

# Greater Pittsburgh Literacy Council

## **“Excel Award” Program**



Open up a life.

Dear Student:

GPLC values the hard work that you do in an effort to reach your educational goals. We are writing this letter to invite you to become an Excel Award recipient. This is a program for GPLC students. As an Excel-Student, you continue to meet regularly with your primary tutor or teacher. Additionally, you participate in extra activities. These may include: going to mini-classes, showing leadership by helping to organize an activity for fellow students, referring new tutors and students into the program, going to GPLC events, or making other important contributions.

**These are the steps to become a recipient of the Excel Award:**

1. Continue to meet regularly with your primary tutor or teacher.
2. Look over the list of activities on the back page of this sheet.
3. Decide on at least 3 activities you would like to accomplish between now and April 15<sup>th</sup>.
4. As you complete an activity, check off that activity (be sure to answer the question).
5. Send in the completed form to your Area Coordinator by April 15<sup>th</sup>.

We hope to have the opportunity to recognize you and celebrate your extra efforts toward becoming an Excel-Student. You will receive a Certificate of Recognition, and you will be honored at GPLC’s annual Celebration of Students and Volunteers, which is held every May.

Sincerely,

**Don Block**

**Executive Director**

---

Student Name: \_\_\_\_\_ Area Coordinator: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date: \_\_\_\_\_

Check off the activities that you complete. Learn more about events and activities by talking to your tutor or Area Coordinator, by reading the student newsletter, and by visiting the GPLC web site: [www.gplc.org](http://www.gplc.org).

- \_\_\_\_\_ A. I took a post-test.
- \_\_\_\_\_ B. I meet with my tutor for at least 10 hours every month.
- \_\_\_\_\_ C. I attended a mini-class. What is the name of the mini-class? \_\_\_\_\_
- \_\_\_\_\_ D. I visited the computer lab.
- \_\_\_\_\_ E. I reached a learning goal. What was the goal? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ F. I read a book. What was the name of the book? \_\_\_\_\_
- \_\_\_\_\_ G. I volunteered. What did you do and where did you do it? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ H. I attended a GPLC event or gathering. Please describe it. \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ I. I helped to organize an event/gathering. What did you do? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ J. I recruited a tutor or student. What is the person's name? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ K. My writing appeared in the student newsletter.
- \_\_\_\_\_ L. I returned unused books (books that I did not use or write in).
- \_\_\_\_\_ M. I participated in GPLC's fellowship events to talk to other students about my learning.
- \_\_\_\_\_ N. I made other contributions (used cell phones, used ink cartridges, and monetary).

Please describe: \_\_\_\_\_  
\_\_\_\_\_

Please send this completed form to: **GPLC Main Office**  
c/o {Name of your Area Coordinator}  
100 Sheridan Square, 4<sup>th</sup> Floor  
Pittsburgh, PA 15206