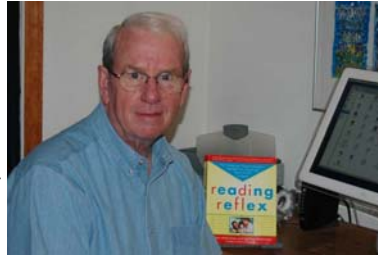
Tutor Highlight

What a Great Idea!

This is the beginning of a new feature in the LVCC Reader, which will highlight tutors with great ideas.

In this issue, we would like to say thanks to BUD SWANSON for his meticulous record-keeping. Bud and his wife retired to Flagstaff last summer to be closer to his son's family. Bud had

volunteer experience as a Big Brother and decided to try literacy tutoring. His learner is a young English-speaking



man who reads at a very low level. Bud carefully plans and records his lessons, and writes reflections after each lesson.

He observes exactly what he has covered, how it was received, and his thoughts on what to do next time. We are so impressed with the depth of his record-keeping that we are planning to use his written work in an upcoming training as a model to show how useful it can be to take the time to write things down immediately after a lesson. Thanks, Bud!

Introducing Two New Office Staff

LVCC would like to introduce Malinda Slaybaugh, our Office/Project Coordinator. Malinda is a twenty-year Flagstaff resident with strong ties to the business community. Her computer skills are being put to use coordinating our two large fundraising efforts, the upcoming Mountain Spelling Bee and the winter Letter Campaign. She is also in the process of developing a new web-page for Literacy Volunteers. Stay tuned for more on that! Welcome, Malinda!

Kerri Quinn is another new addition to LVCC. She is developing the new Education Specialist program from January through June. Kerri's responsibilities include conducting in-service workshops, tutor training, and providing support services to our volunteers. Kerri also teaches English and Spanish at CCC. Remember, if you have any questions about tutoring or just need help, contact Kerri at the office, Tuesday through Friday.

*Education is the most
powerful weapon
which you can use to
change the world.*

Nelson Mandela

Check Out the New Monthly Tutor Reporting Form!

The Monthly Tutor Report Form has been updated to make it more user-friendly. We hope this will help you with the monthly task of reporting your learners' goals and achievements. We now have an electronic version of the new and improved Monthly Tutor Report Form as well, and it will be attached to the monthly email reminding you to report at the beginning of every month. A copy of the new form is included on the right page, so please familiarize yourself with the new format.

Note that goals and achievements have been broken down into five life-skill headings: work, health and food, education, community, and personal and money. Each life-skill has room for other goals and achievements. *We are looking for things that your learner can do now—as a result of your tutoring—that was not possible before working with you.* Please check any areas that apply and briefly describe each of them. Even if you don't have any goals or achievements to report in a given month, we must document the number of times you met, the total number of hours spent tutoring that month, the time you spent preparing your lessons, and travel to and from your sessions. We need this information on a monthly basis.

WHY do we need this information? LVCC is a private, non-profit organization. Our funders don't like to support programs that can't prove they are making a difference in the community. **THE ONLY WAY WE CAN PROVE THAT OUR WORK IS WORTH THEIR SUPPORT IS BY REPORTING WHAT YOU REPORT TO US.** If we don't hear from you, we can't report that your learner is learning English language literacy skills.

The updated Monthly Tutor Report Form is meant to give you some ideas of the kinds of goals and achievements that are important for us to document, and there are many other possibilities that aren't represented, so feel free to add them. Even though your learner may not make huge strides each month, the smaller steps do add up. We would love to get information directly from learners too, so consider working on a writing task with your learner that describes a recent success. If you share it with us, we'll publish it in an upcoming newsletter. What an inspiration for a learner, and what a way to touch the heartstrings of our funders!

April

Save the Date!

8-9

**Arizona TESOL—Teachers of English to Speakers of Other Languages
2005 State Conference—April 8th & 9th—Website: www.az-tesol.org**

15-17

8th Annual Northern Arizona Book Festival will be held at numerous venues throughout Flagstaff on April 15-17. Please call 928-380-8682 or check at www.nazbookfestival.org for more information.

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We would like to invite you and your learner, and a friend or spouse to join us for a **Tutor Appreciation Potluck Dinner** on Tuesday, April 19th from 5:30 p.m. to 7:30 p.m. Bring a dish to share, and come even if your learner can't make it. LVCC staff will provide drinks and dessert. We look forward to seeing all of you! It's National Volunteer Week! Let's celebrate! Please call 556-0313 to RSVP.



May

5

We are gearing up for **Literacy Volunteers 9th Annual Mountain Spelling Bee for adults**, which will be held on Thursday, May 5th at the Radisson Woodlands Hotel. This zany, adult spelling competition is a dinner event that is funded through local business contributions. We hope you can join us to help cheer on our spellers! Dinner tickets are \$30. Chicken and vegetarian dinners will be offered.

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LVCC Executive Director, Ann Beck, is presenting at the **Arizona Association of Lifelong Learning Conference—May 21** at CCC. Call Sarah at 226-4317 for more information.

IMPORTANT, SEND EVERY MONTH!

715. N. Humphreys, Flagstaff AZ 86001
 phone: 928-556-0313, fax: 928-556-9360
 lvcctutor@yahoo.com

Tutor/Learner Report for _____
 Month/Year

Tutor's Name _____ Learner's Name _____

Total Volunteer Hours for the month:

No of Meetings _____ Tutoring Time _____ Preparation Time _____ Travel Time _____

Is there anything your learner can do now – as a result of your tutoring – that was not possible before?

Please check any areas that apply and briefly describe each of them.

Use an extra sheet if necessary.

WORK

- ___ 1. Has improved job search skills so now able to look for a new job. _____
- ___ 2. Got a new job. _____
- ___ 3. Has improved skills or status at current job. _____
- ___ 4. Other work-related achievements: _____

HEALTH AND FOOD

- ___ 1. Can go shopping independently with confidence. _____
- ___ 2. Can explain a medical problem to a nurse or doctor. _____
- ___ 3. Can read a menu in a restaurant. _____
- ___ 4. Other related achievements: _____

EDUCATION

- ___ 1. Entered a class or a training program. _____
- ___ 2. Completed a class or a training program. _____
- ___ 3. Is more involved in children's education. _____
- ___ 4. Other related achievements: _____

COMMUNITY

- ___ 1. Has passed the citizenship test. _____
- ___ 2. Can get around town independently better than before. _____
- ___ 3. Is more active in the community. _____
- ___ 4. Other related achievements: _____

PERSONAL AND MONEY

- ___ 1. Can use the telephone with confidence. _____
- ___ 2. Can read newspapers and magazines. _____
- ___ 3. Can manage money better than before. _____
- ___ 4. Other related achievements: _____

STATUS: Have you or your learner changed your phone number, email or mailing address? What is the new information?



715 N. Humphreys Phone: 928-556-0313
Flagstaff, AZ 86001 Fax: 928-556-9360

Please tell your learner about our Drop-In Conversation Class. It is being held Wednesday evenings from 6 to 7 p.m. at the Literacy Volunteers office. All levels are welcome. Please call the office at 556-0313 if you have any questions.

*Changing lives
through literacy*

ESL Websites

1. <http://www.nau.edu/english> Select "Program in Intensive English"(PIE), and then select "English Links" - This site has many interesting links to practice reading, writing, and listening.
2. <http://www.rong-chang.com/> Brief explanation followed by dialogue that can be read and heard.
3. <http://www.brainpop.com> Interesting and fun site geared for kids yet still fun for adults.
4. <http://www.swadulterd.com> Many sites for instructors and learners
5. <http://members.aol.com/adrmoser/esl.html> This site has English quizzes, games, puzzles and a dictionary.
6. <http://iteslj.org/links> This site has information for learners and tutors including games, puzzles and quizzes- very easy to use
7. <http://lc.byuh.edu/CNN-N/CNN-N.html> Easy to find exercises in English
8. <http://www.funbrain.com/funbrain/lang> Fun and challenging games for learning English (also in Spanish)
9. <http://www.dailygrammar.com/archive.shtml> This site has many grammar lessons and is easy to use.
10. www.daveseslcafe.com Great site for teachers and students including a help center where you can get answers to your English related questions 24 hours a day