

Tutor Agreement

Capitol Hill Library

Please initial or answer appropriately on each line.

1. I agree that I would like to be a volunteer at the Capitol Hill Library offering homework help and reading practice. _____
2. I will be available on Mondays _____ Wednesdays _____.
(Initial both if you want to come both days.)
3. If I cannot come to tutoring on my day, I will call 606-3245 or email jjones@metrolibrary.org or text 326-5408 and let Jennifer or another staff member know. _____
4. I will always make sure there are other adults in the room when I am tutoring. _____ (For your own safety, do not allow yourself be left alone with a child.)
5. I will use library resources or ask a librarian if I need help answering a homework question. _____
6. I will sign in and out each day so my hours will be recorded. _____

What you can expect from us:

1. To be properly trained.
2. To be treated with respect and courtesy.
3. To feel safe in the library environment.
4. To have the supplies needed to complete your task.
5. To learn something new.
6. To receive a letter or certificate documenting your hours served.

7. To have fun while giving back to your community! You will make a difference in someone's life!☺

I have read all of the Tutor Agreement. I have had a chance to ask questions, and I understand that there may be other rules told to me that are not on this list. I understand that if I do not follow these rules, I will not be able to volunteer at the Capitol Hill library.

Printed Name: _____

Date: _____

Signature: _____

Librarian Name: _____

Librarian Signature: _____

Contact Info:

Phone: _____ Email: _____

Tutoring Dates:

Aug. 12, 2013- May 23, 2014

No tutoring if OKC schools are out with some exceptions.

Fall Break Reading Help Oct. 21 & 23 2013

No tutoring Labor Day, Sept. 2, 2013

No tutoring on Columbus Day, Oct. 14, 2013

No tutoring during Thanksgiving Break Nov. 26-29, 2013.

No tutoring during Winter Break Dec. 18-Jan. 3, 2014.

Tutoring will resume on January 14, 2013.