



517 Gaffney Rd. Fairbanks, AK 99701 • Phone: (907) 456-6212 • Fax: (907) 456-4302 •  
www.literacycouncilofalaska.org

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Co-op Market & Deli  
Lend a Hand  
526 Gaffney Rd.  
Fairbanks, AK 99701

November 22, 2021

Dear Co-op Owners and Board of Directors,

The Literacy Council of Alaska has been a grateful recipient of the Lend-a-Hand Program six times! We are respectfully applying again for the year 2022.

During the past year, the English Language Learning (ELL) program continues to offer English language services and citizenship classes 5 days a week all day for both in person and online while adhering to COVID safety measures. In 2021, ELL had 99 students enrolled with two students having gone on to gain US citizenship and many of them gaining employment since enrolling in the program. We continue to offer GED tutoring and are graduating as many GEDs as ever. Our program provides tutoring and self-study materials to help learners enrolled in the Pathways and GED program achieve their learning goals, be it passing the high school equivalency test, gaining employment, or getting enrolled in training. The bookstore is open and we had a record number of sales in October of 2021!

Contributions from our community through programs like the Lend-a-Hand allow LCA to keep up the work of changing lives through literacy. The funds we have received from the Co-op Market go to instruction, GED testing and materials, administration, and student support for our adult learners.

The LCA and Co-op Market are both committed to community, social responsibility, and service. Thank you for once again considering LCA for the Lend-a-Hand Program as we work to change lives through literacy.

Sincerely,

A handwritten signature in black ink, appearing to read "Heidi Shepard". The signature is fluid and cursive, with a large initial "H" and "S".

Heidi Shepard  
Executive Director  
Literacy Council of Alaska



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**2022 Lend a Hand Application for the Co-op Market Grocery & Deli  
From the Literacy Council of Alaska (LCA)  
Supplemental Answers**

1. Please provide your mission statement and a brief summary of your organization's work.

LCA's mission is to change lives through literacy. LCA has provided literacy services in Interior Alaska since the early 1970s. We provide adult education for those seeking a GED, employment credentials, English as a second language, and US citizenship. We also have a youth program that meets educational and early employment needs. LCA runs a year-round afterschool program at Birch Park, which serves elementary age students. Finally, we run a bookstore and book recycling program that provides up to 25,000 books annually throughout Alaska.

2. How does your work align with Co-op Market's mission and values?

Our mission of changing lives through literacy lines up with service, sustainability, and social responsibility. Along with your mission and values (apart from providing healthful foods and products!) LCA finds joy in teaching and educating our neighbors (service), fostering community change and student success (sustainability), and prioritizing our students and those relationships (social responsibility).

3. How will the Lend a Hand funds be used?

The funds will be used to pay for instructors, classes, materials, and all the things that go into running an adult education program here in Fairbanks. The funding and partnership with the Co-op continue to be an important part of LCA's work.

4. If your organization received funding from Co-op Market in the past, please describe how this funding supported your organization and mission.

LCA has received funding several times from the Co-op Market and the generous round-up customers! These funds have supported LCA's mission of educating adults in our community. These funds go toward the general administration of LCA, instruction materials, as well as instructors for our adult programs. Funding also helps provide the after school programming and book recycling efforts.

5. What is your elevator pitch? Cashiers usually have about 10 seconds to describe our monthly recipient to a shopper. Please describe your organization and how the funds will be used in 100 words or less.

The Literacy Council of Alaska exists to change lives through literacy. We offer adult education services, including tutoring for the GED, English language classes, and basic adult literacy classes. We provide afterschool tutoring programs for youth. We also run a used bookstore and a book recycling program that donates books to over 25 organizations in Interior Alaska.



## 2022 LEND A HAND APPLICATION

Deadline: November 30, 2021

### OUR MISSION

Co-op Market Grocery & Deli works for health and sustainability by providing healthful foods and products, promoting local suppliers, and offering consumer education in an open, community-centered environment, through a viable business.

### OUR VALUES

- **Service** – We are committed to the joy of true service, putting the needs of others first in a way that touches lives and hearts. Our service is an honor and a privilege.
- **Sustainability** – We seek to sustain our co-op's financial health and growth while working toward solutions to economic development that consider the health our community and planet.
- **Social Responsibility** – We believe that our actions must benefit the global community at large. This means that we promote justice and equity in all of our relationships and are committed to the people who use and work for our business.

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Name of Organization: Literacy Council of Alaska

Mailing Address: 517 Gaffney Road

City, State, Zip: Fairbanks, Alaska 99701

Contact Name: Heidi Shepard Phone: 907-456-6212

Contact Email: heidi@literacycouncilofalaska.org

Website: https://www.literacycouncilofalaska.org/ Facebook: facebook.com/literacycouncilofalaska

Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_

Name and address for check remittance (if it differs from above):

Name: Literacy Council of Alaska

Mailing Address: 517 Gaffney Road

City, State, Zip: Fairbanks, Alaska 99701

Is this a 501(c)(3) nonprofit organization? Yes If yes, please include certification with application.

Has your organization been a Lend a Hand recipient in the past? Yes If so, when? 2015-2017, 2019-2021

Which month would you prefer us to raise funds for your organization? November (appreciative of any month!)

Note: December is not available. We cannot guarantee your month of choice.

## INSTRUCTIONS

A. Please include a cover letter on your organization's official letterhead with this form.

B. *Attach a separate sheet* with answers to the following questions.

1. Please provide your mission statement and a brief summary of your organization's work.
2. How does your work align with Co-op Market's mission and values?
3. How will the Lend a Hand funds be used?
4. If your organization has received funding from Co-op Market in the past, please describe how this funding supported your organization and mission.
5. What is your elevator pitch? Cashiers usually have about 10 seconds to describe our monthly recipient to a shopper. Please describe your organization and how the funds will be used in 100 words or less.

Applications will be published on our website. For this reason, please include no more than one piece of supplemental information (brochure, flyer, annual report, etc.) with your application.

In December, our Owners will vote to select our 2022 Lend a Hand recipients. If your organization is selected, we will require the following:

- 2 or 3 high resolution photos representing your work. Please include a photo release for any people appearing in your photos.
- A high resolution, printable jpeg of your organization's logo.
- Promotion of the Lend a Hand program via your website, newsletter and/or social media pages.
- Brochures or flyers about your organization if available.

### *Important Note*

We do not donate to individuals, national charities, political candidates or organizations, charities that advance a particular religious belief, or organizations that discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, marital status, disability or status in any other protected group.

Submit applications to the attention of Kristin Summerlin, Marketing & Owner Services Manager:

- via email to [marketing@coopmarket.org](mailto:marketing@coopmarket.org) (preferred). Be sure to include scans of supporting materials.
- by hand delivery to the Customer Service Desk.
- by mail to the following address: Co-op Market Grocery & Deli, 526 Gaffney Road, Fairbanks, AK 99701.

**APPLICATIONS ARE DUE NOVEMBER 30, 2021.**

OGDEN UT 84201-0038

In reply refer to: 0441673690  
June 10, 2011 LTR 4168C E0  
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LITERACY COUNCIL OF ALASKA  
517 GAFFNEY RD  
FAIRBANKS AK 99701-4913



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Employer Identification Number: 92-6010100  
Person to Contact: T. Moser  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 01, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in April 1975.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0441673690

June 10, 2011 LTR 4168C E0

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LITERACY COUNCIL OF ALASKA  
517 GAFFNEY RD  
FAIRBANKS AK 99701-4913

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Rita A. Leete  
Accounts Management II