



4216 Evergreen Lane, Suite 134  
Annandale, VA 22003  
571-278-3996  
www.prosperaweb.org

## Starting a Heritage Language Literacy Club

### What is your purpose?

1. Do you want to help language minority children learn to read and write in their home language(s)?  
VERY MUCH                      SOMEWHAT                      NOT AT ALL
2. Do you have a desire to preserve the linguistic and cultural heritage of these children?  
VERY MUCH                      SOMEWHAT                      NOT AT ALL
3. Would you like to develop cross-age mentoring relationships within your linguistic minority community?    VERY MUCH                      SOMEWHAT                      NOT AT ALL

If you answered yes to any or all of these questions, then this program may be perfect for you!!

### Do you have the necessary resources?

1. Are there enough **children who speak the same home language** to form a group of at least 10-15 children?    YES    NO
  - a. If there are not 10-15 children who share a language in one grade level, could you combine two or three grade levels into one after-school group?    YES    NO
  - b. Could students from more than one school be transported to one place to create a group?  
YES    NO
2. Are there **older students** in middle and/or high school who are native speakers of the same language and have at least minimal literacy skills in the language?    YES    NO  
(Older siblings are often a great resource, of course!)
  - a. If older students do not have literacy skills, would you be interested in offering a “pre-tutor” program to help them develop these skills?    YES    NO
3. Do you have a **teacher**, instructional assistant, educated parent or other community member who is literate in the home language and could serve as a “teacher-leader” for the group?    YES    NO
  - a. Is there a teacher or other staff member at the school who could work with the “teacher-leader” and provide support and coaching, if needed?    YES    NO
  - b. If the “teacher-leader” is not a district employee, would the district allow that person to work with students after school?    YES    NO

4. Do you have a **space available** in a school to hold the program? YES NO
  - a. If not, is there another space that could be used such as a community center, church, or other alternative? YES NO
5. Do you have **transportation** for children after school? YES NO
  - a. If not, could families provide their own transportation? YES NO
  - b. Is there another resource available to provide transportation? YES NO
6. Do you have any potential **sources of funding** to pay for the program? YES NO
  - a. If not, would you be willing to work with us on developing grant proposals? YES NO
  - b. Do you have any local businesses or community members that you could tap for fundraising? YES NO

### **What are the steps in developing a program?**

After answering these questions, if you are interesting in planning a program, we would be glad to help. Here are the usual steps in this process:

#### **1. Request Information:**

Send us an e-mail inquiry to [info@prosperaweb.org](mailto:info@prosperaweb.org) and we would be glad to mail you a video about our program and more information that you can use to approach teachers, administrators, parents, and community members to discuss starting a program.

#### **2. Informational Meeting:**

One of our consultants would be glad to meet with you about developing a program.

#### **3. Planning, Fundraising and Program Development:**

Once you have decided to start a program, we can also assist you with developing a fundraising strategy to provide for program costs and help you through the process of developing your program to meet the needs of your specific community.

#### **4. Order Materials:**

Our team can provide a detailed list of materials needed for the program so these can be ordered well in advance of when the program will begin.

#### **5. Tutor Recruitment:**

Before our consulting team arrives to provide two days of tutor and staff training workshops, you will need to recruit your tutors. We can send information, recruiting strategies, and tutor applications to assist you in this process.

#### **6. Tutor and Staff Training:**

One of our consultants will arrive to provide two intensive days of training workshops that include 12 hours of staff development for teachers, administrators, parents, and others who will be involved in the program, planning sessions to finalize all details of the program, a parent/tutor orientation night, and a 2 hour tutor training workshop.

#### **7. Program Begins:**

After the intensive session, you will need one more tutor training session that the consultant will prepare you for during the workshop, then the program will be ready to launch!