



Dear Volunteer,

Thank you for inquiring about the Hillsborough Literacy Council's English Conversation Classes. Enclosed you will find some information about our program and the materials you must submit in order to register as a Conversation Class Volunteer.

Hillsborough Literacy Council, Inc. (HLC) is a non-profit organization affiliated with the Tampa-Hillsborough County Public Library System. We provide free one-on-one tutoring in reading and writing to adult non-readers and individual or small group English instruction to speakers of other languages. We are a member of ProLiteracy Worldwide, an international literacy network. Founded in 1986, HLC is supported by the Library System, as well as grants and individual and corporate donations.

In addition to one-on-one and small group tutoring, HLC organizes conversation classes held at few of the library branches throughout the county. At each location, adult students new to English can practice their language skills once a week. Each class has one volunteer organizer who is in charge and approximately six volunteers who lead discussions with small groups.

Conversation Class Volunteers must:

- Feel comfortable speaking with a small group of English language learners
- Commit to one class per week for one semester (up to 8 weeks)
- Must be 18 years or older
- Have transportation

In addition to the requirements above, Conversation Class Organizers must feel comfortable being in charge of a classroom of students and volunteers

Conversation Class Organizers and Volunteers do not need to speak another language. In fact, it is best that they do not speak the students' native languages. This way, we can guarantee a "full immersion" situation; the students will be forced to use English to communicate.

To become a Conversation Class Volunteer, fill out the registration form and email it as an attachment to Katy Jensen (jkensenc@hillsboroughcounty.org). You can also mail or fax it to (813) 273-3634. Class sessions take place twice a year, and each session is up to 8 weeks long. Volunteers will attend a brief 30-minute orientation on the first day of the class.

Our volunteers often tell us that working with adults who attend the conversation classes is an immensely rewarding experience. Thank you for your interest in our organization, and if you have any questions, please call us at (813) 273-3650.

Sincerely,

LaQuinda Brewington
Board President

HILLSBOROUGH LITERACY COUNCIL CONVERSATION CLASS VOLUNTEER REGISTRATION

Are you interested in becoming a Conversation Class _____ Organizer _____ Volunteer?

Are you a certified teacher? _____ YES _____ NO

Are you currently enrolled in a graduate teaching program? _____ YES _____ NO

Have you tutored with HLC before? _____ YES _____ NO

What times are you available to volunteer? _____ Daytime _____ Evening

Which library branch is closest to you? _____ Jimmie B. Keel _____ North Tampa
_____ SouthShore _____ Town 'N Country

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____ FL _____
(Number & Street) (City) (Zip Code)

TELEPHONE: _____
(Home) (Work) (E-mail)

DATE OF BIRTH: _____ GENDER: _____ M _____ F

PLACE OF EMPLOYMENT: _____ OCCUPATION: _____

HOW DID YOU LEARN ABOUT THE CONVERSATION CLASSES: _____

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Return to: Hillsborough Literacy Council
PO Box 4499
Tampa, FL 33677
Fax: 813-273-3634
iensenc@hillsboroughcounty.org