



**a Statewide Association for Non-profit  
Community- Based Literacy  
Organizations**

## Our Vision

The VLLC envisions a statewide network of effective literacy organizations



**Services  
Provided by  
the VLLC**

## Our Mission

To strengthen non-profit adult literacy organizations in Virginia through leadership, training, and support

## Our Accomplishments

- State enabling grants for literacy organizations
- Awareness, recognition and respect for community based literacy organizations
- A network of professionals
- Program standards for effective literacy organizations
- Advocacy for community based organizations at the local and state levels
- Promotion of best practices
- Management training



**VIRGINIA  
LITERACY  
LEADERSHIP  
COUNCIL**



**Providing leadership and  
advocacy for all  
community based  
literacy organizations**

*Since 1993, the Virginia Literacy Leadership Council has worked to provide leadership, training, and support for adult literacy organizations throughout the Commonwealth*

*For membership information, phone  
Vicky Gerkens Sanborn 1-800-237-0178*



## PROGRAM STANDARDS

*These program standards for Community-Based Literacy Organizations were established by the Virginia Literacy Leadership Council*

### In effective programs, adult learners

1. work with their tutors and/or teachers to establish individual learning goals
2. take responsibility for their own attendance and home study
3. demonstrate improved skills and progress toward their learning goals

### In effective programs, tutors and teachers

1. provide individualized instruction
  - plan lessons based on learners' strengths, needs and goals, using formal assessments, their observations and other informal measures
  - use relevant, learner-focused strategies and materials
2. participate in tutor training and other staff development activities
3. report regularly on learners' progress

### In effective programs, program leaders

1. develop effective program services:
  - recruit adult learners and volunteers
  - assess learners' skills at enrollment and at regular intervals to measure progress
  - assist tutors in developing lesson plans, adapting teaching strategies, and acquiring materials
  - develop effective volunteers and paid staff
  - continue their own professional development
  - establish linkages with other community service providers
  - link learners with appropriate community resources as needed

## PROGRAM STANDARDS, CON'T

2. work to meet community needs
  - understand and address community issues
  - derive support and guidance
  - work with the board to mobilize community support and secure a diverse funding base for the program
3. plan for program growth and improvement
  - work from a written program plan with both short-and long-term goals
  - involve learners in program planning
4. manage, document, and evaluate program services
  - develop systems to make the program accountable
  - strive to run the program well and consistently
  - discover how well the program works

### In effective programs, board members

1. attend scheduled meetings
2. work with staff and/or the agency sponsor to identify their most appropriate roles(s) in support of the program
3. contribute financially according to their means
4. typically take responsibility for ensuring that the organization has the resources needed to meet community needs, using their community contacts and working through committees:
  - to ensure a diverse program funding base
  - to recruit students and volunteers
  - to expand community awareness of program services
  - to define the program's mission and establish program policies
  - to provide guidance in legal and financial matters and other major program decision making

## Join Now!

**Membership is open to all community-based literacy organizations in the state**

- No dues
- Regional meetings throughout the year
- An opportunity for networking and sharing knowledge, skills and experience that can benefit us all

**Sign Up Form**

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*Name (Print clearly)*

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*Address*

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*Phone*

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*FAX*

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*E-mail*

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*Web Address*

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*Topics that interest you: (Please list)*

**Please fill out form and send to:**

VLLC  
 Carol Holmquist, The READ Center  
 2000 Bremono Road, Suite 102  
 Richmond, VA 23226

**Questions?** Call Victoire Sanborn, Literacy Specialist, toll free at 1-800-237-0178 or Carol Holmquist at 804-288-9930