



Volunteer Information Sheet

Interview/Orientation Date: _____

Please Print Clearly

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

Address: _____ Home Phone: _____
_____ Work Phone: _____
_____ Cell Phone: _____

Email: _____ Birth Date: ____ / ____ / ____

Gender: Male ____ Female ____ Were you born in the U.S.? ____ If not, where? _____

Marital Status: M ____ S ____ W ____ D ____ Spouse's First Name: _____

Education: High School ____ College ____ Post College ____ Other (*specify*): _____

Employment Status: Employed ____ Unemployed ____ Not in Job Market ____ Retired ____

Occupation: _____ Employer: _____

Volunteer Experience: _____

How did you hear about the Family Literacy 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 a successful volunteer? _____

May we publish your name or pictures of you as a volunteer and supporter? 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: _____

Email or Address _____

Length of time you have known this person: _____

2. Name: _____ Relationship: _____

Email or Address _____

Length of time you have known this person: _____

Volunteer Availability and Preferences Please check ALL that apply.

The best time 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 Basic Literacy Student____ An English as a Second Language (ESL) 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 Family Literacy Center program to the best of my ability. I will not discuss information about my student other than with authorized Family Literacy Center representatives. Further, I will use my training and supplies to work only with supervised Family Literacy Center students.

Signature

Date

Witness signature/ date: _____



PHONE: 810-664-2737

Ways I can Help at the Family Literacy Center

- Become a trained tutor ___reading ___math ___social studies ___science
If math, level preferred ___ Basic ___ Algebra ___ Geometry
- Helping plan the annual meeting , recognition dinner, and graduation party
- Helping coordinate volunteer activities
- Distributing flyers and other promotional materials
- Requesting donations for fundraisers ___by mail ___by phone ___in person
- Serving as a volunteer member of the Board of Directors
- Providing food and drink at meetings or trainings. I like to make _____
- Help with family programs (___daytime ___evening ___weekend)
- Speak or present about Family Literacy Center
- Clean the office
- Take photos or videos at events
- Write, edit, or proofread publications
- Help with mailings and copies
- Man information tables at events (Kindergarten Readiness, Fantasy Forest, Family Fun Day, etc.)
- Help to develop marketing strategies
- Web page, social media, or technical computer help
- Plow, and salt parking lot. Shovel sidewalks (winter)
- Weed flower beds
- Paint , repair, maintenance projects at our building
- Make calls to students, answer phone in office, file, shred, etc.

Other, Please describe: _____



Family Literacy Center Student Confidentiality Policy

FLC shall ensure confidentiality, privacy concerning names, history, records and discussions 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 Director 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. 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, understand and agree to the above statements.

Volunteer/Staff Name (please print): _____

Volunteer/Staff Signature _____ Date: _____

Adopted 09-2004



Family Literacy Center Safety Policy - Public Locations and Transportation

The Family Literacy Center of Lapeer County (FLC) provides tutors with suggested public tutoring locations such as libraries, churches, schools, township halls and our offices. Other public locations may be chosen at the discretion of the tutor and upon agreement with the student. It is the tutor's responsibility to notify FLC of the location where tutoring takes place. Family Literacy Center assumes no responsibility for these locations nor for transportation to these locations.

FAMILY LITERACY CENTER PROGRAMS AND SERVICES CANNOT OCCUR IN PRIVATE HOMES! EMPLOYEES, CONTRACTORS AND ALL VOLUNTEERS ARE PROHIBITED FROM PROVIDING TRANSPORTATION OR ACCEPTING TRANSPORTATION FROM STUDENTS OR PROGRAM PARTICIPANTS.

FLC 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 statements.

Please print name

Signature

Date

Adopted by FLC Board of Directors 09/14/04

Updated 6/10/10

Reviewed 3/16/17



Family Literacy Center Volunteer Tutor Eligibility & Guidelines

Volunteers are critical to the success of the Center. Qualifications may be altered as deemed necessary by the Family Literacy 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 empathetic and patient.
5. Must be able to focus on a task for at least 90 minutes and plan activities in advance.
6. Must possess 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 Family Literacy Center staff member. This meeting normally lasts 90 minutes and will provide basic program information.
2. Must provide the names, addresses and phone numbers of at least two personal or professional references.
3. Must attend and participate in entire tutor training (currently 14 hours) and demonstrate mastery of skills taught
4. Must, at least annually, attend at least one tutor-in-service training.
5. The Family Literacy 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 the 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 all Family Literacy Center 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 utilize the student computer learning center with their students in the hope that students will begin utilizing the learning center on their own. This will help advance their skills more quickly.
10. Tutors are encouraged to contact the Family Literacy 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 locations for tutoring.
2. Tutors must not loan or give students money or goods, date a student, 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 for a student's children.
3. Tutors are encouraged to volunteer for other activities with the Family Literacy Center as time and interest allow.
4. Tutors will work with people of diverse backgrounds and must do so without discrimination.

Print Name: _____ **Signature:** _____ **Date:** ___/___/___

Revision Approved 3-10-09

Family Literacy Center

AFFIRMATION OF NON-DISCRIMINATION

At a meeting of the governing board of the Family Literacy Center held on April 9, 2002 the board adopted a policy as follows:

"It shall be the policy of the Family Literacy Center to provide equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, parental status, handicap, membership in any labor organization, political affiliation, and, for employment only, height, weight, and record of arrest without conviction."

I certify that the practices of this organization conform to the policy of nondiscrimination stated above.

Mary Shelton-Wiese, Executive Director

Reviewed 2-21-12
Reviewed 03-16-17