

**Literacy Volunteers of Bastrop, Inc**

**Program Policies and Procedures Manual**  
(Volunteers)

Revised July 2008, October 2010, February 2011

# LVB Policies and Procedures Manual

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## Introduction

This manual contains a general outline of LVB's policies and procedures. The manual is not intended to be all-inclusive, and LVB reserves the right to make final decisions regarding the interpretation and application of its policies and procedures, whether or not identified in this manual, or to change or discontinue them at any time. See also the Literacy Volunteers of Bastrop *Bylaws*.

If you have a question about any material in this manual, contact the Administrative Coordinator. Remember that a question can be answered only if it is raised, and conditions with which you are dissatisfied can be improved only if you bring the problem to the attention of the Administrative Coordinator.

This manual is reviewed and updated as needed. Copies of the manual are distributed to all Board members, and additional copies are maintained in the office for general use. All copies remain the property of LVB and must be returned upon request.

## General Overview

### Mission

LVB's mission, adopted at the Board at its July 2000 meeting, is

*To enhance community members' quality of life by increasing their economic and social independence through improved English literacy.*

### History

LVB was formed in 1988 by two Bastrop educators and initially operated out of their homes. By 1989 it qualified as an affiliate of Literacy Volunteers of America, Inc. At this time the founders formed a board, established an office in a rented space near the library, recruited tutors, attracted and assessed students, and matched them with tutors. In the summer of 2001, the office lost its lease and was forced into storage, since no affordable space could be found. In 2002, LVA-Bastrop gained national accreditation with Literacy Volunteers of America. A merger of Literacy Volunteers of America and Laubach Literacy in 2002 led to the renaming of the international organization as Pro-Literacy America.

After operating briefly from a small space on Main Street, in July 2003 the office moved the Cyd Chris Building, where there was 600 square feet of operating space. In 2004 Literacy Volunteers of America-Bastrop changed its name to Literacy Volunteers of Bastrop and received its own 501(3)(c) non-profit status. LVB is formally affiliated with Pro-Literacy America. We are currently located at 1404 Pine Street.

Since its founding, LVB has provided thousands of hours of tutoring through programs for basic reading and others such as English as a Second Language, Family Literacy, and GED tutoring. LVB owes its success to the many community members who have participated as tutors or volunteered in other capacities.

### Organizational Structure

LVB's governing body is a Board of Directors composed of no less than 5 and no more than 9 directors. The Board operates through several committees (see the LVB *Bylaws* for a listing). The Board's policies are carried out through the board of directors.

## **Student Services**

LVB provides services to improve the literacy skills for residents of Bastrop and the surrounding area. **These services are centered on the individual needs of the learner, as demonstrated by individual needs assessments, individualized teaching plans, establishment of learner goals, and evaluation of goal attainment.**

## **Types**

LVB offers the following four types of services:

- Basic Reading (one-on-one or small group)
- English as a Second Language (ESL) (one-on-one and small group)
- Family Literacy (small group—parents and children)
- Pre-preparation for GED

## **Location/Time**

All services are offered at safe locations at times convenient to both the student and tutor.

## **Cost**

All services are free. Students pay a minimal fee for materials. No student will be denied services because of financial hardship.

## **Contact Information**

Contact LVB in any of the following ways:

In person:	1404 Pine Street, Bastrop, Texas
By mail:	P O Box 855, Bastrop, Texas 78602
By phone:	512-985-5169
By email:	<a href="mailto:info@literacybastrop.org">info@literacybastrop.org</a>
Web site:	<a href="http://www.literacybastrop.org">www.literacybastrop.org</a>

