



IDENTIFYING INFORMATION

Membership ID#: _____ Program Name: _____
 City: _____ State: _____ Zip: _____
 Who do we call if we have questions? Name: _____ Phone: _____

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


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

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

INCOME

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

Income Source	Amount (\$)	Income Source	Amount (\$)
United Way	\$ _____	Special events	\$ _____
Religious organizations	\$ _____	Direct mail campaigns/appeals	\$ _____
Library	\$ _____	Bequests/memorials	\$ _____
Sponsoring agency	\$ _____	Federal government	\$ _____
Foundations/corporations	\$ _____	State government	\$ _____
Interest/investment income	\$ _____	Local/county government	\$ _____
Individual/private donations	\$ _____	Other _____	\$ _____
Contracted services	\$ _____	TOTAL INCOME	\$ _____

 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 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 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:		Instructional hours for tutors/instructors	
PAID instructors/tutors:		Non-instructional hours for tutors/instructors (preparation, training, travel, meetings, etc.)	
OTHER volunteers (i.e. administrative):		How many of these hours were volunteer hours?	

Demographics:

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

Age	Number
15 & under	
16-18	
19-24	
25-44	
45-59	
60 & older	
Not available	

Gender	Number
Male	
Female	

Level of Education	Number
Less than 12th grade	
High school diploma/HSE/GED	
Some college	
Undergrad degree	
Graduate degree	
Not available	

Source of Referral: Check all that apply.

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


Retention:

What is your instructor retention rate*? _____ %

*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	
ESL/ELL	
HSE/GED Prep	
TOTAL # of active students (all types):	

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


Instructional Method	Education Type		
	Basic Literacy	ESL/ELL	HSE/GED prep
One-to-one			
Small-group instruction (3-5 students)			
Large-group/classroom instruction			
Computer-based instruction			

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		
ESL/ELL		
HSE/GED Prep		

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)	
Developing reader (4 th -5 th grade)	
Intermediate reader (6 th -8 th grade)	
Advanced reader (9 th -12 th grade)	
Not available	

ESL/ELL Students	Total #
Able to read and speak some English	
Able to read some English but not able to speak English	
Able to speak some English but not able to read English	
Not able to speak or read English	
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	
Female	
Employment Status	Total #
Employed	
Unemployed	
Not in labor force	
Not available	
Level of Education	Total #
Less than 12 th	
High school diploma	
GED/HSE credential	
Some college	
College degree	
Not available	

Age	Total #
15 & under	
16-18	
19-24	
25-44	
45-59	
60 & older	
Not available	

Ethnicity/Race	Total #
Native American/Alaska Native	
Asian	
Native Hawaiian/other Pacific Islander	
Black/African American	
Hispanic/Latino(a)	
White	
Other	
Not available	

 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: _____



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

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

For the students who left, report the totals for
← Reason for Leaving and Length of Stay →

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

Source of Referral: Check all that apply.

- | | | |
|--|---|---|
| <input type="checkbox"/> TV/radio | <input type="checkbox"/> Special event | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Friend/family | <input type="checkbox"/> Website | <input type="checkbox"/> Other agency/other literacy org. |
| <input type="checkbox"/> Employer | <input type="checkbox"/> National Literacy Directory (NLD.org) | <input type="checkbox"/> Another student |
| <input type="checkbox"/> Library | <input type="checkbox"/> FinishYourDiploma.org | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Newspaper | <input 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	
Received HSE (GED, etc.) credential or other secondary school diploma	
Entered other education and/or training	
Improved score on standardized test	
Advanced level(s) in curriculum series	
Obtained citizenship	
Registered to vote/voted for first time	
Obtained a driver's license	
Increased involvement in community activities	
Increased involvement in children's educational activities	
Attained consumer skills	
Attained wellness and healthy lifestyles	
Other personal goal	

Please return completed survey to ProLiteracy using the enclosed postage-paid envelope
ProLiteracy • 101 Wyoming Street, Syracuse, NY 13204