Hey Tutors!

Hello! We’ve had a wonderful year at San Francisco Students Back on Track and want to thank you for your continuing dedication and hard work. We are looking forward to having you back for the 2018-19 school year. San Francisco Students Back on Track will be back in session the week of September 17th, 2018 for tutoring.

If you will not be returning next year, please share with us why:
_______________________________________________________________________
_______________________________________________________________________

Here is a checklist of information you need to return to us so we can register you for our 2018-19 tutoring term:

- **Volunteer Application**
  We MUST have this new application because we update our database each year. Without this important information, the kids who need your help cannot be matched with tutors.

- **This Form**
  Please fill out the following information so we can register you as quickly as possible.

  - What is your name? __________________________
  - What is the name of your student? ______________
  - Do you want to continue with the SAME STUDENT if s/he is also returning? 
    __________YES __________NO
  If No, why: _____________________________________________
  _____________________________________________

  - Will you be able to start tutoring the week of September 17, 2018?
    __________YES __________NO
  If No, what alternative date would you be able to start: ___________________________

- **Please feel free to refer any friends or colleagues that you think would make an invaluable addition to our tutoring family.**

  Name:__________________ Email Address:__________________

  Name:__________________ Email Address:__________________
RETURNING VOLUNTEER APPLICATION

General Information

Today's Date: ......................................

Name: .............................................. ..............................................

Last First

Street Address: .................................................................

City, Zip Code: .................................................................

Home Phone: ......................... Work Phone: ......................... Cell/Pager: .........................

Occupation: ................................................................. Employer: .................................................................

E-mail: _______________________________________

Emergency Contact: ................................................................. Relationship: .................................................................

Emergency Contact Phone Number: .................................................................

Tutoring Sites and Times: All tutors are expected to commit to one session per week through the end of the school year. Please check all times for which you are available. Please consider a 3:30 time slot.

<table>
<thead>
<tr>
<th>Tutoring Site</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Third Baptist Church  1399 McAllister @ Pierce</td>
<td>Monday 3:30P-5:30P</td>
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</tbody>
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Please check subjects you would feel comfortable tutoring:

- Basic Math (add, mult, fractions, etc.)
- Geometry
- Algebra I
- Advanced Algebra
- Reading
- Writing
- Elementary Science
- Biology
- Chemistry/Physics
- Social Studies
- English as a Second Language
- Foreign Language

Please check areas of interest for other volunteering opportunities with San Francisco Students Back On Track:

- Special Events/Field Trips
- Computer/Technical Support
- Substitute Tutoring
- Public Relations/Fundraising
- Workshops
- Board Membership
- Enrichment Activities - See New Programs Below

**All Includes LEGO Robotics, Comic Illustration, Beginning Spanish, Speech & Debate, Study Skills, Basic Web Design, and Many More**

Black To The Future - GIRLS SATURDAY ACADEMY  University of San Francisco @ 2820 Turk Street| COMING JANUARY 2019

**For Girls Only K-12th grade** Transportation from SFSBOT will be provide

Saturday (2x/month) 11:00a-2:00P

Separate application will follow in separate email

San Francisco Students Back On Track strives to protect the privacy of its participants. For convenience and scheduling purposes will you give permission to disclose your phone number to the parent/guardian of the student with whom you are matched?  Yes  No

If Yes, please specify which phone number to disclose (circle one): Home  Work  Other:  ______________________
Commitment Policy
The purpose of the following policy is to ensure the success of the learning session.
San Francisco Students Back on Track urges that tutors and students be actively involved in the learning session through committed participation and enthusiasm. Tutors should participate fully by encouraging the completion of their student’s work and by keeping a weekly written record in the student’s learning log and having the student maintain their learning log.

1. All tutors must submit fingerprints for a background check prior to tutoring.

2. Tutors must make a commitment to reserve time for their student by:
   A. Calling 2 hours in advance if they will be late or cannot attend; and if unavoidable, at least an hour before session on that day.
   B. Not scheduling other appointments or activities during tutoring times; and
   C. Understanding that after three no-shows without notifying staff, San Francisco Students Back on Track will reevaluate your involvement in the program.

3. Tutors must make the commitment to take tutoring seriously by:
   A. Recording weekly activities, goals, achievements, and obstacles in the student’s file;
   B. Enforcing San Francisco Students Back on Track’s rules of behavior with students:
      • Speak respectfully and honestly with all adults and students
      • Respect other students’ learning
      • Respect site property
      • Respect other people’s property

4. Tutors must understand that they donate time and expertise to serve the students and their families. San Francisco Students Back on Track reserves the right to dismiss a volunteer at any time. After dismissal, volunteers must agree to cease all contact with any student with whom they have been associated at the program.

Offsite Policy
The purpose of this policy is to ensure the safety of our students and to protect the San Francisco Students Back on Track program.

No San Francisco Students Back on Track student is permitted to leave the San Francisco Students Back on Track premises without the written consent of a parent or guardian and without notifying San Francisco Students Back on Track within 24 hours of the date(s) in question.

If a tutor arranges to transport a student, San Francisco Students Back on Track requires a valid and current copy of the tutor’s driver’s license and proof of auto insurance in order to take any student(s) offsite. Parents are required to give San Francisco Students Back on Track written consent as well. San Francisco Students Back on Track is not responsible for any accidents or injuries incurred outside of San Francisco Students Back on Track premises during or after San Francisco Students Back on Track hours.

I have read, understood, and agreed to the above guidelines.

_________________________   /   /   ________________________
Volunteer Signature             Date                     Staff Signature

_________________________
Volunteer Name (print)