

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.*

<u>Third Baptist Church</u> 1399 McAllister @ Pierce		
Monday	<input type="checkbox"/> 3:30P-5:30P	
Tuesday	<input type="checkbox"/> 3:30P-5:30P	<input type="checkbox"/> 6:00P-8:00P
Wednesday	<input type="checkbox"/> 3:30P-5:30P	<input type="checkbox"/> 6:00P-8:00P
Thursday	<input type="checkbox"/> 3:30P-5:30P	

Please check subjects you would feel comfortable tutoring:

<input type="checkbox"/> Basic Math (add, mult, fractions, etc.)	<input type="checkbox"/> Geometry	<input type="checkbox"/> Algebra I	<input type="checkbox"/> Advanced Algebra	
<input type="checkbox"/> Reading	<input type="checkbox"/> Writing	<input type="checkbox"/> Elementary Science	<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry/Physics
<input type="checkbox"/> Social Studies	<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> Foreign Language:		

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

<input type="checkbox"/> Special Events/Field Trips	<input type="checkbox"/> Computer/Technical Support	<input type="checkbox"/> Substitute Tutoring	<input type="checkbox"/> Public Relations/Fundraising
<input type="checkbox"/> Workshops	<input type="checkbox"/> Board Membership		
<input type="checkbox"/> Enrichment Activities - <i>See New Programs Below</i>			
<i>**All Includes LEGO Robotics, Comic Illustration, Beginning Spanish, Speech & Debate, Study Skills, Basic Web Design, and Many More**</i>			
<u>Black To The Future - GIRLS SATURDAY ACADEMY</u> 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)	<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please specify which phone number to disclose (circle one): Home Work Other: _____	

Tutor Guidelines and Agreement

(PLEASE SIGN & RETURN TO SFSBOT STAFF)

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 24hours 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)