

Literacy Volunteers of Doña Ana County  
Doña Ana Community College  
3400 South Espina Street  
Las Cruces, New Mexico 88003-8001  
(505) 527-7544 (505) 527-7641



## **Coordinator's Report to the Advisory Council**

### **1<sup>st</sup> Quarter, 2007/2008**

**Submitted by Stephen DeGiulio, November 13, 2007**

#### **Introduction**

#### **Change and Growth: Reaching More Literacy Learners in Doña Ana County**

This quarter we have continued to grow; we have put into place several pieces that should support further growth during the rest of the year; and we have some major and minor business to take care of:

##### **1) New Reporting Obligations to the IRS**

Starting next year, all 501(c)3 organizations will have to file IRS form 990. Previously, we were exempt because our non-grant income was well below the cut off point of \$25,000.

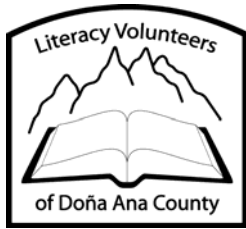
I highly recommend, however, that we begin by filing this year. This will have several advantages:

- It will be a "dry run."
- It will give us time to identify a CPA who can assist us for a reasonable fee, or pro bono.
- It will greatly strengthen our creditability to grant makers.

The last point is important. As was explained to Sylvia Rodriguez and me at a recent meeting of the Association of Fundraising Professionals, IRS form 990 is an official public document, available to anyone. A carefully prepared 990 is a kind of calling card with which organizations present their mission and structure to potential donors and grant makers.

In this sense, filing a 990 this year would be of immediate benefit, as well as preparing us for next year, when it will become obligatory.

I highly recommend that the council commit the resources for consultation and necessary software for this important step in further professionalizing our organization



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## 2) **Written Report to the Advisory Council**

This report consists of two parts: first, a reinstatement of the written reports on program and donation account activity that were discontinued when Maria Schuyler retired. This will continue on a quarterly basis and be distributed at each council meeting. And second, a written version of the coordinator's reports that I have presented orally at each council meeting in the past. I have written this one up at the suggestion of Kris Witte, and will be happy to continue my reports in either written or oral form, whichever is preferred by the council. The cost for a written version in program resources (my time to write it up) is not very high.

So, please review this report, and

- Make suggestions for the kind of data you think would be useful, if it is not already there, or how it could be organized and presented
- Decide, as a body, if I should continue with written coordinator's reports, or revert to oral reports.

## 3) **ProLiteracy Conference**

- **Research and Marketing**
- **Community Literacy Plan**
- **On-line Re-accreditation**
- **New Journal for Practicioners**

## 4) **Fundraising Data Base**

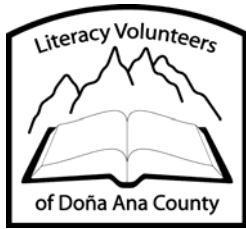
The fundraising database is available for use. I suggest that all those council members who will be involved in fundraising, or who have any familiarity with this kind of data base, take a good, critical, look at it and submit suggestions for improvements now—before it is put to use!

As a point of comparison, professionally available software for this purpose costs in the thousands, and requires annual payments for updates and tech support.

## 5) **Outreach**

One of our volunteer tutors, Jim Rosenthal, has talked to me about helping with our outreach efforts. He has some great ideas about getting us out into the communities of DAC. I suggested that he attend a council meeting as a guest and share his ideas so we can all coordinate and plan our outreach.

This quarter's outreach report is attached as a separate document.



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**6) Background Checks and Volunteer Liability**

In researching the feasibility of background checks for volunteers and/or staff, I learned that the university does not require any background checks for employees at this time. The cost of a full check is about \$75, and as Jim observed last meeting, even then they are far from complete or up-to-date.

Since our tutor intake process is itself a kind of screening, I think that we just need to be observant. We have never had an incident of a problem caused by a volunteer, and the measure of added security to be gained by background checks is small, and probably not worth the cost. One additional consideration is that we stand to lose some potential volunteers who would object to even a simple fingerprint check.

Of course, we have no basis for checking learners, and we have never had an incident caused by a learner either, in spite of the fact that some have previous criminal convictions. Here we must remain careful and continue to follow our policies about confidentiality of personal information.

**7) LV-DAC Calendar**

The LV-DAC calendar is in its second draft. Please look it over and let us know if there are entries we should omit or omissions we should remedy.

**8) Council Representative from ABE**

In updating the language of our bylaws to reflect the name change from Board of Directors to Advisory Council, I noticed that we are required to have a representative of ABE as a member. In the past role was filled by Barbara Robinson and Irene Aguirre. I am seeking a volunteer from ABE for this, and will probably identify someone before the January meeting. I assume we will follow the same procedure as with all new members.

**9) Another PC for LV-DAC?**

We badly need another PC in Paula's office for program work. I have requested a trickle down, and also information about whether we would be permitted to accept a donated, used or new PC, what brand it should be (probably Gateway), etc.

**10) ProLiteracy Re-Accreditation**

Our re-accreditation process should begin in earnest this January. The process takes up to a year, and our current accreditation is good through December 2008.

I have the handbook, and attended a session at the recent conference about the procedure, which, after a program's initial accreditation, is done electronically. In other words, there is no site visit. Initial documentation is prepared electronically and submitted, an evaluator with experience in our type of program is assigned, and the rest is done through real time pc hookups and conference calls.



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Otherwise, it is the same, council officers and members, staff, and ABE personnel participate and contribute to presenting a complete picture of the organization. I suggest that the council form a Re-accreditation Coordinating Committee to help organize and distribute the tasks. If we begin in January, and target nine months to completion, it shouldn't be a burden on anyone.

The positive side of re-accreditation, of course, is the opportunity to revisit all aspects of our program, and revise or make changes. The whole process is designed to help programs become more effective and efficient, with the evaluator acting as guide. If individual council members identify aspects of the program that interest them, or where they have some relevant experience, we should wind up with an exemplary program.

### **11) Leadership Excellence Academies**

ProLiteracy, together with the national ABE association, conducts a certification course for program coordination, which I am taking, along with the Dean and Assistant Dean of ABE. Part of this course is tied in with program data management, needs assessment, and program planning. I will be distributing a short survey to council members shortly, and will report on the response afterwards. This survey can provide data for program modification and serve as a basis for part of the program assessment component of our re-accreditation.

I know nobody likes a survey, but I'll try to make it as painless as possible!

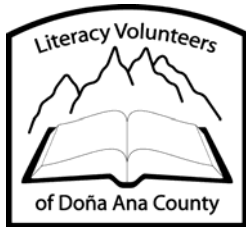
### **12) Scrabble**

Our kind ex-council member, Mark Pendelton, is canceling Scrabble for this month, November, and asks if it should be canceled for December too. Here is his email:

"Hello all,

We will take a break from Second Sunday Scrabble for the month of November. So, no Scrabble this Sunday (18th Nov.).

I am also interested to know your opinions about next month. Let me know if you will, please. Thanks, Mark"



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## FUNDING PROFILE, 1<sup>st</sup> Quarter, 2007/2008

- A. Our grant for support and expansion from the NMCL this year is \$25,000
- B. The Wolslager Foundation Grant covers the first two quarters of this year with \$25,000. We will learn in December if they will extend the grant another year, and for what amount.
- C. We have been approved for a grant of \$14,000 through the Mexican Consulate, pending approval of our grant budget.

## PRORGAM STATISTICS, 1<sup>st</sup> Quarter, 2007/2008

### Partial Participant Numbers (excludes class hours):

STUDENTS: 83

TUTORS/TEACHERS: 58

Pay Status:

\_\_\_4 Paid

\_\_54 Unpaid

NUMBER OF LEARNING DISABLED STUDENTS SERVED: \_\_\_\_\_23\_\_\_\_\_

### TOTAL INSTRUCTIONAL HOURS PROVIDED DURING 1<sup>st</sup> Quarter 2007/2008: (Time spent by all students in tutoring sessions or in small group/class instruction.)

475.85 (unpaid/one-to-one)

0 (paid/one-to-one)

183.75 (unpaid/group)

0 (paid/group)

(Total: 659.60)

### TOTAL TUTOR HOURS PROVIDED DURING 1<sup>st</sup> Quarter 2007/2008:

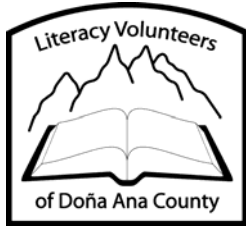
459.85 (unpaid/one-to-one)

0 (paid/one-to-one)

140.00 (unpaid/group)

0 (paid/group)

(Total: 599.85)



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**NEW TUTORS RECRUITED/TRAINED DURING 1<sup>st</sup> Quarter 2007/2008 (ACTIVE):**

**5 (BL)**  
**11 (ESL)**

**NUMBER OF TUTORS RETAINED FROM LAST YEAR DURING 1<sup>st</sup> Quarter 2007/2008 (ACTIVE):**

**12 (BL)**  
**26 (ESL)**

**Statistical Overview of Program Activity 1<sup>st</sup> Quarter, 2007/2008**

Overall, 58 volunteers have donated 471.5 hours to LV-DAC so far this year. We are grateful for their hard work, for the NMCL funds and training, and from help from other friends and funders that allowed us to reach 83 learners in Doña Ana County this year.

**Students: = 83**

**Tutors (Volunteer Only): = 54**

**Non-Tutoring Volunteers: = 12**

**Total Volunteers: = 66**

**Total Instructional Hours: = 660**

**Total Tutor Hours: = 600**

**Total Volunteer Hours: = 580**



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## **Selected LV-DAC Program Activities, 9/26—11/13, 2007:**

- An 18-hour ESL Literacy Tutor Training Workshop was, held on October 13/20, 2007, 8 volunteers completed.
- The Literacy Coordinator attended the ProLiteracy National Conference in Alexandria, VA November 7-10, 2007.
- The Literacy Coordinator and Council treasurer, Sylvia Rodriguez, attended a monthly meeting of the Association for Fundraising Professionals, El Paso/Las Cruces chapter. The meeting featured a presentation on the new IRS reporting requirements for 501(c)3 organizations.
- LV-DAC provided community service (volunteer) opportunities for three NMSU education students: Lacey Bush, Paul Aragon, and Sonia Mahajan.

## **Supplemental Budget Information**

**Welsh Account:** Renewed August 30 2007 at 4.500%; Principal: \$1,769.79

**Shal Lyle Scholarship Account:** \$200.00. At present, these funds are included in the balance of the LV-DAC Donation Account.