

PALMETTO LITERACY COUNCIL
BUILDING A STRONGER COMMUNITY THROUGH LITERACY



Volunteer Handbook

April, 2022



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

	<u>Mailing Address</u>	<u>Office Address</u>
Address:	1229 38 th Avenue N., #130 Myrtle Beach, SC 29577	1010 5 th Ave. N. Ext. Suite #102 Surfside Beach, SC 29575
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.* <i>(Please call prior to coming to the office to make sure there is someone there.)</i>	
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 adaptations 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.