INTERCAMBIO NETWORK FAMILY MEMBERSHIP SCHOLARSHIP APPLICATION

Thank you for your interest in joining the Intercambio Network! Our Network includes committed adult language programs using the power and energy of volunteer teachers, with the desire to facilitate meaningful connections across cultures. Our community lives by Intercambio's core values: RELATIONSHIPS, LEARNING, ACCESSIBILITY, FUN.

Please complete this application and return it to resources@intercambio.org by:

- Winter: Application due by October 31. Learner data due November 16. Membership begins Dec 1.
- Spring: Application due by February 28. Learner data due March 16. Membership begins April 1.
- Fall: Application due by June 30. Learner data due July 16. Membership begins August 1.

— **Membership Commitments** —

As an Intercambio Network Member at the Family Level, we will commit to:
- Collect and submit program and participant success data to Intercambio
- Participate in annual network survey
- Not share Intercambio materials outside of our membership
- Participate in the learning opportunities that interest us among the Live Online webinars, networking calls, coffee hours and annual conference
- Share learning opportunities with the relevant participants of our program

— **Organization Information** —

Organization name as it should appear in membership materials and for Intercambio's promotional materials:

_____

Organization Website: _____

— **Contact Information - Primary Member** —

Contact Name: _____

Contact Job Title: _____

Mailing Address: _____

_____

Phone Number: _____ Is this number ☐ home ☐ personal cell ☐ work?

Email Address: _____

— Additional Contacts (who should receive member communication) —
You may add additional contacts at any time. Please contact Intercambio to do so at resources@intercambio.org.

Name: _____ Title: _____

Phone Number: _____ Is this number ☐ home ☐ personal cell ☐ work?

Email Address: _____

Name: _____ Title: _____

Phone Number: _____ Is this number ☐ home ☐ personal cell ☐ work?

Email Address: _____

— Scholarship Request —
☐ Network Member 1-year scholarship: Scholarship will cover 75% of annual dues for one year and include 1 additional coaching hour
☐ Network Member Fellowship: First year dues are covered at 100%, second year dues are covered at 50%, third year dues are covered at 25%; and includes 1 additional coaching hour annually

— Budget Size —
☐ Under 100K (annual dues at 100%: $250)
☐ 100K – 500K (dues at 100%: $500)
☐ More than 500K (dues at 100%: $750)

— Billing Information —
☐ Check here if Billing Contact information is the same as Primary Contact Information

Billing Contact Name: _____

Billing Contact Job Title: _____

Billing Contact Mailing Address: _____

_____

Billing Contact Email Address: _____

— Program Success: Baseline Measurements —

The goal of the following questions is to compare growth from year to year of network members.

1. What is your most recent reporting year (e.g. All of 2020, July 2019-June 2020)? _____

For questions **2** and **3**, we are looking for *unduplicated* numbers – the number of unique individuals who have participated in your program during your most recent reporting year. We understand some programs cannot provide unduplicated annual information. If that is the case for you, please provide an explanation of how you track program information in question 7. Please contact us for clarification or to discuss.

2. How many language learners enrolled in your program during your most recent reporting year? _____
3. How many volunteer teachers taught in your program during your most recent reporting year? _____
4. Please indicate if your answers to #2 and #3 reflect ☐ *unduplicated* or ☐ *duplicated* participant numbers.
5. At Intercambio, we believe more of an emphasis should be placed on retention than enrollment. As such, we would like to know your program's "Learner Persistence Rate" (most recent reporting year): As defined by MCAEL, *learner persistence is defined as the percentage of students who attended at least 70% of classes in one session.* If a program offers 3 sessions each year, we measure their annual persistence rate as the average rate from the 3 sessions. An estimate is perfectly acceptable. _____

6. Please share comments or notes about your reporting year, or any other of these questions:

— Participant Success: Pre-Survey —

If you are awarded a scholarship, your membership will be authorized once we receive your program's Learner Outcomes information. Please review page 5 to understand the outcome data required to complete your enrollment. After reviewing this document, please indicate which option you plan to use to submit your data.

Check one: ☐ OPTION 1 – online survey   ☐ OPTION 2 - paper handout

Based on your selection above, we will send you the necessary documents you'll need to complete the Learner Outcomes collection.

— Scholarship Narrative —

This section is to help us get to know your organization better. Please feel free to copy and paste information from your website or other places if you already have this written.

1. Please share a brief history of your program (suggested word length 200-500 words).

2. Please describe the need for your program. What unmet needs do you fulfill? (Suggested word length 200-500 words.)

3. Please describe the general demographics of your community. This could include age, income, race/ethnicity, numbers of immigrants or English language learners. (Suggested word length 200-500 words.)

4. Do you have a waitlist for students or teachers? If so, how many people are usually or currently on the list.

5. How many of the following individuals are associated with your program?
    a. Number of adult language learners: _____
    b. Number of adult language teachers: _____ (unpaid) _____ (paid)
    c. Number of program administrators: _____ (unpaid) _____ (paid)

6. How would your program benefit from receiving this scholarship?

7. Is there anything else you would like us to know?

— **Organization Authorization** —

Name: _____ Job Title (if different from above): _____

Electronic Signature: _____Date: _____

PARTICIPANT SUCCESS: PRE-DATA FOR LANGUAGE LEARNER OUTCOMES

This document explains the process for collecting pre-data for language learner outcomes. *If approved for a scholarship*, this step should be completed by the deadlines at the bottom of this document in order to complete your enrollment process. Please contact resources@intercambio.org with any questions or concerns.

For additional reporting expectations during your program's enrollment year, please see your *Welcome Packet* – "Participant Success" section, which you will receive upon approval for a scholarship. If you would like to review the Welcome Packet in the meantime, you may request a copy by emailing resources@intercambio.org.

Participant Success: Language Learners

Context: Intercambio's purpose centers around creating meaningful cross-cultural connections and providing individuals with the language and cultural skills to do so. We want to measure our success. Individual responses will not be tied to individual names. We will compile collective results to understand the impact of our community.

Language Learner Questions:
- How long have you used the *Confidence and Connections* curriculum in this program?
- What level book are you using now?
- I feel welcome in my city/town.
- How many people do you speak to in English per day?
- I can have basic conversations in English.
- I can understand when people talk to me in English.
- I am confident when I speak English.
- How often do you need an interpreter when you talk to a doctor or nurse?
- How often do you need an interpreter when you talk to your child's teacher or school staff?
- How many times in a year do you communicate with your child's teachers or school staff?
- I know what resources are available in my city.

Instructions for Collecting Pre-Data for Language Learner Outcomes: Your organization will be responsible for collecting the data (and, in the case of paper surveys, compiling the information collected). We don't expect 100% of your learners to participate in this measurement process. A representative sample is adequate.

There are two ways to collect this information. Choose the option that works best for your program:
- Option 1 – *Online Survey*: Provide your learners with this link to an online survey. Results go directly to Intercambio.
- *Option 2 – Handout*: Provide learners with paper copies of the *Participant Success for Language Learners – Pre Survey* handout. Then, enter the information in the *Language Learner Success Spreadsheet* and return completed spreadsheet to Intercambio.

Deadlines: Here are deadlines to submit your data:
- Winter: Data November 16 for enrollment on December 1
- Spring: Data due March 16 for enrollment on April 1
- Fall: Data due July 16 for enrollment on August 1