Literacy Volunteers of Illinois
VOCAL*AmeriCorps
(Volunteer Outreach for Community Action in Literacy)
2024-2025

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

<u>Number of member(s) requesting:</u>

___ Full-time PY24-25 members (1,700 hours)   ___ Part-time PY24-25 members (900 hours)

___Quarter-time PY24-25 members (450 hours)   ___ Minimum-time PY 24-25 members (300 hours)

___Quarter-time Summer of Service '25 members (450 hours) ___ Minimum-time Summer of Service '25
members (300 hours)

<u>Type of Service to be Provided and Number to be Served</u>

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

<u>Member Recruitment</u>

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 <u>host site staff</u>, 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):
_____
_____
_____
_____

Due July 26th

Please mail or e-mail materials to –

Literacy Volunteers of Illinois
lvaill@aol.com