

VOLUNTEER HOTLINE

Women's Circle

JUNE 2015



Dear Volunteers,

It is with deep regret and heartfelt sorrow, that we must inform you of the passing of our dear friend, our Volunteer Coordinator, Jan Gilchrist. Jan passed away on Sunday, May 24, 2015.

Jan became a volunteer at Women's Circle in 2006, starting as an ESOL tutor and three years later became the volunteer coordinator. Jan kept busy recruiting and scheduling volunteers, not only at the center, but she spent many hours at home with phone calls and emails, setting up appointments and finding coverage when teachers or tutors were absent. Jan was responsible for developing the volunteer handbook that we use today and for obtaining and preparing the curriculum that would meet the required standards. Jan's other focus was planning the Annual Volunteer Luncheon. Even when she was not feeling well, she always got the job done.



Jan's contribution of her time and talents is truly immeasurable. She was a sweet, gentle and caring woman, whose dedication to Women's Circle will long be remembered. Her heart was in her work here and because of that, our hearts go out to her with love and gratitude to a wonderful woman. We will truly miss you, dear friend.

While we are looking for a new volunteer coordinator, Rosemarie Brady is assisting us with volunteer business. If any of you know of someone who might be interested in the position, please let us know. We would be happy to email to you or any person you recommend the job description.

We wish to thank Sister Pat McCabe for her time and dedication as our Associate Director of Development. We are grateful to her for her contribution to Women's Circle and wish her blessings and success in her next endeavor. In her place, we welcome Cindy Rybovich as the new Associate Director for Development and Marketing. This month she is being oriented to this huge job, filling the shoes of Sr. Pat. Please give her any ideas you may have.

At present we have discontinued the Saturday Team Meetings. Yet we will have the Wednesday evening Team Meeting on August 19, at 6:00 P.M. Laurette and Csedar Valcena will send you the agenda when it is a bit closer. This is a great opportunity for you to ask any questions or make any suggestions you may have. We value your input.

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

MEET OUR NEW VOLUNTEERS

Joan Bockelmann teaches beginner ESOL on Friday.
Katie Lynch is our receptionist on Mondays.

FATHERS DAY IS JUNE 21st

When shopping for those special men in your life, 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 Friday, July 3rd and Saturday, July 4th, in observance of Independence Day. HAPPY BIRTHDAY, AMERICA!

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. We have openings for: tutors, teachers, receptionists, computer assistants, grant writers, and fund raisers. We now need volunteers to teach Intro to Computer classes and assist in Word classes. If you know someone who may be interested, please have them email Rosemarie Brady 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 the 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. So 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

IMPORTANT

We have received new books that are available for tutors and teachers of ESOL and we encourage you to avail yourselves of these publications. There are 5 levels of instruction available. Each level has a teacher's manual, student work book and student books. There are 12 student books for each level. Use the level appropriate for your class. PLEASE DO NOT TAKE ANY BOOKS HOME OR ALLOW YOUR STUDENTS TO TAKE THE BOOKS HOME. Students should NOT write in the books. They can copy their answers onto a blank piece of paper.

Pre-literacy and low beginner levels are also encouraged to use these books starting with the "Taking Off" level. If anyone has any questions, please do not hesitate to contact Gilda by email or leave a message on her work phone: ecoordination@womenscircle.org or 561-244-7627 x 104.

In addition to this collection, there are other resources available to teachers and tutors. They are on the shelves in the back office, next to Wendy's desk. These resources will be updated in the near future, so keep checking on them. If you have any suggestions about resources you think would be useful, please see Gilda.