



# PROJECT STENO

Creating A Bright Future

Mission: “Project Steno promotes the stenographic court reporting/captioning profession through community outreach, with the goal of building a robust pipeline of students into school and graduating them in two years.”

Project Steno was formed in 2017 and we started 2018 with a Tuition Assistance program, where we supported the students who applied to us and whom we selected. For the two years we admitted people into the program, we collected data on what makes a successful student. In fact, **we graduated 42 of 87 students admitted to that program, a 49% graduation rate.**

We knew from the beginning that the costs of the Tuition Assistance program were unsustainable. But it served the purpose of allowing us to gather a lot of information over three years, about not only the students, but we began to see trends among schools. We found some schools graduated a high percentage of students from our program and others not so much.

As we go forward, we plan to continue to gather data on which schools are more successful than others and see if we can parse out why that is. Is it the theory? The method of teaching? The hours spent on ancillary topics? The list of questions we’re trying to answer is long, and it continues to evolve.

The Tuition Assistance program clearly demonstrated the path to admitting the most students, and the right students, to stenographic court reporting schools. Therefore, we embarked on teaching the free six-week Basic Training program in high schools, focusing mostly on juniors who haven’t yet committed to college.

To continue our support of enrolled students, we run a 140-in-one and 225-in-two Merit Awards program. When students register with us and achieve 140 wpm in one year or 225 wpm in two years, we have a phone call with them, for the 140 students, and a Zoom call for the 225 students, and grant them \$1,000 for each achievement.

It is our goal during the phone calls to learn a little about the students and why they’re successful. We’ve compiled the information about successful students into a 45-page document that tracks many points, such as how many hours a week do they practice; do they have a job; do they speak a foreign language or play an instrument; have they ever competed on a team; did they take an intro-to-steno course; how did they hear about court reporting, et cetera.

We currently have **more than 60 volunteers who have conducted Basic Training courses, facilitating close to 2,000 inquiries and 1,000 “recruits” in 2021.** We have conducted Basic Training sessions in several high schools this year bringing awareness of “The Best Career You Never Heard Of” to dozens of students. We stagger the six-week course to maximize the use of the 50 new machines we purchased from Stenograph, the 50 machines Stenograph donated to us, and the dozens of machines donated by good folks like you. We ship machines all over the country for use during the free course. These classes have been delivered online, allowing us to continue introducing students to stenographic reporting and captioning throughout the COVID pandemic.

The fair question must be: Is it worth it? It's important to know we track contacts to our website and phone calls asking for general information about the profession, or if the inquiry is about steno training information. The steady increase in both general inquiries to us about the profession and specific inquiries about Basic Training, clearly portrays our impact on outreach to the public to create interest in stenographic court reporting.

| YEAR | GENERAL CONTACTS | BASIC TRAINING CONTACTS | TOTAL CONTACTS |
|------|------------------|-------------------------|----------------|
| 2018 | 278              |                         | 278            |
| 2019 | 652              | 792                     | 1,444          |
| 2020 | 573              | 952                     | 1,525          |
| 2021 | 527              | 1353                    | 1,880          |

Data of which we are proud:

- 66 percent of Basic Training students complete the six-week program
- 40 percent of those who complete Basic Training enroll in stenographic court reporting school
- Graduated 42 of 87 students admitted to our tuition assistance program, a 49% graduation rate
- \$1,000 Merit Awards: thirty-eight 140-in-1 awards; eight 225-in-2 awards

In our four years of work, we have:

- Created the following promotional videos hosted on our YouTube Channel (<https://www.youtube.com/c/ProjectSteno>):
  - The Best Career You Never Heard Of <https://www.youtube.com/watch?v=e2AvclHV9QQ&t=11s>
  - Imagine a New Career! <https://www.youtube.com/watch?v=8c1GceJBGul&t=1s>
  - A Career in Captioning! <https://www.youtube.com/watch?v=WuX8WeQJ6E0>
  - Project Steno Intro [https://www.youtube.com/watch?v=JnL9LIQ\\_Hfo](https://www.youtube.com/watch?v=JnL9LIQ_Hfo)
  - Dozens of student success testimonials (2020-2021) <https://www.youtube.com/c/ProjectSteno>
- Hosted several state association webinars to help them raise money and deliver content to their members during the challenging times we have all faced during the past few years.
- Delivered several webinars to educate and recruit volunteers to promote steno in high schools at the local level.
- Created a DropBox folder for any volunteer to access. It contains videos we produced, a Power Point presentation, handouts for students, and introductory letters to high school administrators. The letters ask for a meeting with administrators, where we try to convince them to let us teach the free six-week steno training program to students.
- Conducted Basic Training in seven high schools and six more are in progress. We're constantly working with high schools to teach the free stenographic court reporting course. We are working diligently to make this a nationwide effort.
- Purchased 50 student machines for use in Basic Training classes.
- Loaned machines to new students who have experienced supply-chain delays when obtaining a steno machine to start school.
- Conducted a survey of the 21 schools that partner with us to better understand what we can do to help them. Overwhelmingly, they say we have had a positive impact on their enrollment.
- Conducted a survey of nearly 3,000 contacts. One takeaway is that 70 percent of people who contact us still learn about the profession from family, friends, or coworkers.
- Raised funds via COVID mask and holiday candy sales.
- Worked with Junior Achievement in several states.

- This group of volunteers on the Project Steno Board and Advisory Council are working hard to meet our mission and we are spending our donors' money wisely. In fact, our efforts are currently in place and producing results.
- Every one of our efforts comports with and supports the NCRA 2021-2024 Strategic Plan. We should be collaborating.



As an IRS-approved 501(c)3 charitable corporation, we're required to file Form 990 detailing our income and expenses. We post them on our website here [Support Us - Project Steno](#).

If you would like to volunteer or receive more information about Project Steno, feel free to contact us. We are grateful for the opportunity to address your questions.

Contact information:

- Website [www.projectsteno.org](http://www.projectsteno.org)
- Email [Info@ProjectSteno.org](mailto:Info@ProjectSteno.org)
- Call 508.438.0314