MISSION STATEMENT

The Palmetto Literacy Council’s mission is to improve the literacy of youth and adults in our community by teaching/tutoring basic literacy skills for those who struggle with basic Reading, Writing and/or Math.

VISION STATEMENT

Palmetto Literacy Council will produce higher literacy rates in Horry County and be the center of the community for literacy education and training.

VALUES

TRUST
EXCELLENCE
ACCOUNTABILITY
COLLABORATION
HONESTY & INTEGRITY

PURPOSE STATEMENT

Our purpose is to provide free tutoring to school-age children and adults who struggle with reading, writing, and/or math. We will significantly impact the literacy rates in Horry County through volunteers working one-to-one with our clients using strength-based language and evidence-based instructional materials and strategies.
Introduction

Volunteers are the backbone of our organization, and the Palmetto Literacy Council (PLC) could not do what we do without your help! A volunteer receives much more than s/he gives from the tutoring experience. Volunteers are appreciated as tutors, Board members, committee members, fundraisers, and advocates for literacy.

We hope this Handbook will be helpful as a review of the expectations and administrative aspects of our program. Please do not hesitate to let us know how PLC might improve its services for a more literate county.

Contact Details

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Office Address</th>
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<tbody>
<tr>
<td>Address: 1229 38th Avenue N., #130</td>
<td>1010 5th Ave. N. Ext. Suite #102</td>
</tr>
<tr>
<td>Myrtle Beach, SC 29577</td>
<td>Surfside Beach, SC 29575</td>
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</tbody>
</table>

Phone: 843-945-9278 office 843-685-5863 Dodi’s mobile phone

E-Mail: palmettoliteracycouncil@gmail.com
       monthlyreport@palmettoliteracy.org Monthly Reports submitted here
       info@palmettoliteracy.org

Website: https://www.palmettoliteracy.org

Office Hours: Monday – Thursday
              10:00 A.M. – 2:00 P.M.*
              *(Please call prior to coming to the office to make sure there is someone there.)*

Staff Dodi Hodges, PhD., Executive Director

*These hours are subject to change depending on whether we have a volunteer or student intern available as a receptionist or if Dodi or other volunteers are at the office.
Funding

We receive funding from a number of sources. These include:

- Foundation Grants
- Business Donations
- Private Donations
- Fundraisers

Volunteer Opportunities and Qualifications

There are several areas where volunteers are encouraged to participate with our organization:

1. TUTOR
   
   A. Purpose: To provide free tutoring services to children through adults in the areas of basic reading, writing and math.
   
   B. Qualifications/Training:
   
   - the tutor must attend a Volunteer Orientation and Training Workshop;
   - must be eighteen (18) years of age and older;
   - read at a 12th grade level;
   - pass a background check;
   - dependable, prompt, and interested in helping others;
   - sensitive to different backgrounds and cultures;
   - respectful of confidentiality;
   - patient and optimistic.

   C. Tutor Commitment:
   
   - Tutor and student meet two (2) hours a week. A commitment of
   - For a period of at least six (6) months to one (1) year to build a relationship and see progress.

   D. Tutor Services: One-to-One tutoring in:
   
   - Evidence-based Literacy and Math Programs with adaptions for English Language Learners (ELL)
   - GED Preparation

   E. Tutor Policies
   
   - Tutoring must take place in a public place such as a library or a community center (please restore furniture to original position)
   - Confidentiality must always be maintained
   - Transportation of students for any reason is prohibited
   - The student and the PLC office must be notified if you need to cancel a session
   - Common sense should be exercised when determining whether to meet during inclement weather
- Political or religious groups, ideology or beliefs **shall not be endorsed** during sessions
- All volunteers must pass a background check
- Tutors are required to submit a monthly reporting form on the 1st (first) of the month, stating the number of hours the tutor and student met and what material was covered. Send to: monthlyreport@palmettoliteracy.org
- A tutor may be dismissed due to misrepresenting his/her qualifications, not completing training classes or not complying with stated responsibilities listed under tutor policies

2. **BOARD MEMBER**
   A. **Purpose:** To promote and support with one’s time, talent and finances the Mission, Vision and Values of the PLC in the community
   B. **Qualifications/Training:** Applicants will be interviewed by the Executive Director and be voted on by the current Board of Directors. Training will be required

3. **GRANT WRITING**
   A. **Purpose:**
      - Assist in the search for and writing of grants in conjunction with the Grant Committee and the Executive Director
      - Pursue new grant opportunities to fund PLC’s programs.
   B. **Qualifications/Training:** Previous experience is desirable and welcomed.

4. **FUNDRAISING/EVENT COMMITTEE**
   A. **Purpose:** To assist PLC:
      a. Ongoing need to raise funds
         i. To provide free services for our students
         ii. no-cost resource materials for our tutors. In addition,
      b. To act as a representative of PLC at special events and meetings. This may include:
         i. Monitoring information tables when invited to attend events
         ii. Greeting and telling participants at events about PLC
   B. **Qualifications/Training:** Previous experience is desirable and welcomed

5. **GOVERNANCE COMMITTEE**
   A. **Purpose:** To ensure that the Board operates in compliance with established Bylaws and Policies
   B. **Review and Update Bylaws and Policies** at least twice a year
C. Qualifications/Training: Previous experience is desirable and welcomed.

6. MARKETING
   A. Purpose: Get the word out about functions, who we are, events
   B. Works with Mobile Cause program to keep current
   C. Communicate with Social Media Volunteers

7. SOCIAL MEDIA
   A. Works with Marketing Coordinator
   B. Posts on all social media (Facebook, Twitter, Instagram, Alignable, etc.)

8. NEWSLETTER
   A. Purpose: Communicate with volunteers, students (and families), community members who support or work with PLC
   B. Monthly newsletters are to be emailed to Volunteers, Students (parents), Newsletter subscription holders, Board of Trustees, Funding Agencies
   C. Professional appearance
   D. Write the content, including at least one reading strategy/game and one math strategy/game
   E. Qualifications: Experience with developing and writing newsletter

**General Policies**

Normal closings include: July 4th, Labor Day, Thanksgiving Weekend and Christmas Break. The office is open by appointment only on Fridays.

*It is a good policy to call prior to coming to the office, unless you have a scheduled appointment to make sure the office is open.*

PLC does not discriminate on the basis of race, creed, color, national origin, ethnicity, religion gender, age or disability.