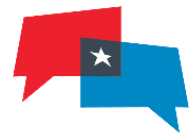


# TX LITERACY SYMPOSIA

## EXCELLENCE IN ADULT LITERACY



### PLANNING GUIDELINES FOR TEXAS LITERACY SYMPOSIA GRANT YEAR 2024-25

Literacy Texas has been the fortunate recipient of multi-year funding from the Texas Workforce Commission (TWC) in the form of a grant for Professional Development Support for Nonprofit Adult Literacy Organizations. These funds are used to provide a series of regional symposia, among other training, resources, and support of Texas adult and family literacy nonprofits.

TWC's goal is to "provide professional development and capacity building services," and states that "primary participants are tutors, instructors, administrative staff, and trainers of nonprofit adult education providers in Texas." Staff and instructors at federally funded AEL (Adult Education and Literacy) programs may also attend but are not the primary audience.

#### PRESENTING REGIONAL SYMPOSIA

To present quality training that caters for the specific needs of Texas communities, Literacy Texas contracts with regional presenting partners for in-person symposia. The goal is to deliver quality professional development that is tailored to the audiences defined above, and responsive to local needs.

More details are on the following pages, along with symposium roles and responsibilities.

Each presenting partner works with Literacy Texas to plan their local symposium, with all major decisions being made together, including expenditures of all funds. Literacy Texas covers some costs directly, and other qualifying symposium-related expenses are reimbursed after the event.



#### PROVIDING QUALITY PROFESSIONAL DEVELOPMENT

By providing symposium funding, TWC recognizes the value that community-based non-profits and volunteer-based literacy services bring to Texas.

All symposia should:

- Keep professional development and capacity building front and center; and
- Deliver quality, evidence-based training for tutors and instructors (volunteer and paid), administrative staff, and trainers of nonprofit adult and family literacy providers in Texas.

# SYMPOSIUM EVENT GUIDELINES

## Event Guidelines for All Regional Symposia

Every symposium must:

- Include measurable goals, set by both partners before the event.
- Be planned in conjunction with Literacy Texas, with all significant decisions being made together.
- Incorporate best practices and be responsive to local needs.
- Prioritize quality professional development for a range of audiences.
- Adhere to the planning timeline found on page 5.



Each symposium should be held in a central and/or convenient location for the region and the day's schedule should follow one of the formats provided by Literacy Texas (see separate document for schedule outline choices).

Each symposium will offer **5 hours** of quality, relevant professional development to every attendee. The schedule of the day should offer at least two concurrent sessions per timeslot, more if possible.

## Grant Funding Available

- Up to \$6,000 for Presenting Partner, to reflect the costs of their time spent coordinating the event.
- **Additional funding, as approved**, to cover other costs, such as: presenters and their travel, venue hire, and other costs noted as admissible under the grant.



Meals may be included as an expense if they are working meals and documented as such, but awards and prizes, incentives, gifts, and entertainment – among other expenses – do not qualify under the terms of the grant.

Presenting partners should discuss all prospective expenditures in planning meetings with Literacy Texas, and Literacy Texas must approve all expenditures before any commitments are made.

# SYMPOSIUM ROLES & RESPONSIBILITIES

## Before the Symposium

### Presenting Partner will:

- Designate an event manager to collaborate with Literacy Texas while planning the event.
- Participate in consultation with key literacy providers in the region.
- Meet with Literacy Texas to set goals, prepare budget, discuss results of needs assessments, determine a symposium theme, plan communications strategies, and formulate the program.
- Adhere to event guidelines (page 2) and planning timeline (page 5).
- Work with Literacy Texas to recommend and recruit quality presenters on a range of topics.
- Secure an accessible, centrally located venue, with capacity for the goal number of attendees, with wifi and sufficient rooms for all sessions.
- Secure any food and drink required for day of symposium, catering for basic dietary restrictions including providing vegetarian and gluten-free food if requested.
- Promote the symposium in the region using as wide a variety of channels as possible, using marketing materials provided by Literacy Texas.



### Literacy Texas will:

- Schedule periodic planning meetings with Presenting Partner.
- Coordinate consultation with key literacy providers in the region.
- Provide symposium schedule options for selection.
- Assist in recruiting presenters, including via Literacy Texas partnerships with TCALL (Texas Center for the Advancement of Literacy and Learning) and others.
- Review and approve expenditures of grant funds in line with budget.
- Send certificate of insurance to venue, if requested.
- Provide branded graphics and wording for use in communications by Presenting Partner.
- Host website listing and online registration, and manage all pre-event registrant reminders.
- Provide regular registration reports to Presenting Partner.
- Provide supplementary marketing through website, newsletters, social media, etc.



# On the Day of the Symposium

## Presenting Partner will:

- Coordinate staff and/or volunteers to set up, run check-in, assist, clean up, etc.
- Open and make ready venue to a professional standard.
- Provide supplies attendees need for the day (e.g., program, handouts, signage).
- Coordinate all needed technology, including data projectors, laptops, and speakers, as needed, and communicate with presenters about technology.
- Provide food and drinks for all attendees.
- Provide wifi password to all attendees, presenters, and any exhibitors.

## Literacy Texas will:

- Provide final registration list and/or assist at check-in for attendees
- Have at least one representative attend and deliver opening remarks.



# After the Symposium

## Presenting Partner will:

- Submit invoice and supporting receipts within 2 weeks after the symposium.
- Attend debrief meeting with Literacy Texas in the weeks immediately following the symposium, to review data (goals and actuals), reflect on lessons learned for future events, and discuss survey results.

## Literacy Texas will:

- Send post-event communications, surveys, and certificates to attendees.
- Provide a summary report to Presenting Partner, for discussion at debrief meeting.
- Review symposium invoice and issue any reimbursement to Presenting Partner.
- Write grant report for the Texas Workforce Commission, according to grant guidelines.

# SYMPOSIUM BASIC PLANNING TIMELINE

TWC grant year runs September 1 – August 31; symposium year runs September–June.

Major planning milestones are outlined below – this list is not comprehensive.

## **Summer of preceding grant year (July and August):**

- Prospective Presenting Partners for the coming grant year complete Expression of Interest form online, for bringing a symposium to a specific Texas region.
- Literacy Texas communicates with Presenting Partners selected for coming year.
- Presenting Partners communicate preferred symposium date(s) to Literacy Texas.
- Literacy Texas prepares Letters of Agreement for selected Presenting Partners.

## **New grant year begins September 1. By mid-September:**

- Presenting Partners return signed Letters of Agreement to Literacy Texas.
- Presenting Partners designate event managers.
- Literacy Texas publishes complete symposium calendar for current grant year.
- Initial planning meetings take place for event managers and Literacy Texas, to discuss budget, goals, timeline, and other key elements of the symposium.

## **At least 12 weeks before symposium date:**

- Presenting Partner and Literacy Texas complete local needs assessment together, by consulting with key agencies and organizations in region.
- Presenting Partner and Literacy Texas finalize symposium theme together.

## **At least 10 weeks before symposium date:**

- Presenting Partner reserves venue.
- Presenting Partner selects from schedule outlines provided by Literacy Texas (see separate document).

## **At least 8 weeks before symposium date:**

- Presenting Partner sends venue information to Literacy Texas.
- Literacy Texas finalizes online registration.
- Presenting Partner and Literacy Texas set up email invitations and social media campaigns to advertise the event to intended audiences.

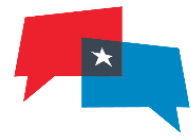
## **At least 6 weeks before symposium date:**

- Together, Literacy Texas and Presenting Partner finalize full program for the day: i.e., session titles and descriptions, presenters and bios.
- Presenting Partner and Literacy Texas continue promotion through online and in-person communications channels to meet registration goal.

**Please note: Non-adherence to the event guidelines and/or planning timeline may affect the amount of funding available from Literacy Texas.**

# TX LITERACY SYMPOSIA

## EXCELLENCE IN ADULT LITERACY



### Professional Development Support for Nonprofit Adult Literacy Organizations LETTER OF AGREEMENT BETWEEN

Literacy Texas and **Name of Organization**

Literacy Texas is the statewide literacy coalition, connecting and equipping literacy providers through resources, training, networking, and advocacy. **Name of Organization** is a regional, community-based literacy organization located in **City or Region**, Texas. This letter of agreement is written specifically based on the objectives of the Professional Development Support for Nonprofit Adult Literacy Organizations grant, funded by the Texas Workforce Commission.

The objectives of the initiative include supporting professional development symposia, at no cost to attendees. Each symposium will fulfill the objectives of the initiative through training sessions on topics relevant to adult and family literacy organizations, and topics identified by the regional needs assessment conducted by Literacy Texas and **Name of Organization**.

The **YYYY-YY Name of Symposium** Literacy Symposium is currently scheduled for **Day, Month Date, YYYY**.

Literacy Texas and **Name of Organization** agree to collaborate with up to **\$6,000** funding available for **Name of Organization** if all guidelines and timelines are followed, and additional expenditures possible on qualifying items after approval from Literacy Texas.

#### Literacy Texas agrees to:

1. Host symposium and registration information on the Literacy Texas website.
2. Provide travel expenses of Literacy Texas staff for symposium planning and delivery.
3. Complete all required grant reporting.
4. Provide support in identifying, securing, and approving trainers.
5. Provide dissemination and analysis of symposium evaluation.
6. Provide stipend/honorarium or any fees associated with approved trainers/presenters.
7. Other elements as outlined in the *Planning Guidelines* document.

#### **Name of Organization** agrees to:

1. Adhere to all written event guidelines and planning timelines, with the understanding that non-adherence could reduce the amount of funding available.
2. Provide targeted marketing of the symposium to defined regional audiences.
3. Provide meeting space and resources necessary for the symposium.
4. Provide day-of, on-site symposium support.
5. Other elements as outlined in the *Planning Guidelines* document.

If this letter of agreement is acceptable, please sign below and return to Literacy Texas.

\_\_\_\_\_  
Dr. Jenny McCormack Walker, Executive Director, Literacy Texas

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Name, Title, Name of Organization**

\_\_\_\_\_  
Date