

Literacy Plans & Yearly Planning Process

The style and format of community literacy plans varies from place to place to meet the needs of individual task groups.

All of them address guiding questions that requires task groups and service providers to have a discussion about priorities, goals and objectives for the coming year.

Questions: Reflections on the current year:

1) Task group: Who takes part in the task group? b. How is the work organized?

2) Community development and literacy collaboration:

a. What are the important collaborations that have taken place to support literacy and the work of the task group?

b. What are the essential ongoing collaborations? c. What makes these collaborations work well?

3) Goals and actions for the current year:

a. What priorities, goals or objectives have been addressed this year?

b. What actions were taken toward them? What organizations and groups participated in these actions?

c. Were there new opportunities or changes that did not allow for some actions to be taken? What adjustments were made to the plan?

4) Indications of success:

a. How do you know the actions taken are working to support literacy? What impact have the literacy initiatives had? Include examples to illustrate the impact.

5) Challenges: a. What are the difficulties? b. What would help?

6) For the coming year:

- 1) Are there new opportunities or challenges in your community? Will you respond?
- 2) What goals will you work on in the coming year? What actions are planned?
- 3) What will be required to meet the goals and employ actions for the coming year?

Suggested Planning and Review Timeline - Spring or Fall

Meetings of the task group/s and interested community members review goals and work from the present year and draw up a plan for the next year. May - June

Literacy outreach coordinators write up the community literacy plan, consulting with members of the task groups as appropriate, and provide information to their local boards of education.

On or before July 15 District literacy plans are submitted.

On or before July 31 Literacy outreach coordinators fill out the online implementation report at Edudata.

Funds - Funds are to action the community literacy plan. Task groups are asked to approach the allocation of funds by using their community literacy plan as a guide.

Ask - what needs exist in the community, how might those needs be addressed and how do we prioritize them?"

Members bring together resources, experience to address community issues that might not be possible if they were working alone.

Funding decisions are an extension of discussions that take place at the group table about specific issues. Any program funding that the task group has can be used as additional support for collaborations to make it all happen.