



# Literacy News

Florida's Newsletter for Literacy Tutors, Teachers, Learners, and Supporters

Number 105

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**Funding Opportunities Inside!**

## Website Offers Research-based Assessment Tool for Adult Education Practitioners

A partnership of the **National Institute for Literacy (NIFL)** and the **National Center for the Study of Adult Learning and Literacy (NCSALL)** has produced an on-line assessment system that is growing in popularity as teachers and tutors discover how they can use this tool to inform their instruction.

Teachers simply log on to the website and enter student reading scores for various skill components such as spelling, word recognition, oral reading rate, and silent reading comprehension. Based on the information entered, the reader is matched with one of 11 profiles featuring learning strengths and weaknesses. Each profile features suggestions for instruction to strengthen the student's weaknesses. NCSALL created the adult reader profiles based on a study of 569 ABE learners entitled **Adult Reading Components Study (ARCS)**.

**Dr. Rosalind Davidson, Lecturer on Education** at the **Harvard Graduate School of Education**, and **NCSALL Research Associate**, conducted the research with funding from NIFL then developed the assessment site. In addition to reader profiles, the site contains extensive information on the major reading components and assessment as well as reference sections and downloadable resources. Dr. Davidson will conduct two workshops on this assessment tool at the **2004 Florida Literacy Conference, May 5-7** in **Daytona Beach**. To access the website, visit [www.gse.harvard.edu/ncsall/](http://www.gse.harvard.edu/ncsall/).

*Source: NCSALL, NIFL, Harvard Graduate School of Education websites*

## ProLiteracy Offers National Program Accreditation Assistance Available for Florida Literacy Organizations

Is your community based literacy organization interested in pursuing national accreditation through **ProLiteracy America**? If so, you may be eligible for up to \$315 in matching funds to offset the application and site review fees.



**ProLiteracy America Accreditation** is the only national accreditation service in the adult education and literacy field. It is designed to raise the credibility- and enhance the visibility- of literacy organizations in their communities and as part of the greater adult education system. The program is an important component of ProLiteracy's support of local organizations' capacity building and quality improvement efforts. The system is built upon a flexible, yet comprehensive, set of quality standards for literacy services and organizational management, which are designed to promote planning, evaluation, and data-based decision making.

...Continued on Page 3

**Save the Date!**

**20th Annual**

**Florida Literacy**

**Conference**

**May 5-7, 2004**

## Classes at Philanthropy and Nonprofit Leadership Center

The **Florida Literacy Coalition (FLC)** has reserved a limited number of spaces for literacy practitioners to attend selected professional development classes at the **Philanthropy and Nonprofit Leadership Center** located at **Rollins College in Orlando**.

**First Steps in Fundraising, January 21, 9:00AM-Noon**  
**Register with FLC no later than Wednesday, January 14**

Your organization's first contact with a funder could become your only opportunity to make a good impression for the beginning of a long and productive relationship. This course teaches you the key areas involved in first contact with funders: the distinct components of an inquiry letter, a concept paper, a white paper, and the step-by-step development of a needs statement—the foundation on which all the others are built.

**Recruiting a Dynamic Board, February 12, 1:30-4:30PM**  
**Register with FLC no later than Wednesday, February 4**

This course will teach you how to assess a board's strengths and weaknesses, identify gaps, and determine the right types of members to recruit. It will also explore effective strategies for screening, selecting, recruiting, and integrating new members, and for maintaining and retaining member interest, participation and commitment.

**Strategic Planning, March 23, 9:00AM - 4:00PM**  
**Register with FLC no later than Wednesday, March 10**

Good strategic planning is fundamental to the success of any organization, but especially nonprofits where resources are limited. *Strategic Planning* provides a thorough introduction to the planning process and will show you how it provides for structured discussion in which an organization's staff and board may: identify the agency's strengths and weaknesses so it can leverage its resources to take corrective action where needed, assess its competitors, and brainstorm potential strategic partners.

**Establishing An Effective Volunteer Program, April 14, 9:00AM-Noon**

**Register with FLC no later than Wednesday, April 7**

This course will present you with the information to build and leverage a strong volunteer program within your organization utilizing "best practices." It will show you how to create written policies, procedures and job descriptions to add professionalism to your volunteer program, and examples of interviewing techniques and evaluation tools.

The **State Literacy Resource Center** will cover the registration fee on behalf of selected participants, who are responsible for completing a registration form and paying all related travel expenses. Selected participants **MUST** attend the session once registered.

Spaces are limited and will be filled on a first-come, first-served basis. To register, contact Kelley Weppner, Education & Training Coordinator, (800) 237-5113 x 203 or [weppnerk@floridaliteracy.org](mailto:weppnerk@floridaliteracy.org).

This training opportunity is made available through a grant from the **Florida Department of Education, Division of Community Colleges and Workforce Education**.

## Orlando Magic Teams Up With The Florida Literacy Coalition

The **Orlando Magic** and the **Florida Literacy Coalition** have joined forces to collect children's books for schools and organizations in need. A book bin has been placed inside of the **T.D. Waterhouse Centre**, and fans have been asked to donate books for this worthy cause. The effort is part of the **Orlando Magic's Read to Achieve Program**. If you know of a central Florida program in need of books for pre-K and elementary school aged children, call the Florida Literacy Coalition, (407) 246-7110. Books will be donated to organizations on a first come first served basis, so sign up today. To receive books, you must be able to pick them up in Orlando.



**Florida Literacy Coalition training, through Florida's Literacy Resource Center, is customized to your organization and delivered by professionals in your area of need. Consider these workshop options:**



**FLORIDA'S  
LITERACY  
RESOURCE  
CENTER**  
 A Program of the  
FLORIDA LITERACY  
COALITION

**Addressing Cultural Diversity Issues**

**Board Development**

**Collaboration & Coalition Building**

**Free Web Resources for Literacy**

**Grant Writing**

**Marketing and Public Relations**

**Project Development**

**Strategic Planning (Training and/or Facilitation)**

**Team-Building**

**Train the Trainer (LLA & LVA)**

**Tutor Training (ESOL and Basic Literacy)**

**Don't see what you need? Contact Kelley Weppner, Education and Training Coordinator, at (800) 237-5113 x 203 or [weppnerk@floridaliteracy.org](mailto:weppnerk@floridaliteracy.org), to request special sessions.**

**All workshops are offered free of charge to literacy provider organizations, funded through a generous grant from the Florida Department of Education, Division of Community Colleges and Workforce Education.**

### Accreditation ...continued from Page 1

Affiliates that elect to participate in the accreditation process undertake a rigorous self-evaluation; implement program improvements; document how they are meeting each national quality standard; and host an on-site review.

What are the benefits of accreditation? First, it provides a structured approach to planning and evaluation based on recognized national standards. Second, it increases your organization's focus on the outcomes and performance measures that are key to securing funding and to communicating with community stakeholders. Third, accreditation strengthens your organization's structure to ensure program stability and continuity when key staff members leave or board members change. Fourth, it reduces liability risk as decision-makers become aware of weaknesses and problem areas. Finally, it entitles your organization to promote itself as "An Accredited ProLiteracy America Affiliate."

"The program accreditation process provides a good blueprint for organizations interested in increas-

ing their effectiveness and positioning themselves for growth," stated Greg Smith, Executive Director, Florida Literacy Coalition (FLC), "As host of the **State Literacy Resource Center**, FLC is committed to supporting community based literacy organizations in the program improvement process." In addition to providing financial assistance to offset fees, the State Literacy Resource Center is sponsoring a **Leadership Institute** in March that will address many of the issues and program areas covered in ProLiteracy's accreditation system (see Page 6).

To receive funding, both the application and site review fees must be incurred by June 30, 2004. Financial assistance is provided through a grant from the **Florida Department of Education, Division of Community Colleges and Workforce Education**. If you have questions about accreditation or would like to order an information packet, write to : [accreditation@proliteracy.org](mailto:accreditation@proliteracy.org) or call (315) 422-9121. To request FLC funding, contact Kelley Weppner, Education and Training Coordinator, (407) 246-7110 x 203.

Source: *ProLiteracy America Accreditation brochure*

# Save the Date!

## 20th Annual Florida Literacy Conference

### May 5-7, 2004

Pre-conference workshops May 4

**Adam's Mark, Daytona Beach**

- Gain new skills and insights from renowned speakers
- Choose from 10 Learning Tracks!
- Learn about news and trends that will have an impact on your program
- Find out what's happening in your own literacy backyard
- Give your adult learners a day of enrichment (free!)
- See the newest literacy materials and services
- Network, meet new literacy contacts, and have fun!

For more information, contact Kelley Weppner, (800) 237-5113 x 203, [conference@floridaliteracy.org](mailto:conference@floridaliteracy.org), [www.floridaliteracy.org](http://www.floridaliteracy.org).



FLORIDA LITERACY COALITION, INC.

## Florida Literacy Coalition Welcomes New Staff

The Florida Literacy Coalition welcomes **Kelley Weppner** as the new **Education and Training Coordinator**. She brings to the Coalition several years of experience coordinating nonprofit educational programs and conferences. Most recently she worked for a faith-based organization in Japan where she taught English to children and adults.

In other staff news, **Samantha Sparks** recently left her part-time position as **Resource Specialist**. We appreciate the dedication, hard work and vibrancy that she brought to the office. Samantha will continue to support the Coalition through contract work for the 2004 Florida Literacy Conference.

Kristy Mills and Kelley Weppner

**Marisol Mejias-Rosa** will be assisting and answering phones as we search for a replacement for **Thaimir Kingland, Referral Specialist**.

The Coalition recently said goodbye to **Seasonal Intern, Kristy Mills**. As a **University of Central Florida** Liberal Studies major, Kristy took the September-December internship to explore career options at a nonprofit organization. She contributed greatly to our newsletter, the Orlando Magic's book drive, and PSA distribution.

## Web Sites to check out...

🔗 **Adventures in Assessment** [http://literacy.kent.edu/Midwest/assessment/assess\\_adventures.html](http://literacy.kent.edu/Midwest/assessment/assess_adventures.html)

This site offers learner centered approaches to assessment and evaluation in adult literacy. This resource is published by **SABES, the System for Adult Basic Education Support**. Each issue contains valuable information to help practitioners learn about and understand a wide variety of assessments and assessment issues.

🔗 **Literacy Connections** <http://www.literacyconnections.com/index.html>

Literacy Connections provides a wealth of information on reading, teaching and tutoring techniques, ESL literacy, and adult literacy.

🔗 **Read TV News** <http://www.readtvnews.org/>

Read TV News is a Cyber product developed to provide adults with a tool to improve reading and other basic skills.

## New Publications Available- Free! Call 800-237-5113



FLORIDA LITERACY COALITION, INC.

★ **Florida Literacy Data and Statistics Reference Guide**- a must have for all literacy providers and stakeholders. This book provides a wide range of local, state and national literacy statistics. It also gives information showing correlations between literacy achievement and a whole range of social service and economic issues including learning disabilities, health, seniors, poverty and corrections. Compiled by the **Florida Literacy Coalition**, the information cited in this book is also available online at [www.floridaliteracy.org](http://www.floridaliteracy.org).

★ **Florida Literacy Directory and Resource Guide 2003**- a helpful tool for finding and contacting literacy providers throughout Florida based on location and services offered. The directory's resource section lists higher education facilities, newspapers in education, web resources for community-based organizations and much more.

★ **Literacy is Good Business: Information and Training Module (book with CD)**- a tool to inform and motivate Florida's volunteer literacy organizations and the business community to create new partnerships and greater collaboration. Chapters include topics to start and promote a workplace literacy program. The CD contains sample presentations with slides and handouts. This publication was developed by **The Volunteers in Literacy Committee Practitioner's Task Force, Florida Department of Education**.

# Literacy in Florida

OCTOBER-DECEMBER, 2003

## Florida Hosts National Conference of Adult Learners

This summer the **Florida Literacy Coalition** was privileged to help host the **Biannual National Leadership Institute for Voices for Adult Literacy United for Education (VALUE)** in Tampa.

The focus of the Institute was to help participants expand their knowledge and skills regarding student involvement and leadership and then to take this information back to their programs for implementation.

Attended by adult learners and practitioners from over 20 states, the Institute offered a wide range of workshops, presentations and group meetings. Workshop topic areas included: program outreach, student retention, fundraising, policy and legislation, web based research and team building.

With over thirty attendees from Florida alone, the institute provided a unique opportunity for students from around the country to discuss successes and challenges. "I got a lot out of the conference," shared **Alma Adderly** with the **New Learners Club of the Palm Beach County Library Literacy Project**. "It gave us good ideas on how to keep new readers in our program and get them more involved."

VALUE is the nation's only organization of current and former adult education and literacy students. Their focus is to expand the role of adult learners as

leaders in the effort to promote the success of literacy throughout the country.

To learn more about VALUE, visit their website: <http://www.valueusa.org>

### *The "5 Rs" of Learner Leadership*

1. **Recruitment** of new learners into adult education programs.
2. **Retention** of learners in programs by providing support so learners don't drop out.
3. **Resource development** by educating policy makers, other funders, and the public about the need to invest in adult education.
4. **Reforming education** by getting involved in their adult education programs (on boards and advisory committees) and in their local schools (on their PTAs, etc.)
5. **Research** by collecting and analyzing information needed by adult education programs.

*Source: Voices for Adult Literacy United for Education (VALUE)*

## St. Petersburg Student Wins ProLiteracy Award

ProLiteracy Worldwide recognized St. Petersburg resident, **Brian Jeffries**, for his commitment both to improving his literacy skills and for helping other new readers. He received the **Ruth J. Colvin and Frank C. Laubach Award for Student Excellence** at ProLiteracy Worldwide's annual conference this November in Washington, D.C. Brian is an adult student at the **Literacy Council of St. Petersburg**. Last year, for his outstanding contribution to literacy, Brian won the **Flight for Freedom Award** at the **Florida State Literacy Awards Banquet**.

VALUE attendees (left to right): Yves Joseph, Arma Adderly and Tony Zerilli, who participate in the same New Learner's Club.

## Welcome New Vice Chancellor!

This November, Florida's Department of Education, Office of Workforce Education welcomed **Dr. Bonnie Marmor** as the new **Vice Chancellor for Workforce Education**. She has an exceptional record of leadership in career, technical, and adult education programs in Florida, New York, and New Jersey.

Since 1999, Dr. Marmor was an Associate Superintendent for **Orange County Public School's Workforce Education Department** in Orlando. In that job she was responsible for postsecondary workforce education and adult general education in four technical education centers and fifteen adult community education centers. She also provided support and assistance to K-12 workforce education courses and "Tech Prep" programs.

Among her many accomplishments, Dr. Marmor worked closely with **Valencia Community College** to develop partnerships that may also be replicated statewide. In particular, she and her counterparts developed seamless articulation programs that allowed students to transfer from school district technical centers into Valencia Community College Associate Degree programs.

*Source: Florida Department of Education, Office of Workforce Education*

## Tutor Tip

### How To Encourage ESL Learners To Speak English, By C. F. Weiss

Many ESL students have trouble using their newly acquired language. Using "directed dialogues" can help ease their fears.

First pick a situation, e.g., making an appointment, talking with a teacher, ordering an item by phone, etc. Write out what each speaker will most likely say. Read the dialogue to the student several times. Discuss any unfamiliar words. Have the student copy the dialogue. Then take turns being each speaker. Practice and review. Encourage students to put these dialogues to use.

Once the student is comfortable and fluent you can expand the dialogue by making it longer and more complicated. Collect these dialogues and review and practice them occasionally. Re-printed from:

<http://www.oaklandliteracy.org/tips.htm>.

## Spring Leadership Institute

The **Florida Literacy Coalition** will host a **Leadership Institute March 25-26, 2004** at the **Lakeside Inn, Mt. Dora, FL** to provide a training opportunity for non-profit community based organizations in a good position to grow their programs and expand their offerings. The Institute will cover topics such as strategic planning and board development, fiscal management, marketing, funding, assessment and accountability, and more. Space is limited. To participate, contact **Kelley Weppner, Education & Training Coordinator**, at (407) 246-7110 x 203, or via E-mail at [weppner@floraliteracy.org](mailto:weppner@floraliteracy.org). This session is sponsored by **Florida's Adult Literacy Resource Center** and funded through a grant from the **Florida Department of Education, Division of Community Colleges and Workforce Education**.

## Family Literacy Grants Available



★**The Governor's Family Literacy Initiative**, a program of the **Volunteer Florida Foundation**, funds existing literacy programs in Florida that propose to either **ADD** a Family Literacy Program or **SUBSTANTIALLY EXPAND** an existing one. Programs that provide direct instruction in one or more of the four components of family literacy are invited to apply for grants of up to \$50,000 each. Previous GFLI programs are not eligible to apply. The application period for the 2004-2005 grant cycle begins January 2004. The deadline is planned for February 27, 2004. Applications will be released January 26 and are available over the internet at [www.flafamilyliteracy.org](http://www.flafamilyliteracy.org) or by request from **Roxann Dunn**, GFLI, [roxann@volunteerflorida.org](mailto:roxann@volunteerflorida.org).

★**The Governor's Family Literacy Initiative** also offers a **Mini Grant Program**, with each grant awarding from \$2,500-\$5,000 to small faith-based and grass-roots programs. These grants allow for either activity-based awards or planning awards. Activity grants should be used to implement a **Family Literacy Community Outreach Effort** and planning grants will fund research an organization needs to successfully implement a strategy for planning for a fully integrated family literacy program. If interested, you must answer a request for proposal (RFP), obtainable at [www.flafamilyliteracy.org](http://www.flafamilyliteracy.org) or by contacting the program office at (850) 413-0910. The RFP process will begin in January 2004 with a deadline planned for February 29, 2004.

# Literacy in the U.S.

OCTOBER-DECEMBER, 2003

## Large Increases in English Language Learners

The number of English language learners (ELL) has more than doubled in 24 states during the past decade according to a new federal study.

States with at least a doubling of ELL populations include Alabama, Nebraska, **Florida** and Oklahoma. The largest percentage gains were in Georgia and North Carolina.

**Florida** ranked only behind California, New York and Texas in total ELL population growth with an ELL population in 1991-1992 of 40,131 growing to 97,266 in 2001-2002.

*Source: National Clearinghouse for English Language Acquisition.*

## Congress Considers New Adult Ed Funding Formula

Lawmakers are currently preparing to reauthorize adult education and the **Workforce Investment Act**, thus causing many to concentrate on the lack of literary services available to non-English speakers. One of the main concerns with altering current laws is the monetary fluctuation created by changing formula funding for the states.

Many of the Hispanic organizations in particular, are displeased with the current funding formula for adult education. These organizations argue that the formula should consider the number and percentage growth of limited English proficient adults in each state.

The **President of the National Council of La Raza, Raul Yzaguirre**, has voiced concerns about the government's failed attempts to meet the needs of the Latin community. Yzaguirre

strongly feels that the system is inefficiently training immigrants and limited English proficient workers since the existing formula does not reflect the actual population making use of the offered services.

Congress is currently addressing two bills that plan to improve the funding formula for the adult English education of the Hispanic community. **Senator Hillary Rodham Clinton** has proposed a bill known as the **Access to Employment and English Acquisition Act**. Clinton's bill plans to make changes in the funding formula, as well as create a motivational grant to reward states that have provided quality work in aiding those with limited English skills.

California House representative **Hilda Solis** has proposed another bill, quite similar to Clinton's. The house has already approved a reauthorization bill, listing, "Assisting immigrants who are not proficient in English," as the target population for the **Adult Education and Family Literacy Act**. The reauthorized bill contains provisions from both of the proposed bills, including Clinton's motivational bonus grant.

For more information on legislative proposals please visit Hillary Clinton's web site at <http://clinton.senate.gov> or Hilda Solis' web site at [www.house.gov/solis](http://www.house.gov/solis).

## Grant Opportunity

The Atlanta based banking, insurance, and asset management firm, **ING**, is offering tri-annual grants of \$5,000 and more to nonprofit groups. The foundation is looking for projects that help build financial literacy among people in underserved communities, improve the financial know-how of women and minorities launching small businesses and build youth leadership through **Junior Achievement programs**. For more information, contact the **ING Foundation** at 5780 Powers Ferry Rd. NW, Atlanta, GA 30327, (770) 980-6580, or [www.ing-use/about/connect/index.html](http://www.ing-use/about/connect/index.html)

## Evidence Based Adult Education Paper

A new paper from the **National Center for the Study of Adult Learning and Literacy at the Harvard Graduate School of Education**, "Establishing an Evidence-based Adult Education System," by **John P. Comings, Hal Beder, Stephen Reder, Beth Bingman and Cristine Smith**, describes an approach to evidence-based adult education and proposes a way to develop an adult education system that focuses on this approach. Get the 25 page paper free at the following web site: [http://ncsall.gse.harvard.edu/research/op\\_comings3.pdf](http://ncsall.gse.harvard.edu/research/op_comings3.pdf)

## Nominee for Senior Adult Education Post

The **Bush Administration** is nominating former **Houston School Administrator Susan Sclafani** to become **Assistant Secretary of Education for Vocational and Adult Issues**

If confirmed by the Senate, Sclafani would oversee the **Office of Vocational and Adult Education for the US Department of Education** replacing **Carol D'Amico** who resigned in May. While pending review by the Senate, Sclafani will serve as **Acting Assistant Secretary**.

While in Houston Sclafani was **Chief of Staff for Educational Services**, where she represented the superintendent on education issues and helped to coordinate educational services, public relations and administration.

## Upcoming Literacy Events

### ESOL Tutor Training Workshop, February 6-7 Lake City in Columbia County

Trainer: Ila Waite-Burns. Sponsored by The Florida Literacy Coalition, Region 2 Adult Literacy Center, & Columbia Co. Library  
Contact Glennis Pounds, Literacy Coordinator, Columbia County Public Library, (386) 758-2111.

### Literacy Volunteers of America Workshop, (LVA) Training of Trainers, February 11-12 Holiday Inn Airport/Marina, Sarasota

Trainer: Anita Rodgers, Director, Region 3 Adult Literacy Center. Sponsored by Region 3 & 4 Adult Literacy Centers and The Florida Literacy Coalition. Contact Theresa Corral at the Region 3 Adult Literacy Center to register (800) 513-9294.

### National Center for Family Literacy Conference, March 1-3 Disney's Coronado Springs Resort, Orlando

For more information call 502-584-1133 or visit [www.famlit.org](http://www.famlit.org).

### 1st Statewide ABE Summit, March 30-31 Tampa

Contact Lynn Cunill at (850) 922-5343.

### Florida TechNet: Technology Distance Learning Symposium, April 19-21 Crowne Plaza at Sabal Park, Tampa

For more information visit [www.floridatechnet.org](http://www.floridatechnet.org).

### Florida Adult ESOL Symposium, April 27-28 Embassy Suites, Tampa

For more information visit [www.floridaadultesol.org](http://www.floridaadultesol.org).

### Florida Literacy Conference, May 5-7, pre-conference workshops May 4 Adams Mark Hotel, Daytona Beach

Contact Kelley Weppner, Florida Literacy Coalition, Education & Training Coordinator, [conference@floridaliteracy.org](mailto:conference@floridaliteracy.org).

### Cancer, Culture & Literacy, 4th Biennial Conference: Innovative Approaches for Advancing Cancer Communications and Research, May 20-22, 2004

#### Sheraton Sand Key Resort, Clearwater Beach

Contact Chrystyna Pospolyta, M.P.H., Continuing Education & Conference Planning, (813) 745-1775, [Pospolck@moffitt.usf.edu](mailto:Pospolck@moffitt.usf.edu)

### American Library Association Summer Conference, June 24-30, 2004

#### Monday, June 28, Health Literacy and Adult Education: A Partnership Opportunity for Libraries. Saturday, June 26, Equity of Access. Orange County Convention Center, Orlando

Contact Sandy Newell, Department of State, State Library and Archives of Florida, (850) 245-6624, [snewell@dos.state.fl.us](mailto:snewell@dos.state.fl.us).

# 2004 Florida Literacy Conference

May 5-7, 2004, Pre-conference workshops May 4  
The Adam's Mark Hotel  
Daytona Beach, FL



## Call for Presenters!

Celebrate Literacy! This year marks the 20<sup>th</sup> anniversary of the Florida Literacy Conference. Come celebrate with others from across the state and learn about proven practices in adult and family education. Please join us at The 2004 Florida Literacy Conference and celebrate literacy in Florida!

### Guidelines:

Please complete the entire form, including presenter agreement. Your presentation will be ranked and selected by the Conference Program Committee based on the information you provide. Since we try to offer new sessions each year, please note that if you have previously presented your proposed session at the Florida Literacy Conference, it should still be relevant, timely, and should be updated with fresh material.

All sessions are scheduled to last 1 hour and 15 minutes. If you are interested in presenting a longer session, we may be able to arrange for "part 1/part 2" or a pre-conference workshop. Please note on the form if your proposed session will be longer than 1 hour and 15 minutes.

To submit a proposal by mail, complete the enclosed proposal form and submit the original. You may also submit your proposal by fax, email or through our online form at [www.floridaliteracy.org](http://www.floridaliteracy.org). The **proposal must be postmarked (if mailed) or received no later than February 3, 2004**. All information should be **typed**. Information as it appears here will be used in the program book. Please adhere to the word count guidelines.

Thank you for submitting a proposal for the 2004 Florida Literacy Conference! You will be notified regarding the status of your proposal by March 4, 2004. If you have any questions, call the coalition office at 407-246-7110. Proposals submitted should be sent to:

**Florida Literacy Coalition**

**Conference Program Committee**

**934 N. Magnolia Avenue, Suite 104; Orlando, FL 32803-3854**

**Fax: 407-246-7104 E-mail: [conference@floridaliteracy.org](mailto:conference@floridaliteracy.org)**

**Submit on-line at [www.floridaliteracy.org](http://www.floridaliteracy.org)**

# Proposal Form

*Please type and adhere to word counts:*

**Program Title** (10-word maximum)

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**Program Abstract** (30-word maximum)

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For office use only	Date Rec:
Date:	Room:
Time Slot:	Set-up:

**Mark if applicable:**

This is an "Adult-Learner friendly" presentation.

This is a vendor presentation.

**Primary Presenter:**

(The primary presenter, who must be one of the presenters, will be responsible for communicating information between the Conference Program Committee and the co-presenter(s). If there will be more than one co-presenter or panelist, please provide this information for all participating.)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Co-Presenter** (if there is more than one co-presenter, please attach information on a separate sheet. Please try to have all your co-presenter information when you submit your proposal. Presenter agreement will apply to these co-presenters as well.):

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

## Topic Area, Format, & A/V Needs

**Topic Area (s):**

Adult Learner

Corrections

English Literacy

Family Literacy

Library Literacy

Program Management

Reading

Technology

Volunteers in Literacy

Workforce Development

(includes ABE, GED, Adult High School)

Other (please specify)

\_\_\_\_\_

**Target Audience:**

- Literacy Tutors
- Adult Education Teachers
- Adult Learners
- Program Managers
- All
- Other (please specify)  
\_\_\_\_\_

**Preferred Presentation Format:**

- Traditional Presentation
- Classroom Format
- Roundtable Discussion
- Panel Presentation
- number of panelists \_\_\_\_\_
- Pre-conference workshop  
length of time requested \_\_\_\_\_

**Audio-Visual Equipment Needed**

Note: Flipcharts will be provided in each session

- No additional A/V equipment requested
- Overhead projector w/ screen
- TV/VCR
- LCD projector (note: fees may apply)

**Rank Days of Preference (1,2,3)**

- Wednesday, May 5, 2004
- Thursday, May 6, 2004
- Friday, May 7, 2004

**Conference Presenter Agreement**

***By submitting a proposal, I agree that, if selected, all presenters and co-presenters:***

1. Will be responsible for all costs related to transportation, room and board.
2. If presenting ONLY, and not attending sessions, the registration form must be completed but no registration fee will apply. I understand that I/we will not be admitted to other conference events without appropriate name badge.
3. If I/we plan to participate in other conference sessions or events, I/we must register for the conference.
4. Will be responsible for furnishing handouts in the quantity needed for workshop sessions.
5. Commercial vendors must be exhibitors to be eligible to present.
6. The Primary Presenter's contact information will be provided to conference attendees unless indicated below.

\_\_\_\_\_  
**Signature of Primary Presenter**

\_\_\_\_\_  
**Date**

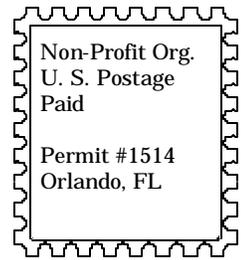
**Check if you do not want Primary Presenter's information to be given to conference attendees.**



FLORIDA LITERACY COALITION, INC.

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#### **To Contribute Articles...**

We invite you to submit articles, announcements, or other news items for this publication to the Editor, Kelley Weppner, [weppnerk@floridaliteracy.org](mailto:weppnerk@floridaliteracy.org). Information for the Winter 2004 edition is due by January 31, 2004.

*The Literacy News* is dedicated to providing relevant, timely information and resources to adult literacy practitioners and supporters throughout Florida. Its contents do not necessarily represent the position or policies of the Florida Department of Education or the Florida Literacy Coalition.

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