

COMMUNITY LITERACY OF ONTARIO

MEMBERS' E-COMMUNIQUE

FEBRUARY 2011

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **FEBRUARY 2011 Members' E-Communiqué**.



Topics covered in this E-Communiqué are:

1. Valentine's Day video to literacy practitioners from CLO
2. Link to the Recorded Version of CLO's "Charitable Receipting Practices and Legal Compliance" Webinar
3. Volunteer Canada's New National Volunteer Week Website
4. Update on CLO's New project: "Best Practices in Online Learning for Adult Literacy Students Learning at the Lowest Levels of Literacy" – And... Your Opportunity to Give Input...
5. Transliteracy Conference 2011
6. Free Microsoft Office Templates for Nonprofits

Thank you to Ontario's literacy practitioners and volunteers from
Community Literacy of Ontario!



Please click here for a Valentine's Day Appreciation video from CLO:
http://animoto.com/play/sGl0chbqcEmlp7tZY91YFA?utm_content=challenger

LINK TO THE RECORDED VERSION OF CLO'S "CHARITABLE RECEIPTING PRACTICES AND LEGAL COMPLIANCE" WEBINAR

CLO is pleased to offer another Valentine's Day treat for community-based literacy agencies. On January 26, 2011, CLO offered a free webinar for its members programs on "**Charitable Receipting Practices and Legal Compliance**"

Charity lawyer Mark Blumberg reviewed the "dos and don'ts" of charitable receipting. Here are just a few of the receipting topics Mark covered:

- When is your charity allowed to issue official donation receipts and for how much?
- What is a gift and how do you determine "fair market value" for gifts-in-kind?
- What are the top receipting mistakes and abuses and how do you avoid them?
- What are the Canada Revenue Agency's top receipting concerns?
- What are the issues, problems, and consequences that can arise from improper receipting?

Mark also discussed the top legal compliance issues registered charities need to understand to protect their charitable status. He then opened up the webinar for a question and answer session. Over 35 literacy practitioners joined us for this lively and informative webinar.

CLO is grateful for our partnership with the Ontario Community Support Association (www.ocsa.on.ca) who supported the delivery of this special webinar. We thank the OCSA and the Revenue Canada Agency for making this workshop possible for CLO members.

To access the one-hour long recorded version of the "*Charitable Receipting Practices and Legal Compliance*" webinar please click here:

<https://ocsa.webex.com/ocsa/lsr.php?AT=pb&SP=TC&rID=2764567&act=pb&rKey=fcca902f683c0fd1>

VOLUNTEER CANADA'S NEW NATIONAL VOLUNTEER WEEK WEBSITE

Volunteer Canada has launched a new website to help promote and support National Volunteer Week. The new website features information, resources, videos, posters, promotional tools, volunteer recognition items and new merchandise. You can access these great resources at: <http://volunteer.ca/nvw/>

National Volunteer Week will be held on April 10-16, 2011.



UPDATE ON CLO'S NEW PROJECT: "BEST PRACTICES IN ONLINE LEARNING FOR ADULT LITERACY STUDENTS LEARNING AT THE LOWEST LEVELS OF LITERACY"

AND... YOUR OPPORTUNITY TO GIVE INPUT...

Community Literacy of Ontario has recently received funding from the Ministry of Training, Colleges and Universities for a project called *"Best Practices in Online Learning for Adult Literacy Students Learning at the Lowest Levels of Literacy"*.



Ontario's Literacy and Basics Skills programs are leaders in providing online instruction to adult learners. Due to their very low reading levels, the learner group hardest to serve online is adults with the lowest levels of literacy (levels 1 and 2). However, some Ontario literacy agencies have had success in delivering online instruction to this group of adult learners.

In our project, *"Best Practices in Online Learning for Adult Literacy Students Learning at the Lowest Levels of Literacy"*, Community Literacy of Ontario will research how online learning for adult learners at the lowest literacy levels is being delivered in Ontario's community literacy agencies. We will also assess the benefits, barriers, strategies and best practices.

We then will develop a resource guide that summarizes the research and best practices. In December 2011, this guide will be circulated to community literacy agencies, literacy networks, and MTCU. It will also be available online. CLO will also develop an annotated online listing of helpful online instructional resources as identified by literacy instructors during the research.

CLO staff are contacting diverse community-based agencies and other stakeholders to learn about strategies and best practices for online learning with Level 1 and 2 adult learners.

However, to ensure that all programs have to share their input into this important research, CLO has created a two question survey. We would love to hear from you! Please share your input to this short survey by March 2, 2011. Thank you!

Here is the link to our short online survey: www.surveymonkey.com/s/bestpracticesonline

If you'd like to talk about the online learning happening in your agency in more detail, please contact Vicki Trottier at vicki.trottier@gmail.com. Vicki would be happy to set up a time to do that. Please let her know when you would be available and the best way to contact you.

And speaking of online learning... Joanne Kaattari, Co-Executive Director of CLO, will be offering her workshop called *"Cool Tools Rule: Using Social Media to Educate, Engage and Inspire"* online on Centra to CLO members in September 2011.

TRANSLITERACY CONFERENCE 2011



Information for the LBS community about transliteracy, elearning and essential skills

The Adult Learning Centres: Grey Bruce Georgian are hosting the second Transliteracy Conference. This event will be held on June 27 - 29th at the Kempenfelt Conference Centre in Barrie.

- Do you want to be doing more e-learning, but you are feeling overwhelmed with the internet?
- Do you want a hands-on opportunity to learn how to find, manipulate and use images, sound and video?
- Do you want to find out how to use online twenty-first century learning skills, web applications and services in your educational work?
- Do you want to see how you can use technology including smart boards and e-readers in the classroom?
- Do you want this learning to be fun, gentle and not intimidating?

Whether you are new to the online world or a seasoned traveller on the information highway, you will leave our conference with a personal implementation plan, feeling less stressed about e-learning. **The conference will be fun and rewarding!**

The Adult Learning Centres have extensive experience with social media and using technology with adult literacy learners. Early bird registration ends on March 15, 2011.

For more information, be sure to visit their blog at: <http://transliteracyinfo.blogspot.com/> or contact them by email at: learning@e-owensound.com

FREE MICROSOFT OFFICE TEMPLATES FOR NONPROFITS

To save time and money, be sure to check out these free Microsoft Office templates for nonprofits.

You can choose from a wide variety of templates to suit your needs. Templates are available on almost any topic, including fundraising, marketing, public relations, accounting, posters, project management, forms for tracking donations, raffle tickets, thank you notes, and many others.

You can access this free and helpful resource at: <http://office.microsoft.com/en-us/templates/CT010256691.aspx>