



**2021-2022 Partnership Application
Adult Basic Literacy & GED**

Organization Name _____

Staff contact _____ Position _____

Phone _____ Email _____

Second Staff contact _____ Position _____

Phone _____ Email _____

Our goal is to collaborate with community organizations to provide a safe, welcoming, and well-supported learning environment. Full partnership sites contribute to the cost of providing classes, receive a high level of coordination from Literacy Connects program staff and are given priority for tutor placements.

Please describe the need for Adult Basic Literacy (ABL) and/or numeracy at your location:

Are you seeking to offer ABL/GED classes to fulfill a grant requirement? If yes, please describe the grant and reporting requirements (components, outcomes, etc).

Are you willing to promote the classes (e.g. flyers, posters, phone calls, etc.) to ensure a minimum of 10 enrolled adults per class? Partnerships are an annual commitment, but sessions last between 9-12 weeks. How will you ensure initial student enrollment each session in the offered class(es)?

Please list any nearby community groups/organizations where you are willing to advertise classes to ensure full enrollment or who may assist Literacy Connects in volunteer recruitment:

What format are you requesting? In-person classes require a minimum average daily attendance of 8. If you don't have enough learners to ensure this requirement, please select the Remote Learning option. *If you select the in-person option and average daily attendance falls below 8 for the session, you may be asked to move to the remote learning option for subsequent sessions.*

| Option/Format | Please indicate 1 st or 2 nd choice | Comments on preference |
|--|---|------------------------|
| In-person learning: Host site provides space and physical resources (furniture, storage, technology). A staff person from the host site must be on site during class times for security and problem-solving. Indicate in the Comments box best days/times for in-person classes at your site. <i>*In-person classes will be provided in English. GED prep and/or literacy available.</i> | | |
| Remote learning: Host site clients given priority registration and tracked through our classes held online via Zoom. Host site is responsible for advertising classes, recruiting students, follow up calls to students, and communications with Literacy Connects ABL staff. Days and times vary. Students will be directed to the class that best suits their learning needs and schedule. <i>*Zoom classes are available in either English OR Spanish for GED prep only.</i> | | |

Please indicate which of the following resources your organization is able to provide:

| Resource | Yes | No | Comments |
|--|-----|----|----------|
| Ability to pay annual coordination fee (TBD) to Literacy Connects; willingness and ability to pursue additional funding to cover the full cost of programming | | | |
| Staff liaison to coordinate class logistics, recruit and call students, distribute flyers, and stay in regular communication with Literacy Connects | | | |
| Availability of staff person during class time for security and problem-solving (<i>in-person only</i>) | | | |
| A dedicated room with usable white boards and adult-sized moveable tables and chairs (<i>in-person only</i>) OR computer lab with internet (<i>in-person and hybrid</i>) | | | |
| Instructional technology access (computer, projector, internet, copier/printer) (<i>in-person and hybrid</i>) | | | |
| Clear directional signage to classrooms | | | |
| Child care/enrichment -- space and qualified staff | | | |
| Secure storage space for Literacy Connects owned materials and supplies | | | |
| Pre-registration or Interest list of min 15 participants who can attend the proposed schedule (required to determine level of need and size of teaching team) | | | |
| Special requests or needs? Please include a detailed description on the signature page . | | | |

Classes are offered twice per week for 1.5 - 2 hours each meeting. Please indicate preferred days and times.

| | |
|----------------|--|
| 1st preference | |
| 2nd preference | |

Special requests and Signature page

Describe any needs or requests for specialized curriculum.

- If you need classes in support of current programming that you offer, please describe the content and approach you use.
- What materials or curricula can you provide us to align our classes to the needs of your clients?

Comments/Additional Information:

Name of Staff Person

Date

Please be aware that the process for opening a full-partnership site can take 3-6 months and is contingent on a number of criteria including tutor availability. Once we receive your application, a staff person will contact you.

**Mail application, along with the Pre-Registration/Interest list of students to
Literacy Connects, 200 E. Yavapai Rd., Tucson, AZ 85705
or scan and email to ABL@literacyconnects.org**