

**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

Number of member(s) requesting:

\_\_\_ 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)

Type of Service to be Provided and Number to be Served

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

Member Recruitment

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 LVI Fact Sheet in addition to the general VOCAL AmeriCorps Position Description and a distinct Host Site Position Description.

\_\_\_ We'd like to review LVI candidates

\_\_\_ We will recruit on our own.

\_\_\_ We'll do both.

Please attach a position description (must include and should not conflict with major activities identified on the general member description). You may refer to the Member Position Description Outline and Sample for guidance.

**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 host site staff, 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):**

---



---



---



---

*Please mail or e-mail materials to –*

Literacy Volunteers of Illinois  
 lvi@lvillinois.org  
 AND  
 Chamala Jordan  
 cjordan@lvillinois.org