

Literacy Volunteers of Beaufort County

Volunteer/Tutor Intake Record

LVBC Job Title: Tutor _____ Board Member _____ Volunteer _____ Today's date _____
Certification date _____

Name: _____

Address _____

City/State/Zip _____

Email Address: _____

Phones: (H) _____ (Cell) _____ (Work) _____

OK to call at work? Yes _____ No _____

Date of birth ____/____/____ Male _____ Female _____

US Citizen? Yes _____ No _____ If no, years in US _____

Employer _____

If retired, previous occupation? _____

Second language? Yes _____ No _____ Speak? _____ Read? _____ Write? _____

Available to Meet: We know this can change over time.

	Morning	Afternoon	Evening
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Weekend	_____	_____	_____

Check all areas you feel confident in tutoring: Specialty area? _____

	Beginners	Intermediate	Advanced (GED)
Reading	_____	_____	_____
Writing Math	_____	_____	_____
Social Studies	_____	_____	_____
Science	_____	_____	_____
ESL (Second Lang.)	_____	_____	_____
Computers	_____	_____	_____

The following is requested for demographic purposes and grant applications:

Ethnic Group

Education

Employment Status

____ Native American

____ H.S. Graduate

____ Full Time

____ Asian

____ H.S. Diploma

____ Part Time

____ African-American

____ Some College

____ Retired

____ White

____ Undergrad. Degree

____ Unemployed, seeking work

____ Hispanic

____ Graduate Degree

____ Unemployed, not seeking work

____ Other

____ Other

____ Disabled

How did you hear about Literacy Volunteers of Beaufort County? (Circle any)

____ TV

____ Library

____ PR Talk

____ Radio

____ Special Event

____ Newspaper

____ Friend/Family

____ Other Literacy Org.

____ Other

____ Employer

____ Poster/flyer

List other volunteer involvement(s):

Organization

Position/Duties

Dates

Please list a person and their phone number that we may call for a reference:

In accordance with our Board policies, our office will conduct a background check

Date check completed _____ Results: _____

Tell us a bit about yourself. What you enjoy doing, fascinating facts, travels hobbies, family, etc. We are excited to get to know you and talents and interests you can bring to the organization:
