



Dear Volunteer,

Thank you for inquiring about the Hillsborough Literacy Council's Conversation Classes. Enclosed you will find some information about our program and the materials you must submit in order to register as a Conversation Class Teacher or Conversation Moderator.

The Hillsborough Literacy Council Inc. (HLC) is a non-profit organization affiliated with the Tampa-Hillsborough County Public Library System. We provide free one-on-one tutoring in reading and writing to adult non-readers and individual or small group English instruction to speakers of other languages. We are a member of ProLiteracy Worldwide, an international literacy network. Founded in 1986, HLC is supported by the Library System, as well as grants and individual and corporate donations.

In addition to one-on-one and small group tutoring, HLC organizes Conversation Classes held at select library branches throughout the county. At each location, adult students new to English (ESOL) can come practice their language skills once a week. Each class has one volunteer organizer in charge and approximately six volunteers who lead discussions with small groups.

Conversation Class Organizers must:

- Feel comfortable with a classroom of students and volunteers
- Have a teaching degree or be enrolled in a graduate education program
- Commit to teaching one class per week for one semester
- Complete a 2 hour training session
- Have transportation

Conversation Volunteers must:

- Feel comfortable speaking with a small group of English language learners
- Commit to one class per week for one semester (up to 8 weeks)
- Have a high school diploma or GED
- Must be 18 years or older
- Have transportation

Conversation Class Organizers and Volunteers do not need to speak another language. In fact, it is best that they do not speak the students' native languages. This way, we can guarantee a "full immersion" situation; the students will be forced to use English to communicate.

To become a Conversation Class volunteer, fill out the registration form and email it as an attachment to Juliet Douglas ([douglasjs@hillsboroughcounty.org](mailto:douglasjs@hillsboroughcounty.org)). You can also mail or fax it to HLC at 900 N. Ashley Drive, Tampa, FL 33602; fax 273-3634. Class sessions take place twice a year, and each session is up to 8 weeks long. Volunteers will attend a brief 30-minute orientation on the first day of the class.

Our volunteers often tell us that working with their ESOL students is an immensely rewarding experience. Thank you for your interest in our organization, and if you have any questions, please call us at 273-3650.

Sincerely,

Richard Zingale  
Board President

# HILLSBOROUGH LITERACY COUNCIL CONVERSATION CLASS VOLUNTEER REGISTRATION

Are you interested in becoming a Conversation Class  Organizer  Volunteer?

Are you a certified teacher?  YES  NO

Are you currently enrolled in a graduate teaching program?  YES  NO

Have you tutored with HLC before?  YES  NO

What times are you available to volunteer?  Daytime  Evening

Which library branch is closest to you?  Bloomingdale  New Tampa  
 North Tampa  Town 'N Country

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS: \_\_\_\_\_ FL \_\_\_\_\_  
(Number & Street) (City) (Zip Code)

TELEPHONE: \_\_\_\_\_  
(Home) (Work) (E-mail)

DATE OF BIRTH: \_\_\_\_\_ GENDER:  M  F

PLACE OF EMPLOYMENT: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

HOW DID YOU LEARN ABOUT THE CONVERSATION CLASSES: \_\_\_\_\_

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Return to: Hillsborough Literacy Council  
PO Box 4499  
Tampa, FL 33677  
Fax: 813-273-3634  
[douglasis@hillsboroughcounty.org](mailto:douglasis@hillsboroughcounty.org)