

CONFIDENTIAL

DATE: _____

The Maurine Gray Literacy Depot A ProLiteracy America Affiliate

Volunteer Intake/Permanent Record

Name: _____

Address: _____

City/State/Zip _____

Phone (H): () _____ - _____ Okay to Call? Yes No

Phone (W): () _____ - _____ (ext.) OK to Call? Yes No

E-MAIL Address _____

Date of Birth: _____

Male Female

Place of Birth: _____

U.S. Citizen: Yes No Years in U.S. _____

Marital Status: M S D W

Parent: Yes No #Children: _____

Native Language: _____ Speak Read Write

Ethnic Group: _____

- 1 Native American
- 2 Asian
- 3 Black
- 4 White
- 5 Hispanic
- 6 Not Available

Education: _____

- 1 ≤ 12 Grade
- 2 H.S. Diploma
- 3 Some College
- 4 Undergrad. Degree
- 5 Graduate Degree
- 6 Not Available

Income Level: _____

- 1 (≤ 5,000) 5 (≥ 41,000)
- 2 (5-15,999) 6 Not Available
- 3 (16-25,999) 7 On Public Asst.
- 4 (26-40,999)

Employment Status: _____

- 1 Full-time 5 Retired
- 2 Part-time 6 Not in Labor Mkt.
- 3 Unemployed 7 Seeking Work
- 4 Disabled 8 Not Available

Occupation: _____

- 1 Professional 6 Agriculture
- 2 Managerial 7 Homemaker
- 3 Clerical 8 Sales
- 4 Technical 9 Inmate
- 5 Service
- 10 Other: _____

Source of Referral: _____

- 1 TV 7 Other Literacy Organization
- 2 Radio 8 Poster
- 3 Friend/Family 9 PR Talk
- 4 Employer 10 Other _____
- 5 Library 11 Not Available
- 6 Special Event

Available to Meet:

	Morn	After	Eve	Instruction Preference:
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> OTO <input type="checkbox"/> Small Group <input type="checkbox"/> Either
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learner Preference: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Preference: _____
Thurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation Mode: _____
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Needs: <input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Physically Disabled <input type="checkbox"/> Wheelchair
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Teen <input type="checkbox"/> Irregular Meeting Times
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(OVER)

Volunteer Intake/Permanent Record (continued)

Applicable Non-ProLiteracy America Work/Volunteer Experience:

Organization

Position Duties

Date(s)

- Interests and Skills:** Writing Drawing, Art Cooking, Entertaining Public Speaking
 Research Acting Record Keeping Typing/Clerical
 Accounting Decorating Leading a Discussion Group Grant Writing
 Other: _____

Computer Knowledge and Experience:

Fund-Raising Knowledge and Experience:

Does volunteer's employer have a matching gifts program? Yes No

Volunteer Positions Tutor Office Library Matching Trainer

Held (Sought): Tester Director Newsletter

(circle if sought, check if held) Board Member: National State Local

Board Committee: _____

Computer: Training Data Entry Programming

Other: _____

Workshops/In-Services Taken

<u>Workshop</u>	<u>Date</u>	<u>Workshop</u>	<u>Date</u>
1 OTO Basic Reading (Slides)		10 Tutoring Reading in Schools	
2 OTO Basic Reading (Video)		11 Tutoring Migrants	
3 Conversational English		12 Teen Peer Tutoring	
4 Workshop Leader		13 Tutor Support Groups	
5 Program Management		14 Learner Support Groups	
6 Read All About It!		15 Small Groups: Con. English	
7 Special Reading Problems		16 Read On! II	
8 Telephone Tutoring		17 Other (List) _____	
9 Small Groups: Basic Reading			

Termination **Termination Date:** _____

Termination Reason: _____

Length of Stay in Program: _____

- | | | | |
|---|------------------------------------|---------------|--------------|
| 1 Satisfied with experience, fulfilled commitment | 5 Other affiliate responsibilities | 1 0-3 weeks | 5 1-2 years |
| 2 Dissatisfied with experience | 6 Health-pregnancy | 2 1-2 months | 6 3-5 years |
| 3 Job/school conflicts | 7 Family problems | 3 3-6 months | 7 6-10 years |
| 4 Moved/left area | 8 Transportation problems | 4 7-11 months | 8 10+ years |
| 10 Other _____ | 9 Not available | | |

Did tutor termination coincide with learner termination? Yes No

Additional Comments: