



# Literacy Volunteers of America

## Essex & Passaic Counties

www.lvaep.org

90 Broad Street, Bloomfield, NJ 07003 | (973) 566-6200 -- 195 Gregory Avenue, Passaic, NJ 07055 | (973) 470-0039

### Tutor Registration Form

Date: \_\_\_\_\_

Dates and Location of the Workshop you plan to attend: \_\_\_\_\_

Name: \_\_\_\_\_ ☐ Male ☐ Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephones: (Primary) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Secondary) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Other) (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

What is the best way for us to contact you? \_\_\_\_\_

ID# (last four digits of your Social Security number): \_\_\_\_\_ Retired ☐ Yes ☐ No

Profession: \_\_\_\_\_ Employer: \_\_\_\_\_

Ethnicity: ☐ White ☐ Black ☐ Hispanic ☐ Native American ☐ Asian ☐ Native Hawaiian

Transportation: ☐ Car ☐ Public Year of Birth: \_\_\_\_\_

Education: ☐ High School ☐ College ☐ Masters ☐ Doctorate ☐ Other \_\_\_\_\_

Teaching Experience: \_\_\_\_\_

Spoken languages: \_\_\_\_\_

How did you learn about LVA? \_\_\_\_\_

Have you ever been convicted of a crime? ☐ Yes ☐ No -If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### TUTORING PREFERENCES

What days/times are you available to tutor? \_\_\_\_\_

At which libraries are you able to meet your student? \_\_\_\_\_

***\*Please mail the completed Tutor Registration Form, Tutor Agreement, Photography & Publicity Consent Form / Release, and your \$50 registration fee to the 90 Broad Street, Bloomfield, NJ 07003***





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### **Tutor Agreement**

*As a trained LVA Volunteer Tutor, I understand that I am expected to:*

1. Review and abide by the conditions set forth in the LVA, Essex & Passaic Counties Eligibility Statement for Tutors.
2. Meet with my students at an LVA approved public tutoring site for minimum of two hours per week for at least one year and make up any missed sessions. *I understand that any extra time I can devote to my students will help them reach their goals more quickly and lead to better lives.*
3. Treat the student with respect, and honor the confidentiality of any information the student provides.
4. Complete and submit the **Student Monthly Attendance and Goals Form** every month for each student being tutored to the LVA office at Bloomfield Public Library.
5. Consult with the Tutor/Student Advisor if any problems arise or special guidance is needed.
6. Notify LVA in writing at least three weeks in advance, if I decide to leave the LVA volunteer program for any reason.
7. Return the course books, I Speak English and Tutor, which are on loan to me from LVA for the duration of my training as a volunteer tutor. I will not write in the books and will return them on the final day of training. I understand that multiple copies of each book are available at LVA's partner libraries for use as reference tools while tutoring my student(s).
8. Provide LVA with a one-time non-refundable \$50 registration fee prior to the start of training. The fee is tax-deductible and a letter certifying my contribution, for tax purposes, is available from LVA upon request. If this registration fee presents a financial hardship, it may be waived. LVA accepts TAX except contributions above and beyond the administrative fees.
9. I understand that when I complete the tutor training and become a certified LVA Tutor, I will also become a Voting Member of Literacy Volunteers of America, Essex & Passaic Counties, NJ, Inc. and eligible to vote at the Annual Membership Meeting and Awards Ceremony each year as long as I continue to be a Tutor in good standing.

**Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_





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### **Photography & Publicity Consent Form / Release**

I, \_\_\_\_\_, hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs, digital images/videos, or recordings made of me for use by the Literacy Volunteers of America Essex and Passaic Counties, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images/videos, or recordings in conjunction with my name.

I also give permission for the photographs, digital images/videos, or recordings to be used in their entirety and/or edited versions as deemed necessary by Literacy Volunteers of America Essex and Passaic Counties including the use of images on websites.

Furthermore, permission is also given for the photographs, digital images/videos, or recordings to be used by Literacy Volunteers of America Essex and Passaic Counties at any time in the future without further clearance from me.

I understand that these photographs, digital images/videos, or recordings may be used for marketing purposes (including websites) by Literacy Volunteers of America Essex and Passaic Counties.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of adult subject)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)





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### **Eligibility Statement for Tutors**

To be eligible for participation as a tutor in the LVA of Essex & Passaic Counties literacy programs, candidates will:

1. Be at least 18-years-old, be able to speak and understand English well enough to communicate clearly and demonstrate the ability to read well.
2. Demonstrate the desire to teach by participating in an 18-hour tutor-training workshop.
3. Demonstrate behavior appropriate to working one-to-one or in small groups with a student or students, which excludes such behavior as:
  - Insensitivity or disrespect toward others
  - Use of offensive language
  - Harassment (any behavior perceived as offensive, after being asked to stop)
  - Disruptive or loud behavior
  - Possession of a weapon or threatening behavior
  - A disregard to personal hygiene
  - Being under the influence of alcohol or illegal drugs
4. If you have a prior record of conviction, please explain on the Tutor Registration Form.
5. Be willing to commit two hours of instructional time per week for one year.
6. Agree to meet at an LVA approved public tutoring site (home tutoring is not permitted).
7. Be able to arrive at the designated tutoring site without assistance from LVA or the student (transportation of tutors by staff or students is prohibited).
8. Attend scheduled tutoring sessions regularly, arrive at these sessions on time, and notify LVA office at (973) 566-6200 ext. 217 or the student of any problems that would cause a change in schedule.
9. Respond to reasonable needs and requests of the learner (regarding materials, learning strategies, the learning environment, etc.).
10. Accept the LVA, Essex & Passaic Counties, policy of non-discrimination: LVA of Essex & Passaic Counties does not discriminate on the basis of race, creed, color, national origin, ancestry, ethnicity, religion, gender, age, physical appearance, sexual orientation, familial status or disability.
11. Provide LVA with a one-time \$50 registration fee prior to the start of training. The fee is tax-deductible and a letter certifying my contribution, for tax purposes, is available from LVA upon my request. If this registration fee presents a financial hardship, it may be waived.





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### Alternative Volunteer Opportunities

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephones: (Primary) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Secondary) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Other) (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Volunteer Opportunities

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Prof. Development</b> | <i>Organize and conduct tutor workshops in your adult literacy specialty.</i>                                   |
| <input type="checkbox"/> <b>Newsletter</b>        | <i>Collaborate with our newsletter (photography, articles, etc.)</i>  |
| <input type="checkbox"/> <b>Office</b>            | <i>Assist in our office on a regular basis or when needed (phone calls, filing, update mailing lists, etc.)</i> |
| <input type="checkbox"/> <b>Special Events</b>    | <i>Implement, organize, and/or assist (Annual Awards Ceremony &amp; others).</i>                                |
| <input type="checkbox"/> <b>Fundraising</b>       | <i>Solicit businesses, foundations, and collaborate in fundraisers.</i>   |
| <input type="checkbox"/> <b>Media</b>             | <i>Contact community groups, governmental agencies, newspapers, radio, and TV stations.</i>                     |

### Committees

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Board Development</b>         | <i>Collaborate on building an effective board of directors.</i>           |
| <input type="checkbox"/> <b>Business Development</b>      | <i>Collaborate on maintaining an effective business plan.</i>             |
| <input type="checkbox"/> <b>Marketing &amp; Publicity</b> | <i>Develop and maintain effective marketing and publicity practices.</i>  |
| <input type="checkbox"/> <b>Education</b>                 | <i>Process and communicate cutting edge approaches towards education.</i> |
| <input type="checkbox"/> <b>Fundraising</b>               | <i>Develop and implement effective fundraising strategies.</i>            |
| <input type="checkbox"/> <b>Special Events</b>            | <i>Create and coordinate special events.</i>                              |

**Please share with us how you see yourself contributing to further advance LVA's mission:**

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### **STUDENT AGREEMENT**

As an LVA Student, I am expected to review and carry out the following responsibilities:

1. Meet with my instructor for at least one year, two times a week, at least two hours per session for a **minimum of 16 hours per month**. Make up any missed hours, even for extended absences, or **risk termination from program**
2. Come to all classes on time and telephone my instructor at least 24 hours in advance if I cannot attend a session
3. Work with my instructor to plan homework assignments and demonstrate behavior appropriate to a positive learning environment
4. Meet with my instructor at an LVA approved public tutoring site **without children or other guests**
5. Arrange for my own transportation to and from the class (transportation of students by volunteers or staff is prohibited)
6. Contact the LVA office at (973) 566-6200 x217 or 225 if there is a change of address, phone number, or schedule
7. Come to the LVA office for testing purposes when needed
8. Advance at least one educational level within one year or 60 hours of tutoring, whichever comes first

As an LVA Student, I expect that I will:

- be provided small group instruction
- have every opportunity to improve job, life, or leisure reading skills
- have records kept in a confidential manner
- have LVA implement procedures and policies which protect my safety
- have the opportunity to volunteer my time to support LVA educational and organizational efforts
- provide LVA with my address, phone numbers, date of birth, level of education, occupation, place of birth, social security or Learner ID number, and other personal information (e.g. on Student Intake Form)
- be eligible for periodic letters of recommendation, as long as I meet the minimum number of participatory hours

NOTE: Tutoring services are provided at no cost to the student. However, there is a yearly non-refundable intake and testing fee of \$35.00 at the time of registration. LVA accepts TAX except contributions above and beyond the administrative fees.

The students' records developed and maintained by LVA will remain confidential, however, LVA must report students' statistical information to authorized agencies. Therefore, by signing this agreement I authorize LVA to disclose all information above.

I understand these above responsibilities and agree to follow them.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner ID#



LITERACY VOLUNTEERS OF AMERICA, ESSEX/PASSAIC COUNTY													Mail to: Literacy Volunteers of America Bloomfield Public Library 90 Broad Street Bloomfield, NJ 07003		Email to: dgraham@lvaep.org  Call in hours to: (973) 566-6200 ext. 217 or 225																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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<b>ATTENDANCE</b> Please complete a separate form for each student you tutor. Place number of hours tutored in the appropriate box (day and month). Next to number of hours you entered, place the Unit you taught on ESOL/BL Checklist. Next to the Unit you taught on the ESOL/BL Checklist, place the Unit you taught on the Civics Education Checklist. Your entry would look like this: "266" ("2" for hours; "6" for Unit 6 ESOL/BL; "6" for Unit 6 Civics Ed.)													<b>EFF GOALS</b>  Please complete a separate form for each student you tutor. Place a "√" and "date" next to each student's goal when attained.																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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As a worker</b> , your student has been able to: 1. *Enter Employment <input type="checkbox"/> 2. *Retain Employment <input type="checkbox"/> <b>B. As a learner</b> , your student has been able to: 1. Achieve work-based project learner goal <input type="checkbox"/> 2. *Enter Occupational Skills Training Program <input type="checkbox"/> 3. *Enter Postsecondary Education <input type="checkbox"/> 4. Improve basic literacy skills <input type="checkbox"/> 5. Improve English language skills <input type="checkbox"/> 6. *Obtain High School Diploma <input type="checkbox"/> 7. *Obtain Certification <input type="checkbox"/> <b>C. As a family member</b> , your student has been able to: 1. *Help more frequently with school <input type="checkbox"/> 2. *Increase contact with child(ren)'s teachers <input type="checkbox"/> 3. More involvement in child(ren)'s school activities <input type="checkbox"/> 4. Purchase books or magazines <input type="checkbox"/> 5. Read to child(ren) <input type="checkbox"/> 6. Visit the library (with/for child(ren)) <input type="checkbox"/> <b>D. As a citizen</b> , your student has been able to: 1. *Obtain citizenship <input type="checkbox"/> 2. Achieve civic skills <input type="checkbox"/> 3. *Increase involvement in community activities <input type="checkbox"/> 4. *Vote or register to vote <input type="checkbox"/> <b>E. Other(s):</b> _____ <b>STATUS</b> <input type="checkbox"/> Please place a "√" in the box if your student is no longer being tutored. <b>Reason:</b> _____			
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