



January 2010

Dear Volunteers:

Thank you for taking the time to complete the Volunteer Reports. The data gathered from your reports is sent to the New York State Education Department and has a direct impact on our funding. The Volunteer Report is critical to our ability to continue to provide services to our students.

After considering the feedback from many volunteers, we have decided that quarterly reporting would be the most effective. The new Volunteer Report schedule for the remainder of this 2009-2010 fiscal year is the following:

January – March 2010 are due April 15th, 2010
April – June 2010 are due July 15th, 2010

NYS Education Department mandates us to report the time you spend with your students, so please make reporting your hours a priority. Since goals are usually set once a year, you only need to report outcomes and achievements for the quarter in which they occur.

For clarification, there are three ways a report can be filed:

1. Complete the report directly on our website at: <http://literacysuffolk.org/volunteer-report>
2. Copy and paste the report from our website (<http://literacysuffolk.org/volunteer-report>) into a Word document, complete it and return a paper copy to the Admin Office by one of the following ways:
 - A. Fax - 631.286.1668
 - B. US Mail at Literacy Suffolk, Inc. PO Box 9000 Bellport, NY 11713
 - C. Inter-library Mail (System Bag) to SCLS-Literacy Suffolk, Inc.
3. Pick up a paper copy from your Regional Coordinator, complete it and return it to her of send it directly to the Admin Office by one of the following ways:
 - A. Fax - 631.286.1668
 - B. US Mail at Literacy Suffolk, Inc. PO Box 9000 Bellport, NY 11713
 - C. Inter-library Mail (System Bag) to SCLS-Literacy Suffolk, Inc.

I have included several hard copies of the report to get you started. We fully appreciate your cooperation in submitting your Volunteer Report to us in a timely manner.

Sincerely,

Jenn Vasell

Jenn Vasell
Data & Web Manager
631.286.1649