

# Early Literacy Partnership & Outreach Plan Worksheet

## CREATING THE GOAL(S)

**1) *Why statement is a conclusion based on Early Literacy Community Asset Analysis (ELCAA) activities***

Example: About 1,700 young children in Ourtown are approaching school age – yet our community offers too few programs and services that support early literacy.

**2) *Vision stems from conclusion above (should be target-audience centric)***

Example: All families with young children in Ourtown have access to information, education, programs and services needed for the children to be successful in the school years ahead.

**3) *Goals stem from Vision (desired changes in target audience: knowledge, skills, behavior, etc.)***

Examples: Families with young children in Ourtown **will** increase their awareness of the importance of early literacy development; Families with young children in Ourtown **will** know where to find resources to support early literacy development; Young children in Ourtown **will** increase their participation in early literacy programs.

## CREATING THE OBJECTIVE(S)

**1) *Objectives stem from Goals (program services needed to reach goals)***

When choosing objectives, consider:

**Effectiveness:** Which objectives are most likely to accomplish the goal?

**Resources:** Do we have what is required to accomplish?

**Intangibles:** Will it excite the public? Is outside funding available?

**Order:** What should come first?

Examples: Hold community discussion/forums about early literacy development; Create welcoming physical and virtual space for young children; Partner with an organization that reaches a target community identified through an Early Literacy Community Asset Analysis.

## CREATING THE ACTIVITIES(S)

**1) *Activities stem from Objectives (include the who and by when)***

Example: Youth Services Librarian and members of the Early Literacy Council will meet to discuss potential topics and speakers by November; Jane will line up speakers, set dates, reserve rooms and equipment by January.

Example: Youth Services Librarian will meet with the head of the local Head Start to discuss programs they can collaborate on.

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## **CREATING THE EVALUATION**

### **1) *Evaluation: A process to measure if you are reaching your goals***

How have programs/services impacted the target audience? Which aspects of your programs/services are effective and which are not?

Example: A survey given to local Head Start parents asking if they have a library card.

# Early Literacy Partnership & Outreach Plan

\_\_\_\_\_ Library

Created by \_\_\_\_\_

Date \_\_\_\_\_

**1) Why statement is a conclusion based on Early Literacy Community Asset Analysis (ELCAA) activities:**

**2) Vision stemming from conclusion above (should be target-audience centric)**

**3) Goals stemming from Vision (desired changes in target audience: knowledge, skills, behavior, etc.)**

**4) Objectives stemming from Goals (program services needed to reach goals)**

**5) Activities stemming from Objectives (include the who and by when)**

Activities	Date	Who


**6) Evaluation: how will you know if you are reaching your goals?**

**Please be sure your name is on this sheet and drop it off before you leave. We will make copies and send this back to you for additional work or implementation. (Be sure to ask Sue or Mary if you'd like help!) In six months (February) you'll be asked about your progress. We note that this is a work in progress!**