



Family Literacy Center

Volunteer Application Packet

Please Fill out form completely to the best of your ability

General Information

Legal First Name: _____ M.I. _____ Last Name: _____

Birth Date: _____ Gender: _____ Preferred Name: _____

Address: _____ City: _____ State: MI ZIP: _____

Cell Phone: _____ Alt Phone: _____

Email: _____

Marital Status (Circle One) : Single Married Divorced Widowed/Widower

Spouse's Name (If applies) : _____

Highest Level of Education: _____ Program of Study: _____

Employment Status (Circle One): Employed Full-time Employer Part-time Unemployed Retired

Occupation (Current or Most recent) : _____

Employer: _____

Experience: Please note that FLC provides training for all our volunteers and tutors.

Do you have other volunteer experience (circle One): Yes No

If yes, please describe: _____

How did you hear about the Family Literacy Center: _____

What volunteer position(s) are you interested in? (Check all that apply)

<input type="checkbox"/> Tutor	<input type="checkbox"/> Child Tutor: 1 st – 4 th grade	<input type="checkbox"/> English as a Second Language (ESL)
<input type="checkbox"/> Family Programs: Ages 0 to 5	<input type="checkbox"/> Website & Social Media	<input type="checkbox"/> Clean the Office
<input type="checkbox"/> Fundraisers	<input type="checkbox"/> Request donations	<input type="checkbox"/> Help in the office
<input type="checkbox"/> Building Maintenance & Repair	<input type="checkbox"/> Database Entry	<input type="checkbox"/> Events
<input type="checkbox"/> IT Computers Help	<input type="checkbox"/> Gardening/Weed Flower Beds	<input type="checkbox"/> Provide food & drinks for meetings
<input type="checkbox"/> Taking photos/videos at events	<input type="checkbox"/> Information Tables	<input type="checkbox"/> Other:

What interests you in being a volunteer/tutor? _____

What special interests, hobbies, or skills do you have? _____

May we publish your name or pictures of you as a volunteer of the Family Literacy Center? Yes No

Personal References: We check references. Please provide the names and contact information of two people that are not family members, who can supply personal reference information for you as a potential volunteer/tutor.

1) Name: _____ Relationship: _____ Years known: _____

Address: _____

Email: _____

2) Name: _____ Relationship: _____ Years known: _____

Address: _____

Email: _____

Volunteer Availability and Preferences:

Please let us know what days you are available: Monday Tuesday Wednesday Thursday Friday

I would prefer to tutor Children in Group Tutoring Adults in 1-to-1 Tutoring Anyone/No Preference

Emergency Contact:

Name: _____ Relationship: _____

Phone: _____

Volunteer and Background Check Agreement:

I acknowledge and agree that all information provided is complete and correct to the best of my ability. I am aware and agree that the information collected is for the purpose that Family Literacy Center may run additional background checks on me before I start volunteering/tutoring at Family Literacy Center. I am aware that all information collected is kept confidential and will only be discussed with authorized Family Literacy Center personnel.

Signature & Date

Family Literacy Center Volunteer Eligibility & Guidelines

Updated Approved 3-10-09, Updated 5-18-21, Updated 2-1-23.

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

Basic Adult Tutor Qualifications

1. Must be 18 years or older and able to speak English fluently and clearly.
2. Must be able to focus on a task for at least 90 minutes and work toward student goals.
3. Must NOT have a record of conviction of any sexual offense or crime of violence.
4. Must attend and participate in the entire tutor training and must complete assigned homework.
5. Must, at least annually, attend at least one tutor in-service training (in-person or online).
6. Tutors are encouraged to provide homework and practice assignments to help students advance more quickly.
7. Tutors are encouraged to utilize computer/remote learning with students to help them advance more quickly.
8. Tutors must provide quality instruction based on learner goals and needs. Tutors must listen carefully to their student's concerns, needs, and preferences.

Tutor Requirements for in-school Students (Child Tutoring Program)

1. Must be 14 years or older and able to speak English fluently and clearly.
2. Must be able to focus on a task for at least 60 minutes and implement planned activities.
3. Must possess the interest and ability to work with an in-school student and adhere to all program rules.
4. Must NOT have a record of conviction of any sexual offense or crime of violence.
5. Must attend and participate in entire in-school tutor training and demonstrate mastery of skills taught.

Required Intake and Background Checks for ALL Volunteers

1. Must attend a meeting/orientation with a Family Literacy Center staff member. This meeting normally lasts less than an hour and will provide basic volunteer information.
2. Must provide complete names, addresses, phone numbers and emails of at least two personal or professional references. These must not be family members. Additional references may be requested.
3. The Family Literacy Center reserves the right to do background checks on all volunteers.

Responsibilities and Requirements for ALL Tutors

1. Must be able to read and write English proficiently and demonstrate those skills during training.
2. Must possess excellent communication skills and the ability to work well with others.
3. Must be prompt, dependable, kind, flexible, and empathic. Patience is important too.
4. Must be able to see well enough to differentiate large print.
5. Must be able to hold and control writing instrument well enough to print letters and complete other tasks.
6. Must provide encouragement and support for the student in their literacy efforts.

7. Must adhere to all Family Literacy Center policies.
8. Must keep accurate records of tutoring hours, preparation time, and student accomplishments.
9. Must complete required tracking reports promptly and accurately.
10. Must meet with a student as scheduled, usually one to two times each week for one to two hours. Tutors are expected to work toward the student's goals.
11. Tutors must not provide any form of counseling.
12. Tutors are encouraged to contact the Family Literacy Center office with any questions or concerns.
13. Tutors must never meet with students for tutoring sessions in private homes. FLC will determine the best location for tutoring. Only approved public locations are allowed.

Other Important Information for all Volunteers: Keep Student Relationships Professional

Volunteers must not: provide transportation for nor accept transportation from students, loan or give money or goods to students, date a student, ask a student for help with personal problems, check out library books for students, ask students to baby-sit your children, nor baby-sit for a student's children.

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

Print Name

Signature

Date



Code of Respect Guidelines

The Family Literacy Center is committed to creating a positive learning environment. These guidelines establish our **expectations for students and volunteers**. It includes, but is not limited to:

- 1. Maintain a positive and professional attitude that allows for growth.** Come to the office ready to work or ready to work through concerns. Arrive on time or even early. Do not come to the office if you are sick. Do not come to the office if you are under the influence prescribed, over the counter, recreational, or other drugs/ medications that impair your ability to focus or learn. Avoid negative self-talk. Remember this is a learning and growing environment and your choices impact your success and progress. We want you to succeed!
- 2. Dress appropriately and maintain appropriate personal hygiene.** We would like you to brush your teeth, wear deodorant, wear clean, tidy, and appropriate clothes, etc. Please do not wear strong scents (perfumes, colognes, or other strong scents). If you need help getting appropriate clothing or hygiene products, please talk to us. We may be able to help.
- 3. Help keep our building in good shape.** Clean up after yourself. Wipe your feet. If you get out equipment, put it away. If you have coffee, wash your cup. And remember, you can volunteer to clean the office, pull weeds in the flowerbeds, paint a room, or provide supplies. We need your help.
- 4. Be ethical and courteous in all interactions.** Speak to others in a respectful manner. Show kindness and be polite and honest. Respect the personal property of others. Do not use racial or ethnic slurs or threatening language. Do not use your cell phone during sessions unless it is an emergency, or you are looking something up. Do not engage in any form of sexual harassment or innuendo.
- 5. Let us know when you are struggling.** Sometimes we have bad days, rough days, or days that we can't seem to manage. If you can't be at a meeting or a session, please cancel as early as you can. Try to reschedule. Be willing to share issues or concerns you have. Ask for help. We want to help and have access to a lot of information about community resources!
- 6. Let us know if you need to make a change.** Sometimes we need to change the times we meet, the topics we study, who we work with, or the materials we are using. Not everyone learns the same way. Give us the opportunity to help you make changes so you can continue to grow and develop. Don't quit because things get tough. Talk to our staff about changes you might want to make. We want to help.

We will work closely with our partner agencies and strive to support our students' and volunteers' efforts.

I am a Student Volunteer Other, please specify: _____

Print name: _____

Date _____

Signature

Board Approved 3-15-2022/msw



Family Literacy Center Permission to use Name, Images, and Statements

I give permission to the Family Literacy Center to publish my name, images, and statements. This will include content from interviews with the Center, statements I have made, pictures or videos taken by the Center, and other content about my participation in Family Literacy Center projects. These will be used in the Family Literacy Center newsletters, social media posts, websites, articles, or any marketing projects.

I understand that I may revoke this agreement by sending a written notification to the Family Literacy Center.

Participant's Name _____ Date: _____

Signature

I also give permission for the Family Literacy Center to use the names, images, and statements of my minor children in Family Literacy Center newsletters, social media posts, website, articles, or any other marketing projects.

Name(s) of minor children:

Signature

Date

*Board Approved 3-15-2022/msw
Replaces form "Permission to photograph"*



Family Literacy Center Student Confidentiality Policy

Update 05-16-2023/MSW

Family Literacy Center staff members and volunteers must ensure confidentiality and privacy concerning current or former student information. This includes, but is not limited to, names, contact information, history, records, testing results, and service provided. Student records, both paper and electronic, shall be kept private and confidential and will be secured when not in use.

Staff members and volunteers shall not disclose information about any student unless:

- Directly authorized by the student in writing.
- Or directly authorized by the Executive Director in writing,
- Or requested by properly executed legal documents/court orders (which will likely necessitate a consultation with an attorney).

In all the above instances, the specific content being released must be clearly stated and followed.

Additionally, staff members and volunteers:

- May only discuss student information with authorized individuals in the course of service to the Family Literacy Center.
- May not discuss specific student information outside of the Family Literacy Center.

Failure to comply with the confidentiality policy may result in immediate dismissal from employment and/or volunteer activities with the Family Literacy Center. Legal actions (civil or criminal) may be taken in response to violations of this policy.

I have read and understand the critical nature of this student confidentiality policy and will abide by it.

Staff Member or Volunteer Name (*Please Print*): _____

Signature: _____ Date: _____



Program Volunteers and Tutors Safety Policy *Public Locations and Transportation*

Tutoring Sites

The Family Literacy Center of Lapeer County (FLC) determines which public remote locations are approved for tutoring sessions. In most instances, we will strive to schedule tutoring sessions at our office in order to be able to provide materials, support, and guidance. If an approved remote location is no longer available, the tutor must contact FLC who will determine an appropriate alternate site. The FLC assumes no liability related to remote public locations. FLC does not provide transportation to these locations. Bus passes may be available in some instances. The Family Literacy Center is under NO obligation to place an individual as a tutor or volunteer.

FLC PROGRAMS AND SERVICES DO NOT OCCUR IN PRIVATE HOMES!

VOLUNTEERS CANNOT PROVIDE TRANSPORTATION FOR STUDENTS OR PROGRAM PARTICIPANTS.

VOLUNTEERS CANNOT ACCEPT TRANSPORTATION FROM STUDENTS OR PROGRAM PARTICIPANTS.

Violation of this policy will result in disciplinary action up to and including dismissal from the program.

I understand the importance of this policy. I have read, understand, and agree to abide by this policy.

Volunteer Name (Please Print): _____

Volunteer Signature: _____

_____ Date

Adopted by FLC Board of Directors 09-14-2004
Updated 6-10-2010
Reviewed 5-16-17
Revised & Reviewed 2-21-2023
Gdrive/mydrive/policies/tutors

Family Literacy Center

AFFIRMATION OF NON-DISCRIMINATION

The Family Literacy Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

The Family Literacy Center is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Adopted 4-9-2002
Reviewed/updated 2-21-12
Reviewed 03-16-17
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