Tutor/Volunteer Information Sheet

Please Print Clearly

Interview/orientation Date: _____

First Name: _____ M.I.___ Last Name: _____ I prefer to be called: _____

Address:_____ Home Phone:_____

City:_____ State:_____ Zip:_____ Work Phone:_____

Email:_____ Cell Phone:_____

Gender: Male_____ Female_____ Where you born in the U.S.? _____ Birth Date___/___/____

Martial Status: M___ S___ W___ D___ Spouse's First Name: _____

Education: High School___ College ___ Graduate College____ Other (*specify*): _____

Employment Status: Employed_____ Unemployed _____ Not in Job Market____ Retired _____

Occupation: _____ Employer: _____

Volunteer Experience: _____

_____

How did you hear about Keystone Development Center? _____

_____

In which volunteer position(s) are you interested? _____

Why do you want to be a volunteer/tutor? _____

_____

What special skills or abilities do you have that will help you be successful volunteer? _____

_____

You consent to have your name or pictures of you as a volunteer and supporter published?
Yes_____ No _____

Please turn page over

Personal References

Please provide the names and address of two people (NOT family members) who can supply personal reference information for you as a potential volunteer/tutor. They will be sent a one-page form to complete and return to us. You cannot begin tutoring until these references are completed. Please note, additional background checks will also be completed on all volunteer/tutors.

1. Name: _____ Relationship: _____
   Address:_____
   Length of time you have known this person: _____

2. Name: _____ Relationship: _____
   Address:_____
   Length of time you have known this person: _____

Volunteer Availability and Preferences   **Please check ALL that apply.**

The best tie for me to tutor/volunteer is   Morning____ Afternoon ____ Evening ____

The best day for me to tutor/volunteer is   Mon___ Tues___ Wed___ Thurs___ Fri___ Sat___

I am willing to travel_____ miles from my home to tutor or volunteer.

I would like to (am willing to) tutor a   Man___ Woman___ Child___   I would prefer a:

Math Student_____ Reading Student_____ An English Language Learner (ELL) Student ___

How soon Would you be able to start tutoring? After training completed ____ other date _____

Are there any extended times (*for more than a month*) that you are unavailable to tutor? _____

   If yes, when and why? _____

Confidentiality and Volunteer Commitment Agreement

I agree to maintain confidentiality for all students in the Keystone Development Center program. I will not discuss information about my student other than with authorized Keystone Development Center representatives. Further, I will use my training of KDC's training material and methods to work only with supervised Keystone Development Center's Literacy students.

Signature:_____ Date:_____

Skill Set Checklist

NAME _____

- Teach basic math _____

- Teaching writing and grammar skills _____

- Helping plan the annual meetings and recognition dinner _____

- Serving as a tutor coordinator _____

- Distributing flyers and other promotional materials _____

- Soliciting donations for fundraisers _____

- Serving as a volunteer member of Board of Directors advisory committee _____

- Providing food and drink at meetings or trainings _____

- Help with family programs (__Daytime ___ Evening___ Weekend) _____

- Design promotional materials _____

- Take digital or standard photos at events _____

- Help with bulk mailings _____

- Develop marketing strategy _____

- Become a tutor trainer (with extensive training provided) ___

- Web Page or Technical Computer help_____

Other, please describe:

_____

_____

_____

Please initial on the line indicating your skill set.

Keystone Development Center Student Confidentiality Policy

KDC shall ensure confidentiality, privacy concerning names, history, records, and discussion about the students being served. Individual records of those served by this non-profit organization shall be kept private and confidential.

Volunteers and staff shall not disclose any information about a student unless authorized by the Executive Board of Directors or court orders. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

No information about individuals or records will be released unless authorized by the student, parents, or Keystone Development Center. Volunteers and staff shall not discuss any student's record with unauthorized individuals, whether on or off duty.

_____

I understand and agree to abide by the policies and procedures set forth herewith and I have read, understood, and agree to the above statements:

_____   _____
Volunteer/Staff Signature   Date

_____
Volunteer/ Staff Name (please print)

Keystone Development Center
Safety Policy
Public Locations and Transportation

The Keystone Development Center provides family literacy tutors with suggested public tutoring locations such as libraries, churches, schools, recreation centers, and our offices. Other public locations may be chosen at the discretion of Keystone Development Center and other public organizations and upon agreement with the student. It is the tutor's responsibility to use only designated locations as directed by KDC for where tutoring takes place. Keystone Development Center assumes no responsibility for these locations, nor for transportation to these locations.

➢ KEYSTONE DEVELOPMENT CENTER PROGRAMS AND SERVIES CANNOT OCCUR IN PRIVATE HOMES!
➢ EMPLOYEES, CONTRACTORS AND ALL VOLNTEERS ARE PROHIBITED FROM PROVIDING TRANSPORTATION TO OR ACCEPTING TRANSPORTATION FOR STUDENTS OR PROGRAM PARTICIPANTS.

KDC is under NO obligation to place an individual as a tutor or volunteer.

I understand and agree to abide by the policies and procedures set forth herewith and I have read, understand and agree to the above statement.

_____

Signature/ Date

_____

Please Print Name

Keystone Development Center Volunteer Tutor Eligibility & Guidelines

Revision Approved March 15, 2020

Volunteers are critical to the success of the Center. Qualifications may be altered as deemed necessary by the Keystone Development Center Board of Directors. Completing required training does not assure placement with a student.

Basic Qualifications

1. Must be 18 years or older and able to speak English Fluently and clearly.
2. Must be able to read and write English proficiently and demonstrate those skills during tutor training.
3. Must possess excellent communication skills and the ability to work well with others.
4. Must be prompt, dependable, flexible, empathic and patient.
5. Must be able to focus on a task for at least 90 minutes and plan activities in advance.
6. Must posses the interest and ability to work one-to-one with an adult learner.
7. Must be able to see well enough to differentiate large print.
8. Must be able to hold and control writing instrument well enough to print letters and complete other tasks.
9. Must NOT have a record of conviction of any sexual offense or crime of violence.

Required Training and Background

1. Must attend a personal meeting/orientation with a Keystone Development Center staff member. This meeting normally lats 90 minutes and will provide basic program information.
2. Must provide the names, address and phone numbers of at least two personal or professional references. These must not be family members. Additional references may be requested.
3. Must attend and participate in entire tutor training (currently 14 hours) and demonstrates mastery of skills taught.
4. Must, at least annually, attend at least one tutor-in-service training.
5. The Keystone Development Center reserves the right to do background checks on all volunteers.

Responsibilities with Students

1. Prepare lessons based on learner goals, needs and interests. Teach basic skills including reading, spelling, writing, and English-speaking utilizing the teaching methods taught in tutor training. Tutors must be willing to use a variety of materials to gear learning tasks to student's needs and goals. Tutors must listen carefully to their student's concerns, needs and preferences. Tutors must not provide any form of counseling.
2. It is essential to provide encouragement and support for the student in their literacy efforts.
3. Must adhere to Keystone Development Center's confidentiality policies.
4. Must keep accurate records of hours spent in tutoring and preparation. This is important to funding sources.
5. Must keep detailed records of student accomplishments.
6. Must fill out and return quarterly reports promptly and accurately.
7. Must meet with a student one to two times each week for one to two hours until the match ends. Tutors are asked to meet with students for a minimum of one year, or until the student's goals are met.
8. Provide leisure reading materials and out of class assignments to help students advance more quickly.
9. Tutors are encouraged to contact the Keystone Development Center office with any questions or concerns.

Other Important Information

1. Tutors must never meet with students in private homes. Only approved public locations are allowed. The office will help tutors determine the best location for tutoring.
2. Tutors MUST NOT loan or give students money or goods, date a students, ask a student for help with personal problems, check out library books for students, provide transportation for nor accept transportation from students, ask students to babysit your children, nor babysit students.
3. Tutors are encouraged to volunteer for other activities with Keystone Development Center as time and interest allow.
4. Tutors will work with people of diverse backgrounds and must do so without discrimination.

I have read the conditions stated above. I accept these conditions. I am not disqualified for this position.

Print name:_____ Signature: _____ Date:_____