



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library Literacy Office
 ADULT VOLUNTEER LITERACY GRANT PROGRAM
 Statistical Report**

The Statistical Report is an identical report produced twice during the year. Reports are due in the Illinois State Library Literacy Office on or before January 15 (midterm) and July 15 (final). Submit via email to literacy@ilsos.net. Your agency may be asked to produce the Statistical Report an additional time in preparation for a monitoring visit.

Before preparing this report, review all definitions on Page 5.

Project Number: _____

Grantee Agency: _____

Person Preparing Report: _____

Email: _____ Telephone Number: _____

Region (check one):

Chicago Suburban Downstate

Period (check one):

Monitoring Visit Date: _____

Midterm (Information from July 1 to December 31.)

Final (The report is cumulative for the entire grant year. Information from July 1 to June 30 or end of contract extension period for one fiscal year.)

ADULT LEARNER DATA¹

	Adult Learners Number Goal ²	To Date
Number of adult learners tutored ONLY ³		
Number of adult learners tutored AND taught by paid instructors ⁴		
Total unduplicated adult learners ⁵		

____ Average age of adult learners

____ Number of adult learners employed (part-time, full-time or seasonal)

Number of adult learners in ethnic groups:

White	
Black/African-American	
Hispanic/Latino	
American Indian/Alaska Native	
Asian	
Hawaiian/Pacific Islander	
Some Other	
2+ Races	
Not Reported	
TOTAL	

Number of adult learners by gender:

Male	
Female	
TOTAL	

One to one tutoring:

Total unduplicated adult learners ⁵	One to one tutoring percentage Goal ⁶	Percent receiving one to one tutoring	Total adult learners receiving one to one tutoring

ABE assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average-GLE	Number Post-tested	Post-test Average-GLE	Average GLE Gain
SORT					
TABE					
Total ABE learners					

ESL assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average-scale score	Number Post-tested	Post-test Average-scale score	Average Score Gain
BEST					
BEST Plus					
ESLOA					
CASAS					
CELSA		raw score		raw score	
TABE CLAS-E					
Total ESL learners					
Total ABE and ESL					

The total ABE learners pre-tested plus the total ESL learners pre-tested must equal the number of unduplicated learners.

Total Adult Learners Tutoring hours⁷:

Total tutoring hours to date	Average hours per Adult Learner

Length of participation in AVL project⁸:

	0-3 months	4-6 Months	7-12 Months	13-24 months	More than 24 months	Total
Number of adult learners						
Number of volunteer tutors						

VOLUNTEER TUTOR DATA⁹

Number of volunteer tutors who tutored at any time during this year (unduplicated)

	Volunteer Number Goal ¹⁰	To Date
Number of volunteer tutors		

_____ Average age of volunteer tutors

Number of volunteer tutors in ethnic groups:

White	
Black/African-American	
Hispanic/Latino	
American Indian/Alaska Native	
Asian	
Hawaiian/Pacific Islander	
Some Other	
2+ Races	
Not Reported	
TOTAL	

Number of volunteer tutors by gender:

Male	
Female	
TOTAL	

Volunteer Tutoring hours¹¹ provided to adult learners to date:

Total hours to date	Average hours provided

Number of hours of **pre-service volunteer tutor training attended¹² to date:**

Total hours of pre-service training attended to date	Number of tutors who completed pre-service training	Average hours of training per tutor who attended

Number of hours of **in-service volunteer tutor training opportunities to date:**

Total hours of in-service training attended to date	Number of tutors who completed in-service training	Average hours of training per tutor who attended

Information on AVL in Correctional Setting:

	Local/County	State	Federal	Total
Number of adult learners residing in correctional facility				
Number of volunteer tutors residing in correctional facility (peer tutor)				
Number of volunteer tutors residing in the community and tutoring in the correctional facility				

Information on AVL Partnerships with Public Libraries

Provide the number of public libraries that provide:

Overhead for program	
Tutoring site (available or in use)	
Recruitment and referral	
Specialized collection for literacy participants	

Number of students who obtained a library card	
--	--

AVL Statistical Report
Adult Volunteer Literacy Program Definitions and Instructions

1. **Adult Learners:** Students who meet all the following five requirements: 1) Instructed by an unpaid volunteer tutor; 2) over age 17; 3) not concurrently enrolled in school; 4) have taken a pre-test on which they scored below the ninth grade level or below SPL 7; and 5) have been instructed for at least one hour by a volunteer tutor during the grant period.
2. **Adult learner number goal:** The number of adult learners to be instructed as proposed in your agency's grant application on Page AVL-3.
3. **Number of adult learners tutored ONLY:** Count adult learners who were tutored by volunteer literacy tutors only and NOT instructed by paid teachers. If a learner has been instructed by paid instructors at any time during the grant period, he/she should NOT be counted here.
4. **Number of adult learners tutored AND taught by paid instructors:** Count adult learners who were tutored by volunteer literacy tutors AND instructed by paid teachers. If a learner has been instructed by paid instructors at any time during the grant period, he/she should be counted here.
5. **Total unduplicated adult learners:** Count each enrolled learner only once.
6. **One-to-one tutoring percentage goal:** The percentage of adult learners who will receive one-to-one tutoring as proposed in your agency's grant application on Page AVL-3.
7. **Total Tutoring Hours:** Enter the total amount of tutoring hours provided to adult learners in the correct box for ABE or ESL learners. The total tutoring hours for ABE or ESL will be calculated. The average hours per adult learner will be calculated.
8. **Length of participation in AVL project:** For an adult learner, the length of participation is the amount of time from the date of the first meeting with a volunteer tutor until official exit. For a volunteer tutor, the length of participation is the amount of time from the date of the first tutoring session with an adult learner to tutor until official exit.
9. **Volunteer Tutors:** Volunteers who meet the following three requirements: 1) Have completed at least twelve hours of tutor training; 2) have instructed an adult learner for at least one hour during the grant period; 3) are unpaid.
10. **Volunteer tutor number goal:** The number of volunteer tutors as proposed in your agency's grant application on Page AVL-3.
11. **Volunteer tutoring hours:** Enter the total amount of tutoring hours provided by volunteer tutors in the correct box for midterm or final reports. The average hours of tutoring will be calculated for you using the total number of adult learners.
12. **Number of pre-service volunteer tutor training opportunities:** Enter the total pre-service training hours which potential tutors attended in the first column. Enter the number of tutors who completed at least 12 hours of pre-service training in the second column.