

Share Your Literacy Tutor Pride with Our Media Kit

Your work with Literacy DuPage is generating positive change in the community. We created a Media Kit for you to share how important your commitment is - and how important adult literacy is - with your networks.

The Media Kit includes a pre-written paragraph to post with an “I am a Literacy Tutor” flyer, as well as instructions on how to post them to your social media (e.g. Facebook, Instagram, and LinkedIn).

There are 176 Literacy DuPage volunteer tutors. Our goal is to increase that number to at least 350 tutors.

In spreading the word about the work you are doing with Literacy DuPage, we hope that members of your network will follow in your footsteps and also become tutors. Thank you for sharing your tutor pride with your neighbors, co-workers, family, and friends - **don't forget to tag us!**

Below, please find instructions on how to download the “I am a Literacy Tutor” flyer, the pre-written paragraph to post, and instructions on how to post to Instagram, Facebook, and LinkedIn.

Where to Download the “I am a Literacy Tutor” Flyer

1. Go to the Literacy DuPage website at <https://literacydupage.org/>
2. Select “Resources”. Then select “For Tutors”
3. Scroll down to “Tutor Media Kit”
4. Select “Download the I am a Literacy Tutor Flyer” and save to phone or computer desktop

Paragraph for tutors to post, email, or text, in addition to the “I am a Literacy Tutor” Flyer:

For (insert duration of months/years), I have been volunteering with Literacy DuPage as a tutor.

More than 128,000 DuPage County residents possess sub-par English skills. Literacy DuPage trains tutors to work with adult learners on improving their English communication through one-to-one, customized instruction. My fellow tutors and I help learners choose and work toward meeting their life skill goals, e.g. understanding street signs, navigating the healthcare system, communicating with co-workers, or reading bedtime stories.

Every year, Literacy DuPage serves more than 350 adult learners. Right now, the waiting list includes 72 adults, who hope to be matched with tutors soon. We need more tutors!

I invite you to join me as a volunteer tutor. No foreign language or teaching experience is needed. The first step is to register for a virtual Meet & Greet information session. Find the schedule at <https://literacydupage.org/volunteer/register-orientation/>

Empowering an adult with the English language will change that person’s life – and yours, too!

Instructions on Posting to Social Media Below:

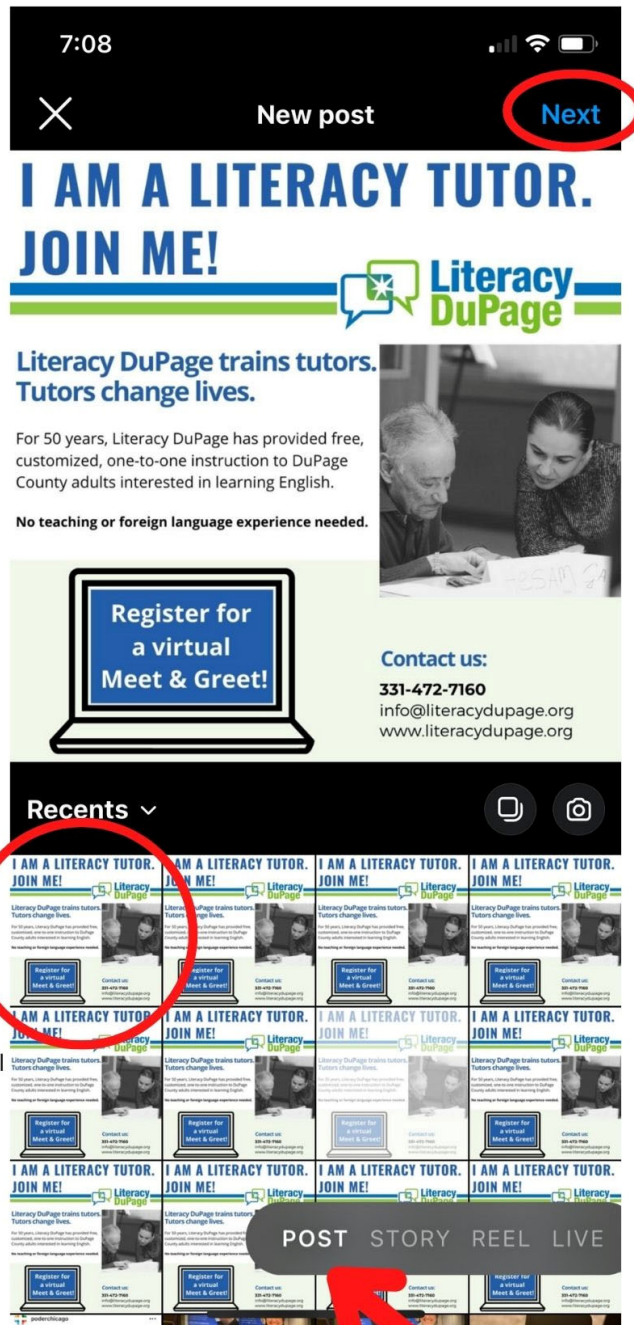
| | |
|--|---------|
| How to Post to Instagram from Phone | Page 3 |
| How to Post to Instagram from Computer | Page 9 |
| How to Post to LinkedIn | Page 15 |
| How to Post to Facebook from Computer | Page 18 |
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HOW TO: Share your "I Am a Literacy Tutor" flyer and post on Instagram



1

After you open the Instagram App, click this button to start a post.



4

Click "Next"

3

Select the "I Am a Literacy Tutor" flyer. Make sure the flyer is saved in the camera roll on your phone.

2

Make sure you selected the "Post" option at the bottom of the screen.



I AM A LITERACY TUTOR. JOIN ME!



**Literacy DuPage trains tutors.
Tutors change lives.**

For 50 years, Literacy DuPage has provided free, customized, one-to-one instruction to DuPage County adults interested in learning English.

No teaching or foreign language experience needed.



Contact us:

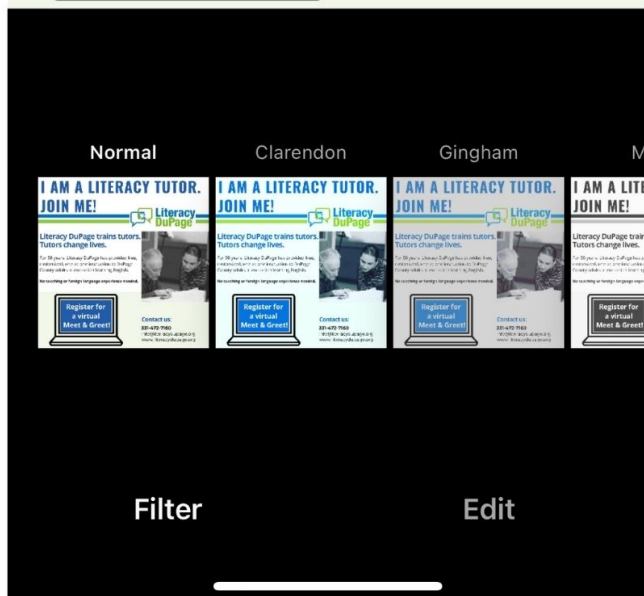
331-472-7160

info@literacydupage.org

www.literacydupage.org

5

Click "Next"



6

Paste or type the provided paragraph into this text box.



New post

Share



Write a caption...

Tag people



Tag products



Add message button



Add reminder



Add location



Wheaton, Illinois

Naperville, Illinois

Glen Ellyn, IL

Add music



🎵 Belleville · Moira Smiley

🎵 The Dopeness · Eckl

Boost post



Add fundraiser



Share to Literacy DuPage

Literacy DuP...



Sharing as Literacy DuPage.

Share to Twitter



7

Click "Tag People" to tag Literacy DuPage's Instagram account

7:10



Edit tags

Done

I AM A LITERACY TUTOR. JOIN ME!



Literacy DuPage trains tutors. Tutors change lives.

For 50 years, Literacy DuPage has provided free, customized, one-to-one instruction to DuPage County adults interested in learning English.

No teaching or foreign language experience needed.



literacydupage

Contact us:

331-472-7160
info@literacydupage.org
www.literacydupage.org

Add tag

Invite collaborator



literacydupage

Literacy DuPage
[Show profile category](#)



9

Select our account

People

Products



For 2 years, I have been volunteering with Literacy DuPage as a tutor.

More than 128 000 DuPage County

10

Tag people literacydupage >

Tag products >

Add message button >

Add reminder >

Add location >

Wheaton, Illinois Naperville, Illinois Glen Ellyn, IL

Add music >

🎵 Belleville · Moira Smiley 🎵 The Dopeness · Eckl

Boost post ☐

Add fundraiser >

Share to Literacy DuPage Literacy DuP... ☐

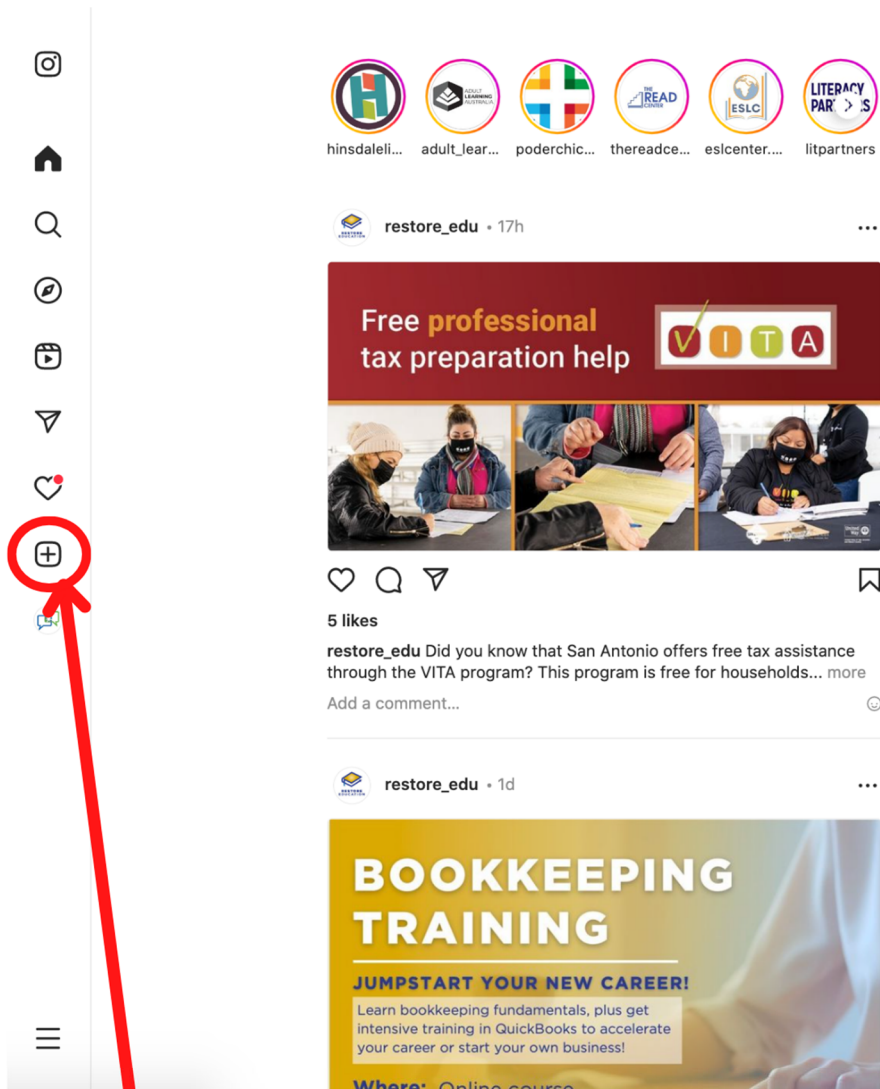
Sharing as Literacy D **Share this post to Facebook**

Share to Twitter ☐



Make sure your post looks like this! You have your caption, and literacydupage tagged. Hit share and you are good to go!

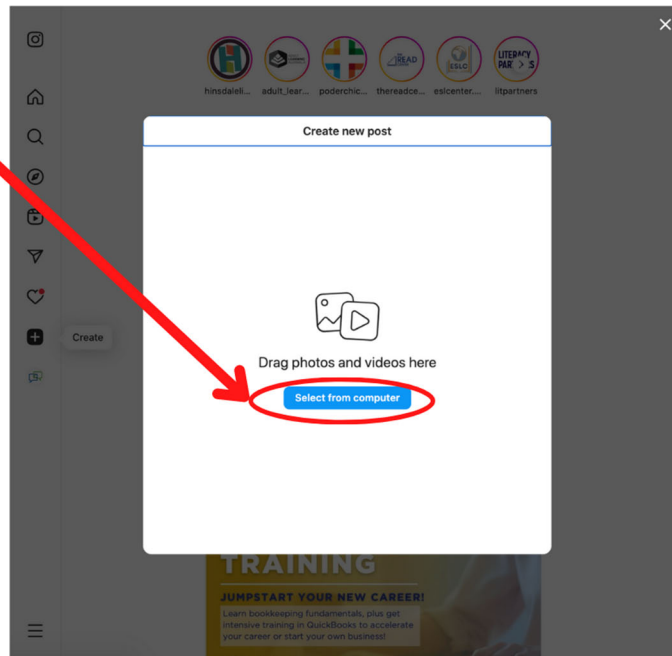
HOW TO: Share your "I Am a Literacy Tutor" flyer and post on Instagram from your computer



1

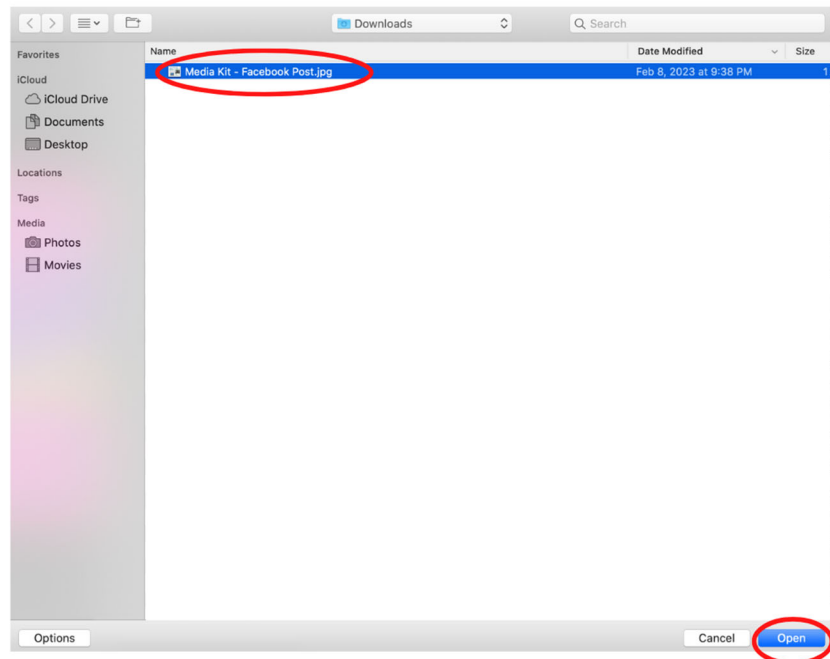
After you sign on to Instagram on your computer, click this button to start a post.

2



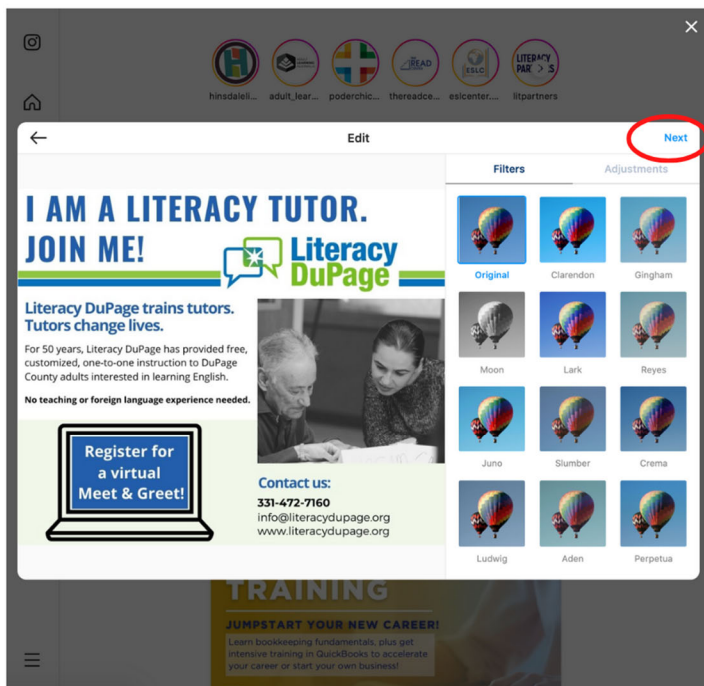
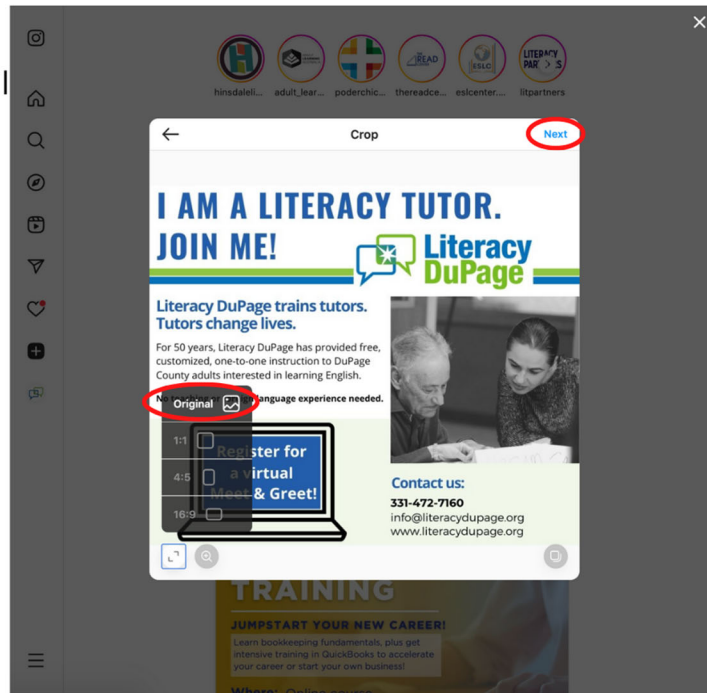
3

Make sure the "I Am a Literacy Tutor" flyer is saved on your desktop or in your downloads. Select the flyer. Click "Open"



4

Select "Original" to make sure the flyer size remains its original size. Then click "Next"

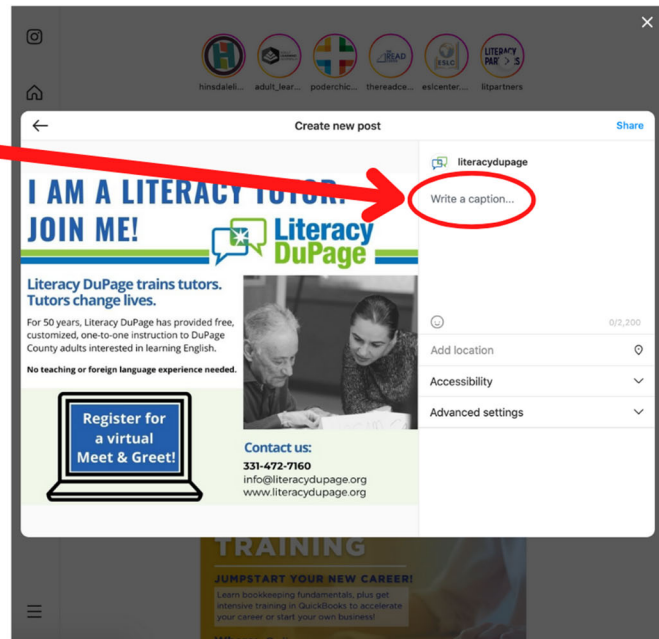


5

Click "Next"

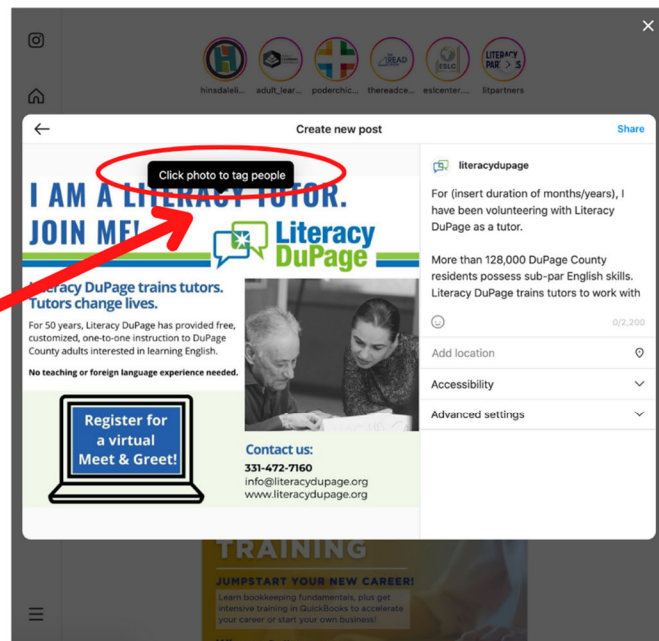
6

Paste or type the provided paragraph into this text box.



7

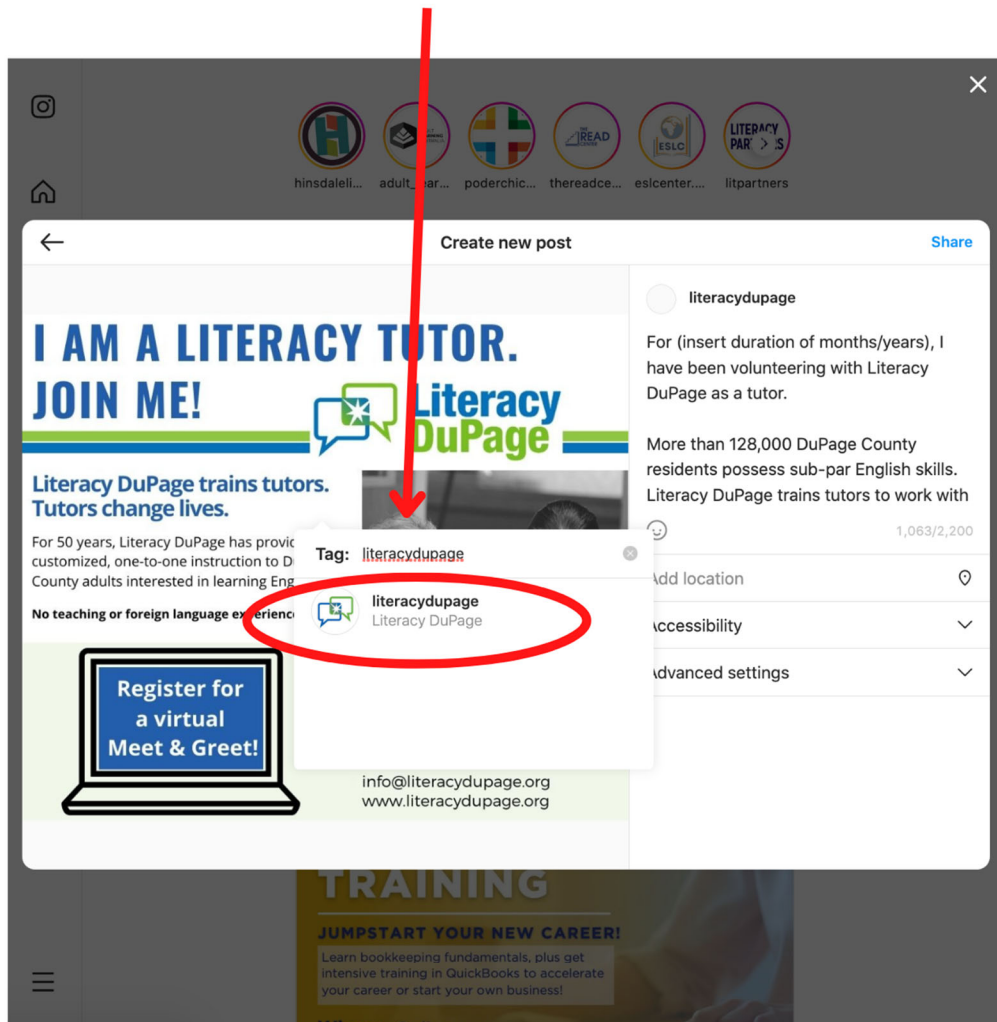
Click "Tag People" to tag Literacy DuPage's Instagram account



8

Type "literacydupage" into the search bar.

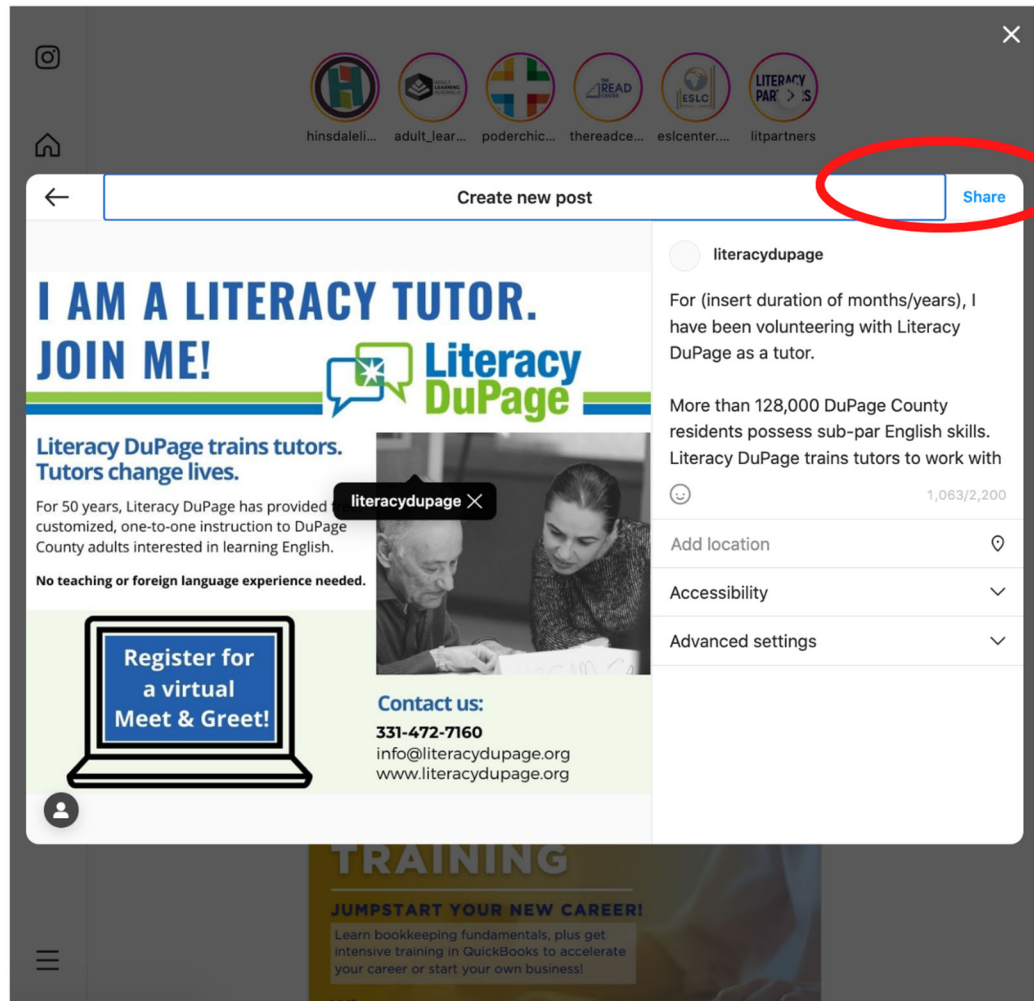
Then select the Literacy DuPage Instagram account, this will tag us in your post!



9

Make sure your post looks like this! You have your caption, and literacydupage tagged, (the tag will not be visible on the photo once you post it, but it will be present and we will be alerted so we can re-share).

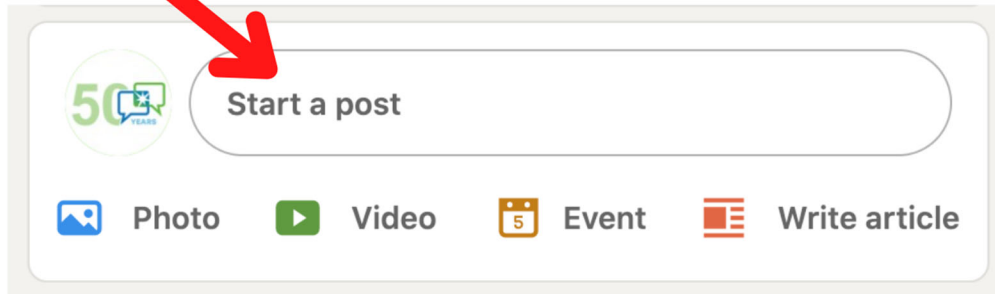
Hit share and you are good to go!



HOW TO: Share your "I Am a Literacy Tutor" flyer and post on LinkedIn

1

Once you log in to your LinkedIn, you will see this box at the top of the page. Click "Start a Post".

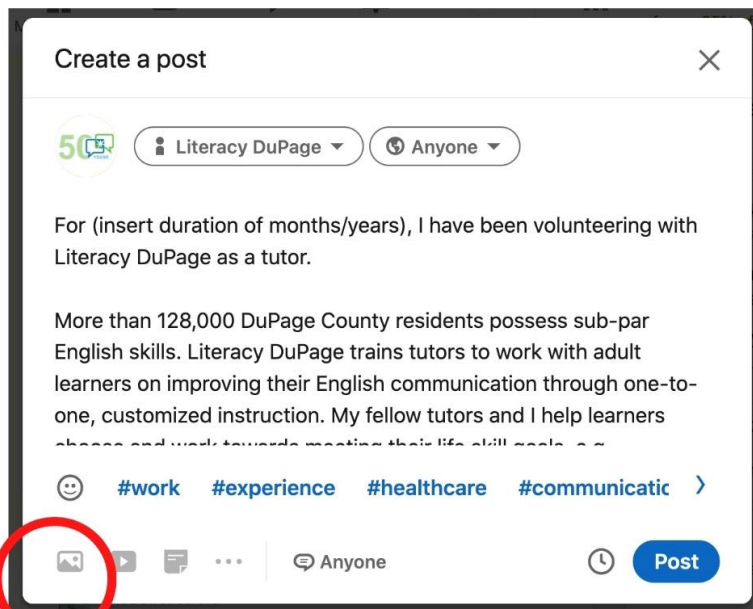


2

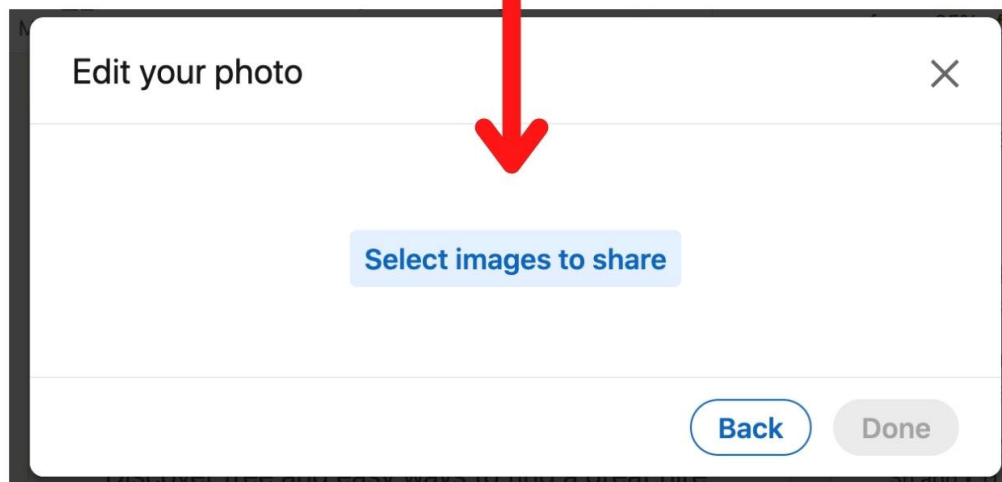
Copy and paste the paragraph we provided into text box. Edit the text to include your specific information (i.e. how long you have been tutoring with Literacy DuPage). You may need to add spaces between each paragraph.

A screenshot of the LinkedIn 'Create a post' form. The form has a title 'Create a post' and a close button. Below the title is the '50 YEARS' logo. There are two dropdown menus: 'Literacy DuPage' and 'Anyone'. The text area contains two paragraphs: 'For (insert duration of months/years), I have been volunteering with Literacy DuPage as a tutor.' and 'More than 128,000 DuPage County residents possess sub-par English skills. Literacy DuPage trains tutors to work with adult learners on improving their English communication through one-to-one, customized instruction. My fellow tutors and I help learners choose and work towards meeting their life skill goals.' Below the text area are several hashtags: '#work', '#experience', '#healthcare', and '#communicatic'. At the bottom, there are icons for adding media, a 'Post' button, and a 'Privacy' dropdown set to 'Anyone'.

3 Tap the photo image.




4 Tap "Select images to share". Then upload the "I Am a Literacy Tutor" flyer from your desktop. Then tap "Done."





5

Make sure your post looks like the one below: you have your caption and the "I Am a Literacy Tutor" Flyer. Hit "Post" and you are good to go!

Create a post




 Literacy DuPage


 Anyone





For (insert duration of months/years), I have been volunteering with Literacy DuPage as a tutor.


More than 128,000 DuPage County residents possess sub-par English skills. Literacy DuPage trains tutors to work with adult


I AM A LITERACY TUTOR.
JOIN ME!







 Anyone

 **Post**

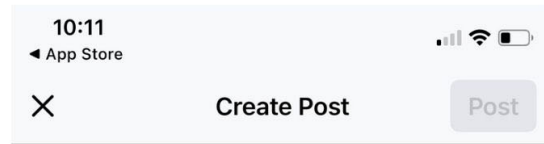
HOW TO:

Share your "I Am a Literacy Tutor" flyer and post on Facebook from your phone

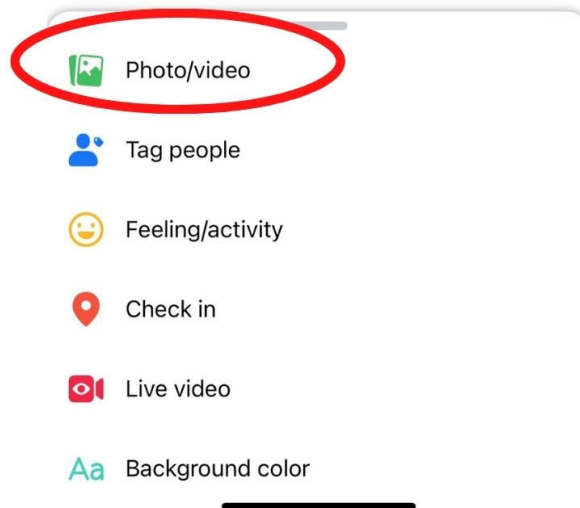
1

At the top of your Feed (located at the top of the page when you open the Facebook App), tap "What's on your mind?".





What's on your mind?

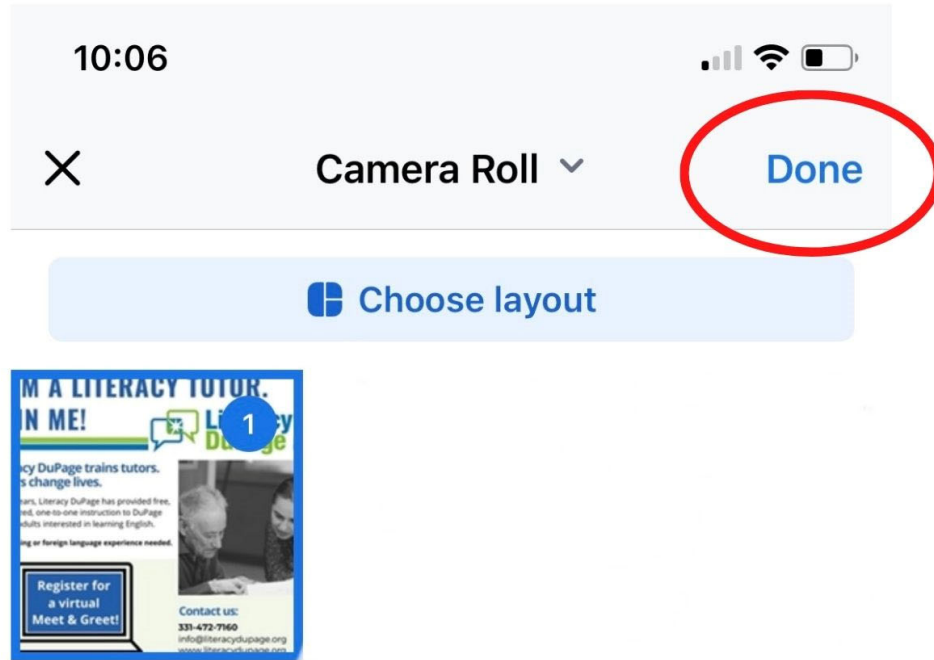


2

Tap "photos/videos" and upload the "I Am a Literacy Tutor" flyer from your camera roll.

3

Tap "Done" in the top right corner.

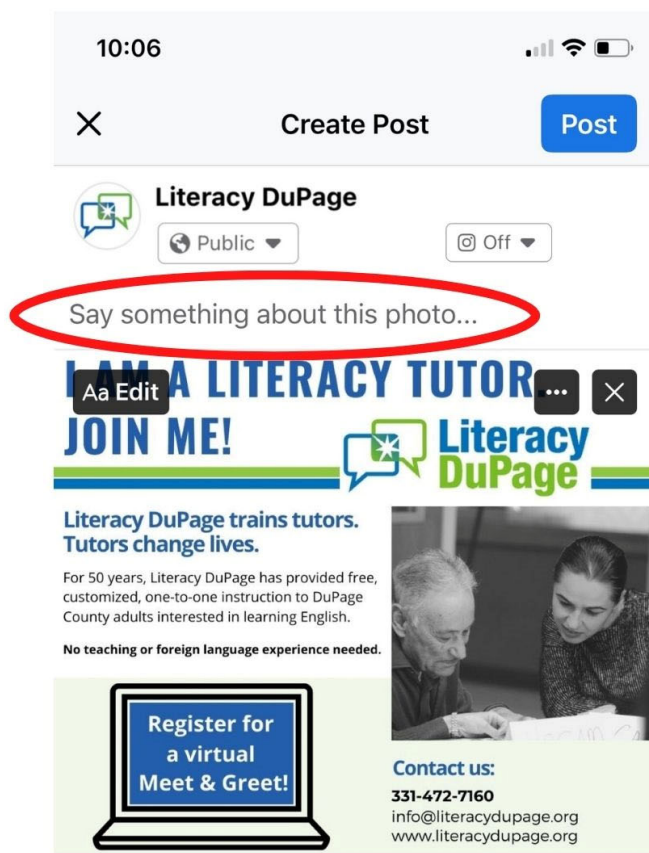


4

Next, tap "Say something about this photo..."

Copy and paste the paragraph we provided into text box.

Edit the text to include your specific information (i.e. how long you have been tutoring with Literacy DuPage).



Note, you may need to enter spaces in between each paragraph.

5

Make sure your post looks like the one below: you have your caption and the "I Am a Literacy Tutor" Flyer. Hit "Post" and you are good to go!

Create post

Literacy DuPage
Public

Every year, Literacy DuPage serves more than 350 adult learners. Right now, the waiting list includes 72 adults who hope to be matched with a tutor soon. We need more tutors!

I invite you to join me as a volunteer tutor, no foreign language or teaching experience needed. The first step is to register for a virtual Meet & Greet information session, find the schedule at <https://literacydupage.org/volunteer/register-orientation/>

Empowering an adult with the English language will change that person's life – and yours, too!

JOIN ME! **Literacy DuPage**

Literacy DuPage trains tutors. Tutors change lives.

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No teaching or foreign language experience needed.

Register for

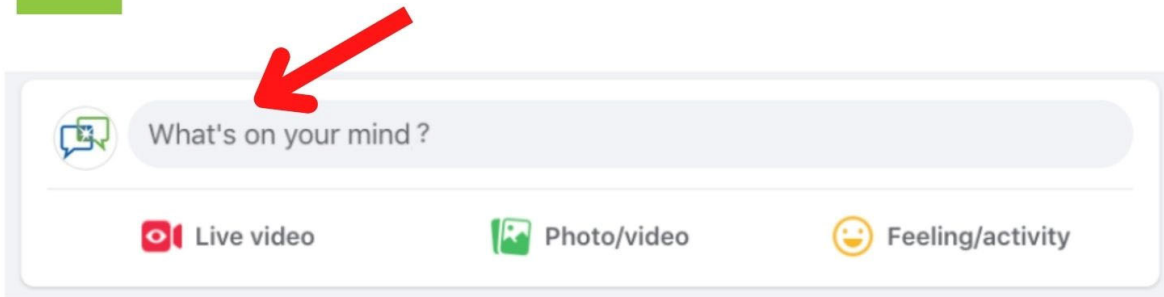
Post

HOW TO:

Share your "I Am a Literacy Tutor" flyer and post on Facebook from your computer

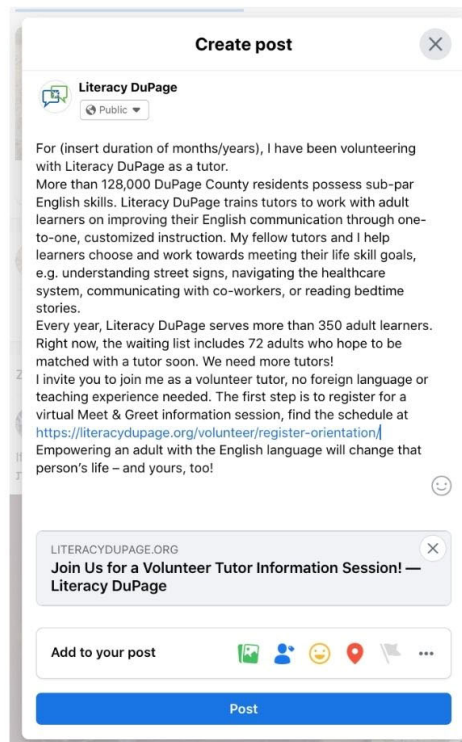
1

At the top of your Facebook Feed, tap "What's on your mind?" to start a new post.



2

Copy and paste the paragraph we provided into text box. Edit the text to include your specific information (i.e. how long you have been tutoring with Literacy DuPage). See picture of text box below.




3

Note, you may need to enter spaces in between each paragraph.

Stories

Reels

Create post

 Literacy DuPage

Public

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LITERACYDUPAGE.ORG

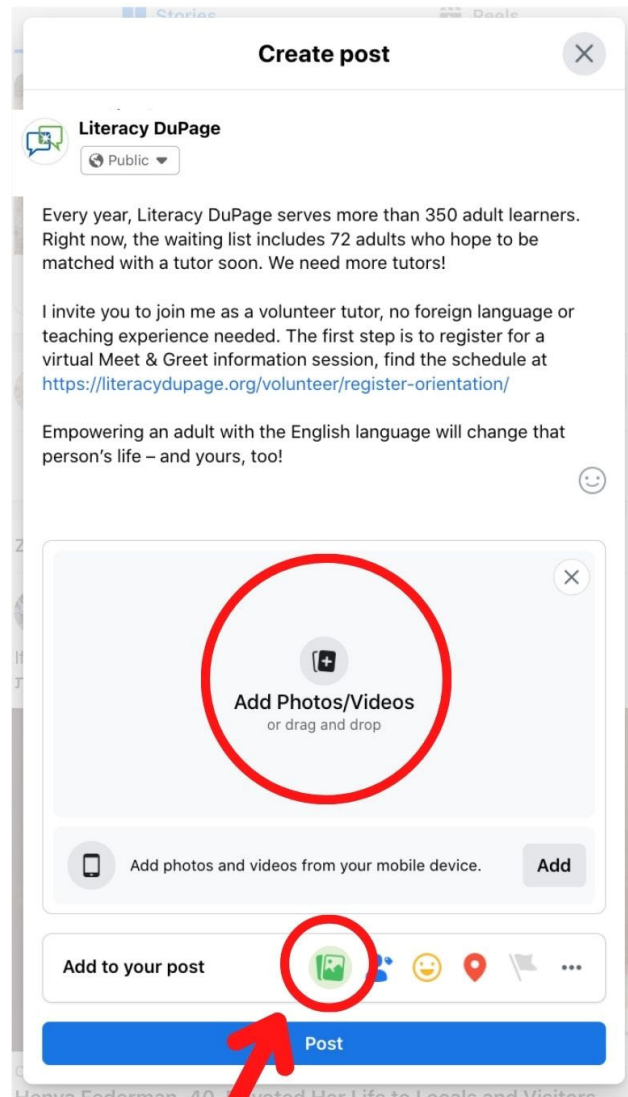
Join Us for a Volunteer Tutor Information Session! — Literacy DuPage

Add to your post



Post

Henry Federman, 40, Devoted Her Life to Locals and Visitors



4

Tap the image button next to "Add to Your Post". Then, tap "Add photos/videos" and upload the "I Am a Literacy Tutor" flyer from your desktop. Then tap "Done."

5

Make sure your post looks like the one below: you have your caption and the "I Am a Literacy Tutor" Flyer. Hit "Post" and you are good to go!

