



Dear Educators and Community Partners:

Greetings! I'm writing to let you know about an amazing educational resource that's available for **free** to the children and youth you serve.

For Love of Children (FLOC), a non-profit organization founded in 1965, provides educational services beyond the classroom to help students succeed from first grade through college and career. FLOC brings together students, volunteers, families, and community partners in proven programs that teach, empower, and transform.

FLOC is currently recruiting for our 2011-2012 school year programs. We offer the following programs to low-income DC students:

The **Neighborhood Tutoring Program (NTP)** helps students in grades 1-12 achieve grade-level competency in math and reading through structured curricula that help them develop fundamental skills at their own pace. In NTP, students are able to:

- Meet with trained tutors each week for fun, one-on-one learning sessions;
- Receive step-by-step instruction, focusing on the fundamentals;
- Recognize their progress as they master new concepts; and
- Attend sessions after-school, on weekday evenings, or on Saturdays.

The **Scholars Program** helps students in grades 6-12 and beyond to gain the skills they need to graduate from high school, pursue higher education, and achieve college and career success. For middle and high-school students, the program includes academic and project-based workshops; academic advising; help with homework, college applications and financial aid; and community service projects. College Students receive regular communication and support from staff; professional development workshops; and financial aid.

Additionally, FLOC's **Outdoor Education Center** in West Virginia facilitates healthy character development for youth and adults through adventure challenges, environmental education, and sustainability practices in a powerful outdoor classroom. Students enrolled in FLOC programs have the opportunity to attend programs at the OEC. The facility and its staff are also available on a sliding pay scale for custom-designed workshops and retreats for groups like yours.

Space is limited, so get your students in the door early! I would love to schedule a time for us to meet and discuss how we could work together to enroll some of your students in our programs. In the meantime, I've enclosed some materials to help you learn more about FLOC and how a referral relationship could unfold: **a referral calendar, list of frequently asked questions, referral form, student application, and a one-page overview of our programs.**

I look forward to speaking with you soon. Thank you for your time and your dedication to DC students. Together, we can **teach, empower, and transform** young lives!

Best Regards,

A handwritten signature in black ink that reads 'Elizabeth Metz'.

Elizabeth Metz
Recruitment and Outreach Coordinator
emetz@floc.org • 202-349-3512



For Love of Children

Important Dates for Referral Partners – Fall 2011

Event	Day	Date	Time
Applications available for fall semester: print (English and Spanish) and web (English only)	Monday	8/1/11	
*First Parent Orientation @ FLOC for fall semester	Wednesday	8/31/11	6:00-7:30pm
*Parent Orientation @ FLOC	Thursday	9/8/11	6:00-7:30pm
*Parent Orientation @ FLOC	Saturday	9/17/11	1:30-3:00pm
Priority Referral Deadline - Applications received by this date will receive special consideration toward enrollment.	Friday	9/23/11	
Scholars Program begins	Monday	9/26/11	
*Parent Orientation @ FLOC	Tuesday	9/27/11	6:00-7:30pm
*Parent Orientation @ FLOC	Saturday	10/1/11	10:30am-12:00pm
Neighborhood Tutoring Program begins	Tuesday	10/4/11	
*Parent Orientation @ FLOC	Tuesday	10/11/11	6:30-8:00pm
** Fall Referral Deadline - Last day to submit referral forms and informal lists of students for fall semester.	Tuesday	10/18/11	5:00pm
*Parent Orientation @ FLOC	Saturday	10/22/11	4:30-6:00pm
** Fall Application Deadline - Last day to submit completed applications for fall semester.	Tuesday	11/1/11	5:00pm
*Last Parent Orientation @ FLOC for fall semester	Friday	11/4/11	6:00-7:30pm

**Parents and students must sign up with FLOC in advance to attend Parent Orientations.*

***Any referrals received after these dates will be held for spring semester.*

Elizabeth Metz

Recruitment & Outreach Coordinator

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For Love of Children

For Love of Children ...at a glance

For Love of Children (FLOC) provides educational services beyond the classroom to help students succeed from first grade through college and career. We bring together students, volunteers, families, and community partners in proven programs that teach, empower, and transform.

Neighborhood Tutoring Program

This FREE one-on-one tutoring program teaches students fundamental reading and math skills. We help students in grades 1-12 achieve grade-level competency in reading and math.

Students are guided through a structured curriculum at the pace that is appropriate for their individual learning, ensuring that while they build fundamental skills they also gain confidence in their ability to succeed.

After 22 hours of instruction, students make an average improvement of one year in both reading and math.



Scholars Program Fred Taylor Scholarship Fund

The FLOC Scholars Program helps students in grades 6-12 and beyond gain the skills they need to graduate from high school, pursue higher education, and achieve college and career success.

The program includes academic and project-based workshops; academic advising; help with homework, college applications and financial aid; and community service projects.

100% of our high school students go on to college, compared to just 10% in our community.

The Fred Taylor Scholarship Fund supports economically disadvantaged FLOC youth on a path to successful completion of post-secondary education.

Outdoor Education Center

The Outdoor Education Center facilitates healthy character development for youth and adults through adventure challenges, environmental education, and sustainability practices in a powerful outdoor classroom.

Students learn about the environment and themselves through ropes courses, rock climbing, canoeing, kayaking, and hiking at FLOC's 350-acre facility in Harper's Ferry, West Virginia.

The facility and its experienced staff are also available for custom-designed workshops and retreats for community groups, churches, schools, families, professional organizations and businesses.



Teach. Empower. Transform

Contact Elizabeth Metz, Recruitment and Outreach Coordinator · emetz@floc.org · 202-349-3512
1763 Columbia Road, NW · Washington, D.C. 20009 · www.floc.org



For Love of Children

Student Referral Form

Please return this form to Elizabeth Metz, Recruitment and Outreach Coordinator: Email: emetz@floc.org Fax: 202-462-9280 Phone: 202-349-3512

Name of Person Referring Students: _____ School/Organization: _____

Title: _____ How did you hear about FLOC? _____

Phone: _____ Email: _____

Please provide the following information for each student you wish to refer to FLOC:

Student Name	Grade	Gender	Parent / Guardian Name(s)	Parent / Guardian Phone numbers	Parent / Guardian E-mail	Parent / Guardian Primary Language	Low Income (or free/reduced lunch)
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> w _____ <input type="checkbox"/> c _____ <input type="checkbox"/> h _____		<input type="checkbox"/> English Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Frequently Asked Questions for Referral Partners

What programs are available? FLOC offers two programs in Washington, DC:

The Neighborhood Tutoring Program (NTP), which provides one-on-one tutoring to students who are below grade level in reading and/or math.

- Tuesday, 6:00pm – 8:00pm - Reading for Grades 3-12
- Thursday, 6:00pm – 8:00pm - Math for Grades 3-12
- Saturday, 10:00am – 12:00pm - Math for Grades 1-12
- Saturday, 1:30pm – 3:30pm - Reading for Grades 1-12

The Scholars Program, a college preparation and success program that helps students develop the academic and life skills they need to be successful in middle school, high school, and college.

- 6th - 8th grade: Monday 4:30pm – 7:00pm (required), Tuesday & Thursday 4:00pm – 6:00pm (optional)
- 9th - 10th grade: Wednesday 4:30pm – 7:00pm (required), Tuesday & Thursday 4:00pm – 6:00pm (optional)
- 11th grade: Wednesday 4:30pm – 7:30pm (required), Tuesday & Thursday 4:00pm – 6:00pm (optional)
- 12th grade: Wednesday 4:30pm – 7:00pm (required), one additional day required for individual advising

Additionally, students enrolled at FLOC have the opportunity to engage in adventure challenges and environmental education at the *Outdoor Education Center (OEC)* in West Virginia. The OEC also offers custom workshops on a sliding pay scale.

Where do these programs take place? Both NTP and Scholars take place at the FLOC Learning Center at 1763 Columbia Road NW, in Adams Morgan.

Can you guarantee space for students we refer? No, but we'll do our best! Our ability to enroll your students is dependent on available space in programs, whether the students are a good fit for our program, and whether families take all the necessary steps to enroll. [*Please see below for details on each of these factors.*] However, we do give special preference to students who are referred by partners like you.

How do I decide which students to refer? FLOC is committed to providing FREE programs to low-income students who might not otherwise have access to services like ours. Ultimately, our target population is low-income, first-generation college students. In particular, NTP is designed to serve students who are below grade level (generally at least six months to a year below) in reading and/or math. The further behind a student is, the more likely that student will be admitted into tutoring. However, due to our program model, FLOC is not equipped (in any of its programs) to serve special education students who have significant cognitive impairments, students with extreme behavior issues, or students with low English language competency. We can and have admitted students with IEPs and advanced English language learners, but only immersion students who are able to spend significant time in the classroom.

Can students enroll in multiple programs? Yes! Our schedule ensures that students could (based on needs and interests) enroll in Scholars, reading tutoring, and math tutoring in the same school year.

What is your capacity to accept new students? During the school year, our full program capacity sits at around 300 students: 20 students in each of seven Scholars classes, and 60 students in each of four tutoring programs. Our capacity to accept new students fluctuates from year to year and program to program, dependent on the number of returning students and the number of volunteer tutors we're able to recruit and train. Because space is limited, the earlier a student starts the application process with FLOC, the more likely that student will be enrolled.

What is the process for a student to enroll? FLOC applicants need to complete an application (available at our website in English and in paper form in both English and Spanish.) They're also asked to submit copies of the student's most recent report card, standardized test scores, and appropriate supporting documents (IEPs, behavioral plans, etc.) Finally, we require that both parents/guardians and students attend a parent orientation and student testing session at FLOC.

What is the process for my school/organization to refer students to FLOC? The first, most important step is to schedule a meeting (in person or over the phone) with a FLOC staff member. After that, there's some flexibility. You can assist families in completing our application, send us a list of names you'd like to recommend using the enclosed referral form, invite us to speak to a group of parents or students, or even schedule a parent orientation/student testing session at your site. We're also very open to new ideas. You know best what's most likely to be effective with your students and families, so we'll work with you to design a referral process that works for everyone.