

COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE OCTOBER 2009

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **OCTOBER 2009** Members' E-Communique. Topics covered in this E-Communique are:

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2. [Launch of CLO's Lifelong Learning for Literacy Practitioners website](#)
3. [The "Charities File On Board" Website](#)
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UPDATE ON CLO'S ORGANIZATIONAL CAPACITY INSTITUTE

We are happy to announce that our Organizational Capacity Institute being held on November 4 and 5th in Kingston, Ontario is full to bursting. Thank you for your support!

Workshops include:

- Reaching Your Potential: Technology and You
- Dealing with Financial Challenges
- Risk Management Essentials
- Policies and Procedures: The Foundation for Good Governance
- Ambassadors of Excellence: Great Customer Service and Relationship Strategies
- Human Resources Standards for the Non-profit Sector

As well as these excellent learning opportunities, there will be many opportunities to network with your colleagues from community based literacy agencies across Ontario, as well as the chance to participate in a murder mystery dinner and enjoy a surprise guest. See you in beautiful Kingston, Ontario!

For those not able to attend this informative event, CLO will also be writing a manual on Organizational Capacity to share information on these key topics with literacy agencies.

CLO'S LIFELONG LEARNING FOR LITERACY PRACTITIONERS WEBSITE

Ready, set, launched! CLO is pleased to launch its exciting and innovative *Lifelong Learning for Literacy Practitioners* website at www.nald.ca/lifelonglearning/.

This important website highlights various issues relating to education and training in the Ontario literacy community and will be an invaluable resource for literacy practitioners and others. It is designed to increase knowledge of the skills and experience required to deliver literacy programming and share information on current training opportunities. It will also help literacy practitioners to assess current skills and future training needs.

On CLO's *Lifelong Learning for Literacy Practitioners* website you will be able to:

- Discover valuable information, tools and resources related to adult literacy instruction in Ontario
- Explore the educational and skills requirements to deliver literacy training
- Find accurate information about the roles, skills and experience of Ontario's adult literacy practitioners
- Learn about training opportunities for literacy practitioners
- Assess your current skills and develop a personalized professional development training plan
- Link to resources, training and professional development opportunities

THE "CHARITIES FILE ON BOARD" WEBSITE

While we are on the topic of organizational capacity, the amazing website called "The Charities File On Board" is well worth a mention. Please see: <http://thecharitiesfile.ca/>.

The Charities File On Board is funded by the Canada Revenue Agency and includes the following topics:

- **Treasurer's Chest:** a collection of templates, tools, information and resources for the treasurer and finance committee of a nonprofit organization
- **Agenda Gems:** a collection of tips and tools for the chair of the board and executive directors
- **Fundraisers Receipt Book:** tips and tools to make it easier for your board to report to the Canada Revenue Agency
- **The Shoe Box:** tools to keep track of necessary documents to help the board comply with regulations

LITERACY LINK SOUTH CENTRAL'S "YOUTH SKILLS" WEBSITE

Literacy Link South Central (a regional network based in London, Ontario) has created a wonderful web-based resource for youth. Their "Youth Skills" website is designed to help youth explore their learning needs and career goals. Please visit: www.youthskills.llsc.on.ca/.

This website is divided into various helpful modules to help youth decide the next steps towards their future, including:

- **Explore Your Skills** - do you know your strengths, talents and skills?
- **Resources** - books and exercises to help you think about the skills you need
- **Programs** - ideas about how to get help with skills you may be missing
- **Video** - short videos about what other youth have to say about skills and employment
- **Contact** - a place to call or email if you need help with your future work plans

THE CHARITY LAW INFORMATION PROGRAM

The Charity Law Information Program (CLIP) is a project of Capacity Builders (a division of the Ontario Community Support Association). Charity expert Mark Blumberg is the lead trainer and with other invited lawyers and accountants, they will provide plain language legal and financial resources, tools and practical support for small and rural charities.

A second CLIP project will help safeguard all Canadian charities against terrorist or fraudulent activities and ensure that proper agreements are established with non-qualified donees. Boards of directors and senior staff are invited to attend a selection of in-person 3-hour sessions designed to identify legal compliance issues and strengthen governance, ethical standards and financial controls in order to meet their legal obligations under the *Income Tax Act* (ITA). CLIP will also provide webinars, information and resources on its website and through regular electronic Communiqués.

For more information, please visit their website at: www.capacitybuilders.ca/clip or call this number toll free: 1-877-484-3030.

LLO'S LITERACY ACTION DAY

Laubach Literacy Ontario (LLO) is planning a Literacy Awareness Day on Monday, November 23, 2009 at the Legislative Building of Queen's Park. Meetings will be held with MPPs from 9:00 a.m. - 4:00 p.m. and a reception will be held from 5:30 p.m. - 7:30 p.m. The goals of this event are to thank the government for the funding increase to literacy programs and to also raise awareness about the need for continued funding for literacy.

Literacy reception: If you have a literacy student or volunteer tutor who would be interested in speaking briefly at the reception, please email LLO at literacy@laubach-on.ca by October 30, 2009. If you are interested in attending the reception, please email LLO by November 10th, 2009.

Meetings with MPPs: Letters have been sent to each MPP and Minister from LLO's President, Sue Bannon, asking for 15-20 minutes of their time during the day to speak with literacy practitioners, volunteers and learners. We would be looking for groups of three people from community-based programs, including one adult literacy student, for each appointment. If you are interested in speaking with an MPP, please email LLO by October 30, 2009.

Staff and several board members from Community Literacy of Ontario will be attending this event and we encourage all community based agencies to participate. For more information contact Laubach Literacy Ontario at: literacy@laubach-on.ca.

OLC'S LITERACY RECEPTION AT QUEEN'S PARK

Community Literacy of Ontario was very pleased to attend the October 1st Literacy Reception at Queen's Park. This event was hosted by the Ontario Literacy Coalition and attended by various literacy stakeholders, MPPs, and Ministers including the Honourable John Milloy, Minister of Training, Colleges and Universities.

In addition to thanking MPPs for the increased funding for literacy, the following key messages were shared by the literacy community:

- Investing in adult literacy training is a key ingredient in positioning Ontario for economic prosperity.
- Ontario's adult literacy programs provide Ontarians with a vibrant and effective means to gain the knowledge and skills they need to succeed in their communities and in their jobs.
- The Government of Ontario's increased investment of \$45 million a year for two years meet a critical need in the literacy community. However, a sustained funding increase for literacy is needed.

UPDATE NEXT WEEK ON THE ONTARIO ADULT LITERACY CURRICULUM

We know that the literacy community is very eager for more information on the Ontario Adult Literacy Curriculum (OALC). To meet this need, Community Literacy of Ontario and our partners on the OALC development team and MTCU will be jointly circulating more detailed information on OALC next week. Please watch your inbox!

EMPLOYMENT ONTARIO UPDATES

For the latest information on various Employment Ontario initiatives, please visit MTCU's Employment Ontario Partners Gateway website at www.eopg.ca. Recent information includes updates on Second Career, the Ontario Skills Development Program, and the Ontario Self Employment Benefit Program. For an update on apprenticeship and the new establishment of the Ontario College of Trades, please see: www.edu.gov.on.ca/eng/tcu/collegeoftrades/

Keep a close watch on the EOPG website as well during the months of November and December as announcements regarding the transformation of Employment Services under Employment Ontario (literacy falls under Training Services) are expected before Christmas.

MICROSOFT PATCH TO OPEN WORD 2007 DOCUMENTS

Those working with Microsoft Word 2003 well know the frustration of not being able to open a Word 2007 document (documents ending with a "docx" rather than just "doc"). Fortunately, Microsoft has created an easy to install "patch" that will allow you to easily open all Word 2007 documents within Word 2003. To install this handy and free patch, please click on this link: www.microsoft.com/downloads/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en.

RECIPES FOR HALLOWEEN COOKIES AND TREATS!

To find wonderful recipes for tasty Halloween treats for your favourites witches and ghosts, just visit the "All Recipes" website at: <http://allrecipes.com/HowTo/Halloween-Cookies/Detail.aspx>.

Recipes include: haunted gingerbread house; witches brew; spider web brownies; Halloween cakes; chocolate mice; spooky witches fingers, and hoot owl cookies!

