



Training Date: \_\_\_\_\_

### Tutor Data Form

Council Assigned:  READ Lakeland 863-802-1512  Northeast Polk Literacy Council 863-967-3200  Lake Wales Literacy Council 863-676-5767

\_\_\_\_\_  Male  Female  
 Last Name First Name

\_\_\_\_\_ Email Address  
 Street Address and PO Box, if applicable

\_\_\_\_\_ City State Zip Home Phone Cell Number Business Number

Employer: \_\_\_\_\_ Unemployed \_\_\_ Not in Labor Force \_\_\_

Ethnicity: \_\_\_ African American \_\_\_ Hispanic/Latino(a) \_\_\_ White \_\_\_ American Indian/AK Native  
 \_\_\_ Native Hawaiian/Pacific Islander \_\_\_ Asian \_\_\_ Black/Not African Am \_\_\_ Other

Education Level: \_\_\_ HS Diploma/GED \_\_\_ Some College \_\_\_ Undergrad Degree \_\_\_ Grad Degree

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Want to Tutor:  Basic Literacy  Math  ESOL  GED Prep

Where did you hear about the program? Check any that apply.

Newspaper website Area Adult School TV/Radio Poster Friend/Family Library Other: \_\_\_\_\_ Dollar General ProLiteracy Employer

Preferred Tutoring Days: (circle) Su M T W TH F Sat No Preference

Preferred time for tutoring:  Morning  Afternoon  Evening

Past teaching or tutoring experience and special skills: \_\_\_\_\_

Languages, other than English, that you speak:  Spanish  Haitian Creole  Other \_\_\_\_\_  
 Level: \_\_\_ Beginning \_\_\_ Intermediate \_\_\_ Fluent

Can you volunteer in any of these areas? (please check)  Typing  Phoning  
 Office/Clerical  Fund-raising  Public-Speaking  Publicity  
 Newsletter  Helping with arrangements for workshops or special events



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# TUTOR AGREEMENT

**Tutor agrees to: (Please initial each point indicating you agree)**

- Tutor a READ Lakeland, Inc. student approximately 1-2 hours per week.
- Meet at a designated tutoring site which will be a public access building (Public Libraries)
- Provide your own transportation, and will neither provide transportation for, nor accept transportation from students.
- Maintain student’s privacy and confidentiality.
- Prepare lesson plans based on student goals, needs and interests.
- Teach appropriate skills: reading, writing, speaking and listening, and technology and math as desired.
- Maintain records of student achievements/accomplishments.
- Complete and return monthly reports (by the 5<sup>th</sup> of the month).
- Report promptly any changes in status of student or self, i.e., termination of tutoring, address change, etc.

Tutor understands that given reasonable accommodation, failure to comply with any of the Council’s guidelines is deemed reasonable cause for dismissal. READ Lakeland, Inc.

**Tutor Qualifications:**

- Tutor is 18 years of age.
- Tutor demonstrates the ability to speak, understand, read and write English well enough to communicate clearly in English.
- Tutor has successfully completed all sessions of the tutor training workshop.
- **Tutor does not have a record of conviction of any sexual offense or crime of violence and agrees to a background check through Verified Volunteers, Inc. at the tutor’s own expense.**

READ Lakeland, Inc. staff and tutors respect and work with people of diverse backgrounds without discrimination on the basis of race, religion, color, national origin, sex, age, height, weight, marital or other familial status, disability or handicap. Sexual harassment or harassment of any kind will not be tolerated and will result in immediate dismissal from all programs conducted or sponsored by READ Lakeland, Inc.

Tutor acknowledges that their signature on this document constitutes a waiver and release in full of all claims, liability and damages of whatever kind or nature against READ Lakeland, Inc., its agents and employees as a result of their participation in any program conducted or sponsored by the READ Lakeland, Inc.

I have read and accept the conditions stated above.

\_\_\_\_\_

Please print your name                      Signature                      Date

Identification verified by: \_\_\_\_\_ Date: \_\_\_\_\_