

IDENTIFYING INFORMATION

Membership ID#: 726807 Program Name: Moore County Literacy Council

City: Southern Pines State: NC Zip: 28387

Who do we call if we have questions? Name: Terry Taylor Phone: 910-692-5954 Ext.

BASIC OPERATIONS

Fiscal Year: Indicate your fiscal year (check only one).

- Oct 1, 2017 – Sept 30, 2018 (U.S. Government)
 Jan 1, 2018 – Dec 31, 2018
 July 1, 2018 – June 30, 2019 (finish your fiscal year first and *then* submit your survey)
 Not sure

Answer all questions based on data from your most recently completed fiscal year as reported above.

Services Provided: Check all services provided by your organization.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Basic literacy | <input checked="" type="checkbox"/> Health literacy |
| <input checked="" type="checkbox"/> ESL/English language learning | <input type="checkbox"/> Homeless literacy |
| <input checked="" type="checkbox"/> High school equivalency (HSE)/GED | <input checked="" type="checkbox"/> Math |
| <input checked="" type="checkbox"/> Citizenship | <input type="checkbox"/> Prison literacy |
| <input checked="" type="checkbox"/> Computer-based instruction | <input checked="" type="checkbox"/> Services for students with learning disabilities |
| <input checked="" type="checkbox"/> Digital literacy/Information | <input checked="" type="checkbox"/> Transition to post-secondary education |
| <input checked="" type="checkbox"/> Family literacy | <input checked="" type="checkbox"/> Workplace literacy |
| <input checked="" type="checkbox"/> Financial literacy | <input type="checkbox"/> Other: |

Total number of paid staff: 4 (do NOT include instructors)

Does your organization have a board/advisory group? Yes No If yes, how many members? 12

INCOME

Record the dollar amount (nearest whole dollar) received from each source. Do NOT include in-kind funding.

Income Source	Amount (\$)
United Way	\$ 20,000
Religious organizations	\$ 10,158
Library	\$ 0
Sponsoring agency	\$ 0
Foundations/corporations	\$ 44,192
Interest/investment income	\$ 324
Individual/private donations	\$ 37,740
Contracted services	\$ 0

Income Source	Amount (\$)
Special events	\$ 27,177
Direct mail campaigns/appeals	\$ 23,700
Bequests/memorials	\$ 0
Federal government	\$ 0
State government	\$ 67,255
Local/county government	\$ 0
Other:	\$ 524
TOTAL INCOME	\$ 231,070.00

Answer survey questions based on data from your most recently completed fiscal year

INCOME cont.

Federal & State Government Income Sources: Check all sources from which your organization receives income.

- | | |
|---|---|
| <input type="checkbox"/> Adult education & family literacy (WIOA/U.S. Dept. of Education–OCTAE) | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> Employment training (Dept. of Labor/WIOA) | <input type="checkbox"/> Library Services and Technology Act (LSTA) |
| <input type="checkbox"/> State government literacy/education funding | <input type="checkbox"/> Welfare/social services |
| <input checked="" type="checkbox"/> Head Start | <input type="checkbox"/> AmeriCorps/VISTA |

ADVOCACY & PROMOTION

Advocacy/Public Policy: Check all the ways in which your program is involved in advocacy or public policy efforts.

- Include legislators/local officials on mailing lists for newsletters and announcements
- Invite legislators/local officials to visit the program
- Make personal visits to legislators
- Send letters from the program to legislators
- Urge students, instructors, or board members to communicate with legislators
- Forward ProLiteracy legislative alerts to students, instructors, or board members
- Participate in public policy issues forums, rallies, etc.
- Make presentations to city council or other governing body
- Attend statewide meetings set up with legislators by adult literacy/adult education programs
- Provide opportunities for students to register to vote or learn how to vote
- Other

Media Activities: Check all the ways in which your program is engaged in local media efforts.

- Maintain an organizational website
- Maintain an organizational Facebook, Twitter, LinkedIn or other social media accounts
- Participate in postings on other adult literacy/adult education social media accounts (e.g. Facebook, Twitter, or LinkedIn pages)
- Presence in stories in a local newspaper and/or local news website/social media page
- Presence on local television and/or radio news stories
- Create PSAs that are aired on local television, radio stations, or on the web
- Send press releases about organizational news, announcements, etc.
- Placement of organizational ads on local billboards
- Other

Have you noticed an increased public awareness about your organization due to media presence and/or social media forums?

- Yes No Not sure

Has your ProLiteracy organizational membership helped with media presence in your local area?

- Yes No Not sure

Answer survey questions based on data from your most recently completed fiscal year

INSTRUCTORS/VOLUNTEERS

Report totals (in whole numbers) for active volunteer tutors/instructors, paid tutors/instructors, and other volunteers by type. Report the total number of hours expended by type of activity.

Type of Instructor or Volunteer	Total # active	Type of Activity	Total # of Hours
VOLUNTEER instructors/tutors:	123	Instructional hours for tutors/instructors	2,729
PAID instructors/tutors:	3	Non-instructional hours for tutors/instructors (preparation, training, travel, meetings, etc.)	2,108
OTHER volunteers (i.e. administrative):	27	How many of these hours were volunteer hours?	4,837

Demographics:

Report totals in whole numbers for ALL volunteer tutors/instructors, paid tutors/instructors, AND other volunteers.

Age	Number
15 & under	0
16-18	2
19-24	0
25-44	11
45-59	20
60 & older	92
Not available	6

Gender	Number
Male	21
Female	110

Level of Education	Number
Less than 12th grade	0
High school diploma/HSE/GED	3
Some college	11
Undergrad degree	52
Graduate degree	46
Not available	19

Source of Referral: Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> TV/radio
<input checked="" type="checkbox"/> Friend/family
<input checked="" type="checkbox"/> Employer
<input checked="" type="checkbox"/> Library
<input checked="" type="checkbox"/> Newspaper
<input checked="" type="checkbox"/> Special event
<input checked="" type="checkbox"/> Website
<input type="checkbox"/> National Literacy Directory (NLD.org) | <input type="checkbox"/> FinishYourDiploma.org
<input checked="" type="checkbox"/> Social media (Facebook, Twitter, LinkedIn, etc.)
<input type="checkbox"/> Local volunteer center
<input checked="" type="checkbox"/> Poster
<input checked="" type="checkbox"/> Public relations talk
<input checked="" type="checkbox"/> Telephone book
<input checked="" type="checkbox"/> Other agency/other literacy organization
<input type="checkbox"/> Other |
|--|--|

Retention:

What is your instructor retention rate*? Enter a percentage: 81 %

*Divide the number of instructors remaining at the end of the fiscal year by the total number of instructors you had at the beginning of the fiscal year. Multiply the number by 100 for a percentage.

Does your program either recommend or require that your instructors take free online courses provided on ProLiteracy Education Network (www.proliteracy.org/EdNet)?

- Yes No

Answer survey questions based on data from your most recently completed fiscal year

STUDENTS

Education Type: Report the total number of students (in whole numbers) by education type.

Active Students

Basic Literacy	130
ESL/ELL	83
HSE/GED Prep	3
TOTAL # of active students (all types):	216

Instructional Method: Report the total number of students (in whole numbers) for each instructional method and education type.

Education Type

Instructional Method	Basic Literacy	ESL/ELL	HSE/GED prep
One-to-one	17	83	3
Small-group instruction (3-5 students)	52		
Large-group/classroom instruction	55		
Computer-based instruction	11	33	0

Waiting List: Report the total number of students (in whole numbers) on a waiting list and the average length of their wait (in months) for each education type.

Education Type	Typical number # of students on waiting list	Average length of wait (in months)
Basic Literacy	7	1
ESL/ELL	3	1
HSE/GED Prep	0	0

What services are provided for students while on waiting lists? Check all that apply.

- Pre-instruction computer-based learning
- Computer lab for self-learning
- Conversation groups
- Pre-instruction/introductory classes
- Goal-setting sessions
- Individual or group orientations
- More intensive assessment
- Other

Answer survey questions based on data from your most recently completed fiscal year

STUDENTS cont.

Entrance Levels: For each type of student population below, record the total number of students (in whole numbers) that entered your program next to their corresponding literacy level at the time of entry.

Basic Literacy & High School Equivalency (HSE)/GED Prep Students	Total #
Beginning reader (0-3 rd grade)	3
Developing reader (4 th -5 th grade)	2
Intermediate reader (6 th -8 th grade)	3
Advanced reader (9 th -12 th grade)	2
Not available	

ESL/ELL Students	Total #
Able to read and speak some English	5
Able to read some English but not able to speak English	6
Able to speak some English but not able to read English	2
Not able to speak or read English	2
Literate in their native language (of all new ESL/ELL students)	

Assessment Tools: What assessment tools do you use with your students? Check all that apply



- TABE
- CASAS
- BEST Literacy
- BEST+
- READ
- ESLOA
- GED/HiSET/TASC Placement Test
- Placement & assessment tests associated with published instructional materials
- Develop our own assessments

Demographics: Report totals in whole numbers for ALL students – basic literacy, ESL/ELL, and HSE/GED prep.

Gender	Total #
Male	43
Female	173
Employment Status	Total #
Employed	55
Unemployed	18
Not in labor force	70
Not available	73
Level of Education	Total #
Less than 12 th	112
High school diploma	25
GED/HSE credential	4
Some college	29
College degree	22
Not available	24

Age	Total #
15 & under	61
16-18	0
19-24	8
25-44	90
45-59	27
60 & older	10
Not available	20

Ethnicity/Race	Total #
Native American/Alaska Native	0
Asian	7
Native Hawaiian/other Pacific Islander	2
Black/African American	19
Hispanic/Latino(a)	94
White	21
Other	1
Not available	72

Answer survey questions based on data from your most recently completed fiscal year

STUDENTS cont.



Personal Technology:

Report the total number (in whole numbers) of active students who have a smartphone: 129

Retention:

Report the total number (in whole numbers) of active students who left your program: 11

Reason for Leaving	Number
Met goal(s)	2
Attained employment/job conflict	2
Moved out of area	2
Childcare problems	0
Personal problems (health, family, etc.)	1
Transportation problems	4
Lack of available instructors	0
Lack of interest	0
Returned to high school	0
Entered post-secondary education	0
Other	0

the totals for
← Reason for Leaving and Length of Stay →

49-120 months (4-10 years)	2
120+ months (10+ years)	

For the students who left, report

Length of Stay	Number
0-3 months	
4-6 months	
7-12 months	
13-24 months (1-2 years)	
25-48 months (2-4 years)	

Source of Referral: Check all that apply.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> TV/radio | <input checked="" type="checkbox"/> Special event | <input checked="" type="checkbox"/> Poster |
| <input checked="" type="checkbox"/> Friend/family | <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Other agency/other literacy org. |
| <input checked="" type="checkbox"/> Employer | <input type="checkbox"/> NationalLiteracyDirectory.org (NLD.org) | <input checked="" type="checkbox"/> Another student |
| <input checked="" type="checkbox"/> Library | <input type="checkbox"/> FinishYourDiploma.org | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Newspaper | <input checked="" type="checkbox"/> Social media (Facebook, Twitter, etc.) | |

Outcomes and Achievements:

Does your program have a system for developing and tracking student goals? Yes No

Outcomes and Achievements	# of active students who had this goal & achieved it
Got a job or better job	
Improved employability skills	8
Received HSE (GED, etc) credential or other secondary school diploma	1
Entered other education and/or training	2
Improved score on standardized test	34
Advanced level(s) in curriculum series	12
Obtained citizenship	1
Registered to vote/voted for first time	0
Obtained a driver's license	3
Increased involvement in community activities	55
Increased involvement in children's educational activities	36
Attained consumer skills	46
Attained wellness and healthy lifestyles	

E-mail completed survey to membership@ProLiteracy or mail to ProLiteracy, 101 Wyoming Street, Syracuse, NY 13204

Answer survey questions based on data from your most recently completed fiscal year

Other personal goal	30
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