

VOLUNTEER HOTLINE

Women's Circle

AUGUST 2015



Dear Volunteers,

On July 28, several of us from Women's Circle attended a celebration of the life of Jan Gilchrist at the Delray Sands. Initially there was a simple prayer service with readings, hymns, and memories that related to Jan. Then, with a video and pictures of Jan and family, we shared a meal together. Everyone felt Jan's presence as she had, in fact, planned most of what was to be her 80th birthday party.

We will be having the Wednesday evening Team Meeting on August 19, at 6:00 P.M. Laurette and Csedar Valcena are sending you the agenda. This is an opportunity for you to ask any questions or make any suggestions you may have. We appreciate your input.

With gratitude, love, peace, and joy,
Sister Lorraine

MEET OUR NEW VOLUNTEERS

Lois Biello is assisting as Volunteer Coordinator.

Jean Jeglie is a receptionist on Fridays.

Gita Patel will be teaching the new Intro to Computer Class on Fridays.

Inshan Singh is a substitute Computer teacher and will be assisting us with computer needs.

BACK TO SCHOOL

When shopping for those school supplies and clothing, why not shop on Amazon Smile and take advantage of the opportunity to raise money for Women's Circle by registering as noted below:

Visit www.smile.amazon.com and select Women's Circle as your charity of choice. You can then continue to shop using your regular Amazon account. Remember to always log on to www.smile.amazon.com every time you shop and Amazon will donate 0.5 % of your purchase total to Women's Circle. This is an easy way for you to support our program. Please share this with your family and friends!

OFFICE CLOSINGS

The office will be closed on Saturday, September 5th, 2015 and Monday, September 7th, 2015, in observance of LABOR DAY.

LITERACY WEEK

Every year in September we celebrate Literacy Week. This year it starts on Monday, September 14th and ends on Saturday, September 19th. We offer prizes to the students who excel. We would appreciate any donations such as: pencils, pens, highlighters, composition and spiral notebooks, erasers, sharpeners, wide ruled paper and folders.

In the past, we have featured a week long Spelling Bee. We will be doing Literacy Week activities, and are open to any suggestions for activities to feature for this week. If anyone is interested in helping, please contact Gilda Galdo at 561-244-7627 Ext. 104, or email her at ecoordinator@womenscircle.org. We appreciate any help or suggestions you may have.

TEAM MEETINGS

Our next team meeting is Wednesday, August 19, 2015 at 6:00 p.m. Staff and volunteers share information and ideas during these meetings. This is a good opportunity to meet other volunteers, and understand the full scope of our programs. We encourage all our volunteers to attend. Kindly contact Laurette Valcena at lvacena@womenscircle.org or call her at 561-244-7627 102 to advise her if you are joining us.

REMINDER

When teachers or tutors have schedule changes or any questions/issues to be addressed, such as student or tutor issues, curriculum, class size, conflicts, and absences please contact our Education Coordinator, Gilda Galdo at ecoordinator@womenscircle.org or 561-244-7627 x104.

VOLUNTEER OPENINGS

Women's Circle could not exist without its volunteers. We truly appreciate your generosity by giving us your time and your talent. You are our core and our heart and we thank you. As we grow, we continue to need dedicated volunteers. Currently we are seeking a bi-lingual English/Spanish volunteer to assist the job coordinator and education coordinator with registration. We always have openings for tutors, teachers, receptionists, computer assistants, grant writers, and fund raisers. Our Friday Intro to Computer class which runs from 12:30 to 2:30 is in need of a volunteer to assist the teacher in that class. In addition, we need several volunteers to alternate Saturdays as a receptionist from 9:00 to 2:00. If you know someone who is in need of meeting community service hours, or anyone who would be available on Saturdays, please have them email Lois Biello at vcoordinator@womenscircle.org.

TUTORS

Reminder: Please use the attendance sheet for your students. It is kept in a folder above the bookshelves. It is important to mark the presence or absence of each student for every tutoring session. If someone is not printed on your class list you may not accept them into your class. Please advise the student to talk to the Education Coordinator about their schedule. Also could you please ask students to make sure that their details are printed accurately? Please mark any corrections to name or telephone number clearly on the sheet so that we can amend our records.

TIPS FOR TUTORS AND TEACHERS

Go to Florida Literacy Coalition on your browser. On the left side of the page is a link called Tutor Help Center. This site has a great deal of information, some of which may not be relevant. However it does have many suggestions and activities that can be helpful.

VOLUNTEER OBSERVATION

When a person registers to volunteer we ask that they observe at least twice in areas that interest them. This is to familiarize them with our many programs. The classes they observe are NOT necessarily where they will be placed. Volunteers are NEVER placed in a program without consulting the instructor in that class. Please welcome these potential volunteers and do not assume they are going to be in your class.

FACEBOOK

Women's Circle now has a Facebook page up and running. We are hoping to include any activities that relate to the program and to give people an informal insight into the work that we do here. For those of you who already use Facebook please "Like" our page which can be found at "Women's Circle, Inc.". If you aren't on Facebook you still see our page by visiting our website www.womenscircle.org and double clicking on the big blue F. The page includes recent photos of activities and information about other upcoming events. We are hoping to include other items such as job tips and tutor tips and if anyone has any other ideas we would love to hear them. Please contact Helena Wallis on 561-244-7627 x108 or at hwallis@womenscircle.org