



Montcalm Area Reading Council



Learner Handbook



Montcalm Area Reading Council

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Welcome

Thank you for your interest with the Montcalm Area Reading Council (MARC). MARC is a community based, Michigan non-profit organization providing literacy education, supported entirely by volunteers, public contributions, grants and bequests. The Board of Directors is elected from the general membership. . The Board of Directors contracts with the Executive Director for leadership services. The Executive Director trains and oversees volunteer learning coaches and then matches them with MARC learners. The Executive Director relays learning coach and learner concerns, successes and needs to the Board of Directors. The Board of Directors, in turn, provides direction and material support for the MARC programs. The MARC Board of Directors appreciates all learning coaches who make MARC success possible.



Diversity, Equity and Inclusion

MARC welcomes volunteers and learners from all walks of life. MARC is an affirmative action and equal opportunity institution. MARC treats every learning coach and learner with respect. MARC strives to maintain an equitable and inclusive environment. MARC is committed to supporting learning coaches and learners to the multiple areas that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief or veteran status.





Mission

MARC, through dedicated volunteers, community partners and resources, provides free literacy education to benefit the greater Montcalm area. MARC ensures all learners have the opportunity to learn, read, write and/or speak in English. MARC ensures all learners have the opportunity to compute and solve problems proficiently to achieve the learner's goals; develop learner's knowledge; and reach a learner's full potential.

Vision

MARC is dedicated to the principle that all people should be functionally literate.





Learner Qualifications

- Contact the MARC Director to register and complete a literary assessment
- Commit to the program for at least six (6) months to allow for the learning coach/learner team to build a trust relationship and make strides in learner reading and literacy improvement
- Possess good communication and interpersonal skills
- Strive to encourage learning coach and learner trust
- Sensitivity to different backgrounds and culture
- Possess patience, flexibility, dependability, promptness, enthusiasm and an interest in striving to achieve goals as set
- Attend the first coaching session with the learning coach. This will be scheduled by the MARC Director.
- Learner and learning coach will schedule future sessions



Learner Responsibilities, Policies and Procedures

- Learner shall report any concern to the MARC Director
- Learner shall not bring children or guests to coaching sessions.
- Learner and learning coaches shall meet only in mutually agreed upon public places (ie. library, restaurants, schools or public parks)
- Learner will sign and submit a Learner Contract form annually
- Learner and learning coach will develop a Learner Literacy Plan with long and short term goals
- Learner and learning coaches will meet weekly for one (1) hour coaching sessions
- Learner will make every effort to be punctual and attend all scheduled coaching sessions. If you must cancel, notify your learning coach at least one (1) hour in advance.
- Learner will notify MARC Director if they are no longer able to continue with volunteer coaching sessions.



Montcalm Area Reading Council Learner Literacy Plan

Reading and Learning Coach Name _____

Learner's Name _____ Date _____

Learner Short Term Goals

Literacy Accomplishments

- ☐ Improve reading skills
- ☐ Improve understanding while reading
- ☐ Enter other education and/or training
- ☐ Improve score on a test

Work Accomplishments

- ☐ Obtain a new job
- ☐ Retain current job
- ☐ Advance in job/Get a better job
- ☐ Improve Employability Skills

Family and Life Accomplishments

- ☐ Earn US Citizenship
- ☐ Register to vote
- ☐ Obtain driver's license
- ☐ Increase involvement in children's educational activities
- ☐ Increase community involvement

Other Learner Short Term Goals:

Learner Long Term Goals

Literacy Accomplishments

- ☐ Improve reading skills
- ☐ Improve understanding while reading
- ☐ Enter other education and/or training
- ☐ Improve score on a test

Work Accomplishments

- ☐ Obtain a new job
- ☐ Retain current job
- ☐ Advance in job/Get a better job
- ☐ Improve Employability Skills

Family and Life Accomplishments

- ☐ Earn US Citizenship
- ☐ Register to vote
- ☐ Obtain driver's license
- ☐ Increase involvement in children's educational activities
- ☐ Increase community involvement

Other Learner Long Term Goals:



Montcalm Area Reading Council Learner Contract

Please complete the contract during your initial meeting. (One copy is for the learning coach and one is for the learner to sign and keep.)

We will

- meet approximately 1 hour per week (When? _____)
- meet in person and in a public place OR meet virtually (Where? _____)
- not drive each other to sessions if meeting in person
- call each other if we are going to be late or miss a meeting
- do activities that pursue goals
- find the best books and materials to use together
- be on time and ready to work together at every meeting
- tell each other honestly when we want to change something about tutoring
- meet at a time and place that is comfortable for both of us
- understand that if one of us misses three meetings without calling, s/he could be asked to leave the tutoring program
- respect each other's needs

Learner

Name _____

Phone _____

Signature _____

Date _____

Learning Coach

Name _____

Phone _____

Signature _____

Date _____