

# Volunteer Tutor for Literacy 2025

Ideally, plan to tutor twice a week for 30 minutes. ^

- If you are ages 15-17, check this box and talk to Linda for approval.
- If 18 or older, check this box. You must do a background check. Go to the police department and fill out a background check form to be a volunteer. **Due May 8<sup>th</sup>.** \*

**Tutoring Day Preferences choose 2 days<sup>^</sup>:** M Tu W Th F **Hours per week?** \_\_\_\_\_

*Please consider tutoring more than one youth. If you are only open for once a week talk to Linda for arrangements. If you are a teacher, you may teach more than one student at a time.*

**Circle Tutoring Time of Day Preference:** Morning (10-1) Afternoon (1-4) Evening (4-7) Anytime

Name \_\_\_\_\_ E-mail Address\* \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone (texting okay/best?) \_\_\_\_\_

Local Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

I will attend the Tutor Training:  Tuesday May 20, 11am or  make other arrangements

*Training will be an hour and a half and will explain lesson format. Teacher alternative: contact Linda for current year's program format.*

Additional Tutor Information:

- Library hours are M-TH 10am-8:45pm; Fri-Sat 10am-5:45pm.
- For questions or to make other training arrangements, please contact Linda, lashcraft@bcutah.gov or phone: 435-734-6495, you can leave a message. Literacy Office Hours: M, T, Th 10-1, 2-4.
- During the summer, you may use the Literacy office hours to bring concerns about tutoring and your students to Linda for advice on lesson plans.

## VOLUNTEER AGREEMENT AND CODE OF CONDUCT

- I will not betray the confidentiality of my student and will respect my student's dignity.
- If I am not available to tutor for a scheduled time, I will give the parents of my student sufficient notice.
- If I schedule a private meeting room in the library for my tutoring session, I will require the parent to stay in the room with my student and I for the entire tutoring session. If the parent needs to or wants to leave the room the tutoring session will end, and my student will need to leave with their parent.
- I understand that I am responsible to close (and lock) all doors the Library staff have opened for me in order to fulfill my tutoring as I leave at the end of my tutoring session.
- I understand all tutoring must be done in the Library and that meeting twice a week for thirty minutes is ideal for a student's improvement. Parents or a responsible adult person must stay in the Library during tutoring.
- I will not physically, verbally, or sexually abuse my student.
- I will not exploit my student for profit or personal gain.
- I will not use persuasion or coercion to influence my student to adopt a personal, political, or religious belief.
- I understand that my volunteer work does not create an employee/employer relationship with the Brigham City Library or Brigham City Corporation.
- I release the Literacy Program of Box Elder County, the Literacy Coordinator, Brigham City Library, and Brigham City Corporation from all liabilities, injuries, and/or claims incurred during my performance as a volunteer tutor.

\_\_\_\_\_  
Tutor's signature

\_\_\_\_\_  
Date