



Tutor Agreement

In order to make a difference in someone's life and to be successful in your volunteer tutoring commitment, the following terms need to be followed:

- I have, or am currently enrolled and pursuing, a college degree.
- I will attend the training provided and ask for additional training as needed.
- I am willing to learn about different learning styles of my students and will be open to assistance and suggestions to improve my tutor experience and those of my student.
- I will report and discuss any difficulties in applying the reading program I was trained to implement with the CEO, COO, or designated training assistant at SDF.
- I am committed to working for a minimum of 60, one-hour tutoring sessions with my designated student. After 60 hours I understand that the student is reevaluated and may be offered up to an additional 40 hours of tutoring, which I am committed to providing.
- I will focus completely on the child during their tutoring session.
- I will be punctual, reliable and will communicate with the appropriate person if unforeseen circumstances arise and I am unable to tutor as planned.
- I will dress in a clean, neat and modest fashion when I am tutoring.
- I will be organized in my record keeping and will complete required time sheets with details of all the activities completed during each session.
- I will keep the CEO or COO informed of any schedule changes or inconsistencies in attendance.
- If I have arranged with SDF and the parent to tutor at a public library I will keep SDF informed of any proposed change in location or permanent change of tutoring day(s).
- I understand that all materials will remain at the SDF office or in my possession so it will be available to me at each session. All records and materials for my student will be kept in their designated folder.
- I agree to keep all student information confidential and protected.

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- I understand that I cannot make any diagnostic conclusions about my student. If a parent/guardian seeks any information regarding their child they are to be referred to the CEO of SDF.
- I agree to complete the necessary documentation prior to discontinuing with my student and will return the manual, unused workbooks and reading books, and session notes.

Volunteer Tutor Name (printed)

Volunteer Tutor Signature

Date