

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 from July 2012/June 2013.

Procedure for Materials Grants:

1. Complete the application form below and [email](#) or fax to 407-246-7104 along with a copy of a workshop flyer.
2. FLC will contact you with regard to the status of your request via email.
3. Upon approval of your request, you will be asked to provide a detailed list of materials with purchase amounts, contact information for (up to 2) vender/publisher(s), and to confirm 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/email the Florida Literacy Coalition; 1) copy of attendance sign in sheet with names and **signatures** of those who attended the session and received these materials, 2) a **summary** of workshop evaluation forms, 3) copy of handout materials, or list of materials provide on the organizations letterhead.
7. Contact Yari Payne regarding any undistributed materials.

Procedure for Requesting a Trainer and Materials:

1. Complete the application form below and [email](#) or fax it to 407-246-7104.
2. FLC will contact you to schedule the dates, location of the workshop, trainer and other details.
3. FLC will arrange the trainer, order materials, 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 advertise the session and forward to you requests to attend the session from other organizations.
6. After the completion of the workshop, you agree to mail/email FLC; 1) copy of the workshop announcement, 2) copy of your attendance sign in sheet with names and **signatures** of those who attended the session and received these materials, 3) a **summary** of workshop evaluation forms, 4) copy of any handout materials.
7. Participant email addresses will be collected to conduct a transfer of learning several weeks after completing of the workshop, as required by the Florida Department of Education.

Resources are limited, so apply today.



FLORIDA DEPARTMENT OF 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 Other

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 _____

Contact: Jessica Ward

Email: WardJ@floridaliteracy.org

For more information call 407-246-7110 ext 203

For Office Use Only:

Approved: _____

Amount: _____

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