

Tutor Training/Materials Request Form

Florida Adult Literacy Resource Center, a program of the Florida Literacy Coalition

The State Adult Literacy Resource Center is making available materials grants to community adult basic education and literacy organizations to acquire tutor resource and training materials. Student workbooks and materials are not included.

Programs are eligible to order tutor materials valued at up to \$30 per tutor with a maximum of \$500 per workshop. We ask that you limit your request to 3 workshops for the period of July 2010 – June 2011.

Procedure for Materials Grants:

1. Complete the application form below and fax it to 407-246-7104.
2. FLC will contact you with regard to the status of your request.
3. Upon approval of your request, you will be asked to submit a promotional flyer, detailed list of materials with purchase amounts, contact information for (up to 2) vender/publisher(s), and your shipping address.
4. The Florida Literacy Coalition (FLC) will then place the order, pay for the materials and have them shipped directly to you.
5. The session will be added to the State Literacy Resource Center Calendar. We ask you to please accommodate requests to attend from people outside of your organization on a space available basis.
6. After the completing of your tutor training workshop, you agree to mail the Florida Literacy Coalition; 1) a copy of the workshop announcement, 2) a copy of your attendance sign in sheet with names and signatures of those who attended the session and received these materials, 3) summary of completed workshop evaluation forms, 4) a copy of any handout materials.
7. Contact Yari Payne regarding undistributed materials.

Procedure for Requesting a Trainer and Materials:

1. Complete the application form below and fax it to 407-246-7104.
2. FLC will contact you to schedule the dates and location of the workshop, trainer and other details.
3. FLC will then arrange the trainer, place the materials order, pay for the materials and have them shipped directly to you.
4. Your organization will be responsible for coordinating registration and on-site logistics such as securing the location, marketing the session, and providing food (optional).
5. The Florida Literacy Coalition will also advertise the session and forward to you requests to attend the session.
6. After the completion of the workshop, you agree to mail FLC; 1) a copy of the workshop announcement, 2) a copy of your attendance sign in sheet with names and signatures of those who attended the session and received these materials, 3) summary of completed workshop evaluation forms, 4) a copy of any handout materials.
7. Participant email or mailing addresses will be collected in order to do a transfer of learning survey several weeks after completing of the workshop, as required by the Florida Department of Education.

Resources are limited, so apply today.

This project is made possible through the support of the
Florida Department of Education, Division of Career and Adult Education.

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Florida Adult Literacy Resource Center,
a program of the Florida Literacy Coalition

Contact Name	
Organization/ Program	
Street Address	
City/State/Zip	
County	
Telephone Number	
Email	

Our program is requesting: Training Materials Trainer and Training Materials

Select Training Type:

Basic Tutor Training ESOL Tutor Training Combined ESOL/Basic Training

Expected number of volunteer tutors for training: _____

Number of volunteer tutors waiting to be trained: _____

How many tutors does your organization currently have? _____

Has the training workshop been scheduled? _____

If so, please list date and location _____

What materials are you interested in acquiring (list titles)?

I have read the procedures outlined above and agree to provide the required workshop documentation.

Printed Name _____

Signature _____

Title _____

Date _____

Fax: (407) 246-7104

Attn: Yari Payne

For more information call 407-246-7110 ext 203

For Office Use Only: Approved: _____ Amount: _____
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