



LITERACYNOW

GUIDE

2026 – 2027



A decorative border featuring purple flowers, likely lavender, and butterflies. The butterflies are in various colors, including white with orange and black markings, and brown with white markings. The flowers are in various stages of bloom, with some showing green leaves and stems.

MISSION

To empower children and families through literacy.

VISION

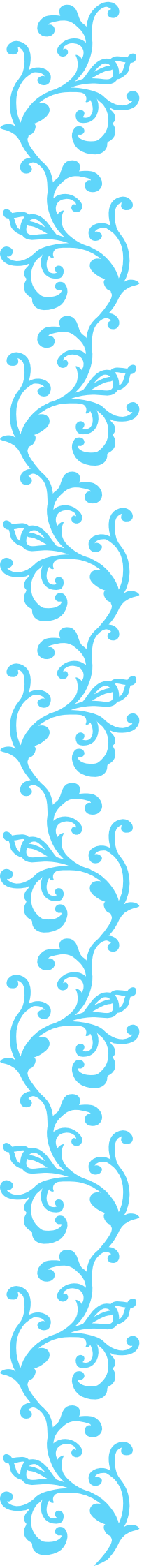
For every child to read on grade level.

VALUES

Relationships built by trust, respect, and commitment.

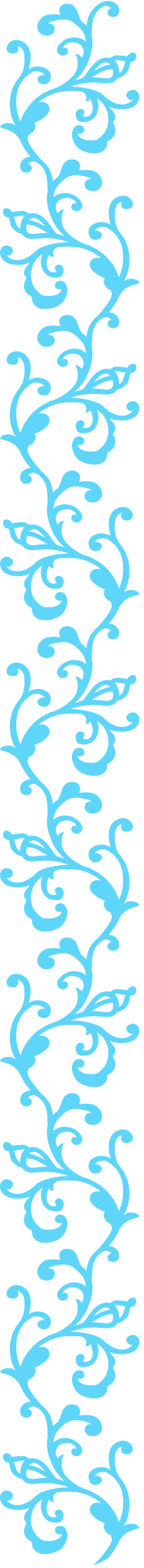
Partnership with parents, schools, other non-profits and community members

Access for all children to high quality programs that develop the whole child.



GUILD MISSION

The mission of the
Literacy Now Guild
is to support
by assisting with
program activities
and events, helping to
raise program funds,
and spreading
awareness of the
organization.



GUILD MEMBERSHIP RESPONSIBILITIES

Support the mission of
Literacy Now by...

- being a brand ambassador,
- volunteering at least 10 hours each year,
- participating in Guild activities (volunteer opps, meetings, socials, luncheon),
- paying annual dues of \$125 (or lifetime \$600) to defray meeting costs.



Guild Executive Committee

The Literacy Now Guild Executive Committee serves as the leadership body for the Guild, guiding its efforts to support the mission of Literacy Now—empowering children and families through literacy.

The committee provides strategic direction, oversees Guild activities and ensures that all initiatives align with the organization's values and goals. As ambassadors for Literacy Now, Executive Committee members foster community involvement, promote volunteerism, and encourage fundraising and outreach efforts. Their purpose is to build a strong, engaged membership while advancing literacy in meaningful and impactful ways. All Executive Committee positions are two-year terms and align with Literacy Now's fiscal year, which runs from August 1st through July 31st, excluding the Luncheon Chair.

Guild President

serves as the leader and representative of Literacy Now Guild, responsible for guiding the group to support Literacy Now's mission.

Leadership & Oversight

- In collaboration with Literacy Now's CEO, providing overall direction and vision for the Guild's programs and activities.
- Annually, preside over four general meetings
- Prepares agendas (with the Vice President).
- Leads orderly and productive meetings.
- After each meeting, distribute meeting notes

Committee Coordination

- Oversee and support all committee chairs.
- Encourages member participation and teamwork.

Representation & Communication

- Acts as the spokesperson for the Guild in both internal and external communications.

Event Oversight & Participation

- Supports and attends Guild-sponsored events and programs.
- Ensures events align with the group's mission and are well organized.

Mentorship & Succession

- Encourages leadership development within the group.
- Works to ensure a smooth transition for future leadership.

GUILD VICE PRESIDENT

supports the President and helps ensure the effective operation of Literacy Now Guild. This role is often seen as the President's second-in-command, who plays a key part in Guild leadership, continuity, and strategic planning. It is also intended as a pathway to the President position, providing experience and insight needed for a future leadership transition.

Support & Collaboration

- Assists the President in planning, coordinating, and executing Guild activities.
- Works closely with committee chairs to maintain smooth operations.

Leadership in Absence

- Presides over meetings and represents The Guild when the President is unavailable.
- Steps into the President's role if they resign, become inactive, or are temporarily unable to serve.

Project Oversight

- May take the lead on specific events, committees, or special projects as assigned by the President.
- Ensure deadlines and goals are met for Guild events, in partnership with Literacy Now's Development Coordinator, to confirm guild membership payments.

Continuity & Preparation

- Stays informed on all Guild matters to provide continuity of leadership.
- Learns the full scope of the President's responsibilities in preparation for a potential future role as President.

SOCIAL CHAIR

is responsible for planning and organizing social events that promote fellowship, fun, and a sense of community among members. This role helps create welcoming and enjoyable opportunities for members to connect outside of regular meetings.

Social Events Planning

- Organizes and coordinates at least two social activities and fellowship events throughout the year.
- Works with other committee members and Literacy Now staff to plan, set up, and host events.
- Ensures events foster community, inclusivity, and fun.

Collaboration & Communication

- Works closely with the President, Vice President, and other committee chairs to align events with the Guild's calendar and goals.
- Provides updates and reports on upcoming or completed social activities at meetings.

MEMBERSHIP CHAIR

is responsible for building community within the Guild by managing member engagement.

This role plays a key part in welcoming new members and strengthening relationships.

Membership Recruitment

- Welcomes and orients new members to the Guild's mission, activities, and opportunities for involvement.
- Assign a mentor or "buddy" to each new member and ensure they feel supported, connected, and actively engaged throughout their first year in the Guild.
- Actively seeks opportunities to share the Guild's mission and invite new women to join.
- Respond promptly to inquiries and personally welcome interested individuals.

Membership Engagement Retention

- Encourages active participation from all members.
- Reaches out to members who may have become inactive to re-engage them.
- Help promote member participation and morale.
- Work alongside Literacy Now's Development Coordinator to maintain an up-to-date membership roster with contact information.

Recordkeeping & Reporting

- Tracks attendance at events and membership trends.
- Reports on membership and social activities, general meetings as needed.



Program Chair

is responsible for planning and coordinating meaningful programs for the Guild. This role ensures that activities align with the Guild's mission and offer value, inspiration, education, or enrichment to members.

Program Planning

- In partnership with Literacy Now's Community Relations Manager, seeks the organization's program needs for the Guild to support. For example, Family Literacy Night, Parent Engagement Workshops, Holiday Adopt-a-Family, etc....
- Selects activities that reflect the interests of the Guild.

Meeting Support & Collaboration

- Works with the President to ensure program needs are met during meetings.
 - Ensure programs are well-communicated in advance to boost engagement.
 - Gathers feedback from members on program effectiveness and interest.
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Luncheon Chair

serves as the lead volunteer for Literacy Now's annual Guild Luncheon, overseeing the planning, coordination, and execution of the event is a partnership with Literacy Now staff and Guild committee members. This individual plays a key leadership role in ensuring the luncheon is successful, on-budget, mission-aligned, and a meaningful experience for all attendees.

Leadership & Oversight

- Serve as the primary point of contact and leader for all Luncheon Committee Chairs Facilitate regular planning meetings (held via Zoom) to track progress, provide updates, and foster collaboration.
- Ensure each committee is supported and aligned with the overall vision, timeline, and goals for the event
- Host a post-mortem meeting, after the event, to continue enhancing future meetings.

Collaboration with Literacy Now

- Work closely with the Events Manager and Development Director on budget decisions and financial goals.
- Partner with the Events Manager and Development Coordinator to guide overall event planning, execution, and logistics
- Provide regular updates to Literacy Now staff and communicate needs or challenges as they arise

Event Strategy & Execution

- Contribute to key decisions related to the event theme, program flow, and guest experience
- Help ensure deadlines are met across committees (decor, sponsorships, auction, etc.)
- Support the recruitment of committee members and help foster engagement and accountability



Guild-Led Opportunities

Program support

Reading Express:

Organize drives to collect supplies and create Care Packages to include such items as non-perishable food, diapers, wipes, bus passes, and gift cards to Wal-Mart or HEB.
(September and January)

Reading Intervention and Lunch Bunch:

Organize drives to collect books and Reading Buddies - stuffed animals similar to Beanie Baby size.
(Oct/Nov and March/April)

Reading Intervention Program Pal:

Create themed door prize baskets for Parent Engagement Workshops.
(October and March)

Family Literacy Night:

Host a literacy activity table at FLN at Belmont Place Apts. (October)

Additional Volunteer Opportunities

Group Storytime:

Gather up a group of 12 – 16 friends or colleagues to host a group of our Reading Intervention students to read a book, share a snack, and complete a fun book-related activity (Nov – April) at a cost of \$350 – \$500/group.

Administrative Support:

Come up to Belmont #197 and assist with assembling backpacks, goodie bags, sorting or stamping books, laminating materials, and more.

Shifts are Tuesdays and Wednesdays from 10:00 – 12:00 and 12:00 – 2:00 throughout the year.

Adopt-A-Swap:

You can help ensure children have continued access to books they are excited to read by adopting a Story Swap Library. Through our Adopt-a-Swap volunteer opportunity, individuals, families, or groups can select one of our existing Story Swap Libraries and help keep it stocked with approved new and/or gently used books.

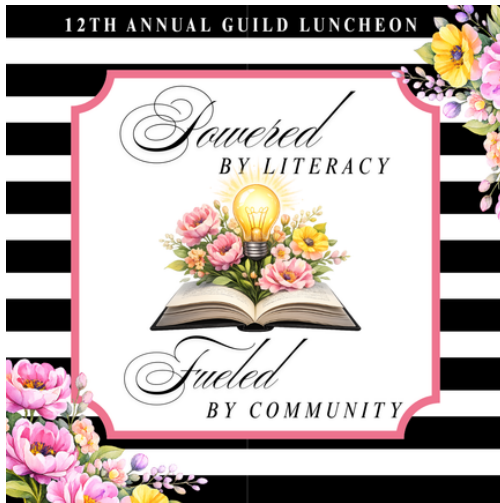
Book Distribution Celebrations:

Twice a year, in December and April, volunteers join our Reading Intervention program to help students select new, age-appropriate books to add to their at-home libraries. Working alongside our Reading Interventionists, volunteers encourage students to explore their interests, choose books they are excited to read, and build a personal collection they can enjoy at home.

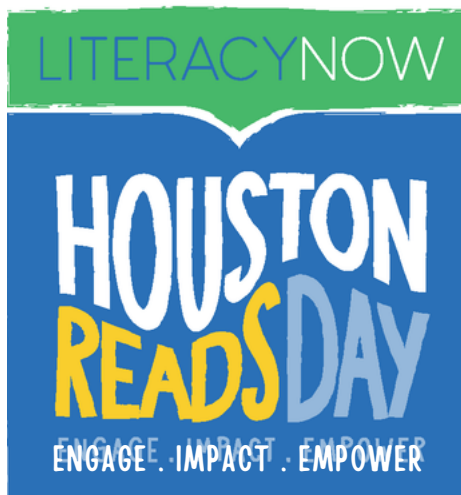
Guest Readers:

Volunteers visit a Reading Intervention campus and read an approved book to students in the campus library.

EVENT SUPPORT



A springtime event orchestrated by the Guild to introduce guests to the work of Literacy Now, recruit Guild members, and raise funds to support all programs.



HRD is a day for Houstonians to come together to read to Pre-K-5th grade students across the city.

HRD will bring attention to Houston's literacy crisis, how we are addressing the problem and raise funds to support our Reading Intervention Program. Guild members can serve as HRD Ambassadors, readers, and/or sponsors.



Magnums is our one-of-a-kind annual Gala that features an amazing array of courses, meal and some incredible wines all 'vine edible' wines 'g' while Guillomembers kidcan serve as event volunteers, sponsor a table, underwrite, expenses, and or solicit auction items.





2026-2027

guild year at a glance

Pink = Guild related
Blue = Fundraising
Green = Programs

AUGUST

SEPTEMBER

OCTOBER

28th - Reading Intervention and Reading Express Begins

22nd - Family Literacy Night

24th - Guild Fall Kick-off Meeting

NOVEMBER

DECEMBER

JANUARY

Luncheon Committee Kick-off Mtg (TBD)

3rd-Guild Winter Social - Event

4th - Reading Express resumes

14th - Magnums Gala

14th - 15th - Last day of programs

11th - Reading Intervention resumes

19th - Guild Meeting Luncheon

FEBRUARY

MARCH

APRIL

26th - Houston Reads Day

2nd - Luncheon Invitation Stuffing

30th - Guild Luncheon

MAY

JUNE

JULY

20th - Reading Express End

TBD - Summer Program Begins

TBD - Summer Program Ends

22nd - Reading Intervention Ends

Guild Summer Social - Event



LITERACYNOW
GUILD

www.literacynowhouston.org