

**2017 - 2018 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART**

<b>YOUR PROGRAM/AGENCY NAME:</b> Goleta Valley Library Intergenerational Tutoring Program (GVLIT)						
<b>IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:</b>						
<b>Training to Support Child School Success</b>						
<b>NO.</b>	<b>OBJECTIVE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>TIMELINE FOR COMPLETION</b>	<b>PERSON OR AGENCY RESPONSIBLE</b>	<b>OUTCOME</b>	<b>DATA CAPTURE METHOD</b>
1	Establish all procedures and rules for GVLIT Homework Help	Decide on basic rules of participation, conduct, discipline, recognition, expectations.	November 30, 2018	GVL Director	Have clear idea of how program will work so that pr efforts will be successful.	A clear and concise letter goes out to community.
2	Make community partners aware of program. Make all staff aware of program.	Create letter describing program and soliciting volunteers. Attach volunteer application forms. Send to community partners.	November 30, 2018	GVL Director &/or Branch Supervisor	Volunteers apply.	Number of volunteers who apply. Staff can answer any questions about program.
3	Make schools aware of program.	Create & send letter to families and schools describing the intergenerational tutoring program at the Library twice a week. Social media, public relations, the media.	November 30, 2018	GVL Director &/or Branch Supervisor	List created of interested students and parents.	Number of queries regarding program.
4	Prepare for volunteers	Create volunteer application, interview questions, commitment agreement.	November 30, 2018	GVL Director	Volunteers will apply and be processed quickly.	Volunteers processed quickly.

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5	Provide online tutoring on GVL Homework Help website	Sign contract with Brainfuse in order to provide HelpNow tutoring for K-5	December 15,2018	GVL Director	GVL cardholders able to get live tutoring help 1 – 10 pm daily	Number of sessions each month.
6	Provide online language help on GVL Homework Help website	Sign contract with Mango Languages in order to provide language tutoring for K-5	December 15, 2018	GVL Director	GVL cardholders able to get help 24/7	Number of sessions each month.
7	Hire Project Coordinator and 6-hour LT	Advertise for 10-hour per week Library Technician position to facilitate project, be there during tutoring hours, oversee 6-hour LT. Advertise for 6-hour LT to be present at tutoring sessions to facilitate any needs. Both to be bilingual.	December 20, 2018	Branch Supervisor	Staff hired.	Contract for temporary employment approved.
8	Approve of volunteers	Send volunteers for LiveScan	December 20, 2018	Branch Supervisor	Volunteers approved	% volunteers approved from applicants
9	Provide hardware and software for use during tutoring sessions	Purchase 6 laptops, 6 pads, & 1 printer. Library will purchase a MiFi device.	December 20, 2018	Synergy Inc.	Equipment purchased & all software installed.	Items working.
10	Train volunteers	Train volunteers in homework skills, how to work with ESL learners, how to use Brainfuse & Mango, tablets & laptops	January 2019	Project Coordinator and Aide, Volunteers	Volunteers ready to teach	Able to use all databases and conversant in K-5 topics
11	Hold informational program for parents where we can	Create statistical intake form for children receiving	February 2019	Project Coordinator and	Baseline data gathered to	Create database of information.

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	gather intake information on tutees.	help from tutors and administer at first session to set baseline.		Aide, Volunteers	establish whether academic progress is made due to participating in afterschool tutoring.	
12	Begin tutoring afterschool	Afterschool tutoring available Tuesdays and Thursdays 3:30 – 6 pm	February 2019	Project Coordinator, Aide, Volunteers, students	Students are helped, volunteers receive benefits of helping others	Positive feedback reported by both groups.
13	End first season of afterschool tutoring and assess progress results	School year ends	July 2019	Project Coordinator, Aide, Branch Supervisor	Outtake data is collected from students, parents, volunteers	Students report success via grade reports; volunteers report positive sense of well-being, enthusiasm for continuing
14	Solicit volunteers, tutees, publicize program again	Repeat and improve upon prior public relations effort to solicit volunteers, children who need homework help, parents, community partners, etc. Update any materials or procedures that need fixing.	July – August 2019	Project Coordinator, Branch Supervisor, Library Director	Volunteers return or new ones apply, families express interest, schools allow for promotional materials to be distributed.	Number of interested people.
15	Begin Intergenerational Tutoring sessions again.	Twice-weekly afterschool tutoring on Tuesdays and Thursdays from 3:30 – 6 pm	September 2019- June 2020	Project Coordinator, Aide, volunteers, students	Students are helped, volunteers receive benefits of helping others	Do intake assessment. Positive feedback reported by both groups.
16	End year of afterschool	School year 2020 ends	June 2020	Project	Outtake data is	Students report

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	tutoring and assess progress results			Coordinator, Aide, Branch Supervisor	collected from students, parents, volunteers	success in school, volunteers report positive sense of well-being
17	Report on outcomes	Collate all data, write report, make information available to all partners	July 2020	Project Coordinator, Branch Supervisor	Collect all data from 18-month project and assess outcomes for success or failure	Questionnaires, interviews with tutors, interviews with parents and students, quantifiable data collected