

VOLUNTEER FORM

Literacy Volunteers of Southern Connecticut

Tutor/Volunteer Registration Form

Office:
___ LACES

Form Submission Date: _____

Volunteer Preference:

() ESOL Tutor () Board Member
() Office Staffing () Fundraising

First Name: _____

Last Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone Number(s) _____

Day: _____ **Cell:** _____

Gender: () Female () Male () Prefer not to say

Date of Birth: _____

Occupation: _____

Interests/Other Volunteering: _____

Prior teaching and/or tutoring experience?

() No
() Yes: _____

Availability to Meet *(Please check all that apply.)*

Weekdays: Morning ___ Afternoon ___ Evening ___

Weekends: Morning ___ Afternoon ___ Evening ___

Any specific days/times? _____

Type of Tutoring

() In person* () Online () Either / no preference

***If in person, where are you able/willing to meet?**

(Please check all that apply.)

() Milford () Orange () Stratford () West Haven

() Other: _____

Source/How did you hear about LVSCT?

() Friend/Family () Employer () Library () Poster

() Special Event () Web Site () Another Volunteer

() Other Agency/Organization: _____

() Other: _____

Please initial below after reading the policy documents:

_____ I read and understand the Anti-Discrimination, Harassment Policy and Photo Release form.

_____ I read and understand the Volunteer commitment letter.

For Office Use Only

Interview Date: _____ Interviewer initials: _____

Interview at: ___ Fannie Beach Office ___ Milford Library ___ Stratford Library ___ Other: _____

Notes:

Literacy Volunteers of Southern Connecticut

Anti-Discrimination Policy

This is to certify that Literacy Volunteers of Southern Ct (LVSCT) complies with all applicable local, state and federal anti-discrimination laws.

Sign _____ Date _____

Harassment Response Policy

Literacy Volunteers of Southern Connecticut (LVSCT) prohibits sexual harassment and harassment of any of students, clients, volunteers, employees and any other individual(s) who participate in any LVSCT activities or transact business with LVSCT. Prohibited conduct includes but is not limited to conduct on Literacy Center property, communication systems, during LVSCT sponsored events, and in connection with any other LVSCT business. Any such harassment is not condoned by LVSCT and will not be tolerated in our workplace, at work-related events, or while using electronic communications systems

In the event of any reported harassment, LVSCT will place the individual(s) on immediate suspension pending an investigation. If it is necessary to report the incident to local authorities and/or if any imminent danger or violence is readily apparent, the local Police will also be informed. Failure to report any type of harassment is grounds for corrective action, which may include termination of employment or services as a volunteer.

Sign _____ Date _____

Photo Release Form

I, _____, a volunteer/student of Literacy Volunteers of Southern CT, give my permission to take photographs of me and use them for any purpose promoting Literacy Volunteers.

I understand that I will not be paid for these photographs and have no rights to them. I am participating as a volunteer. I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied. I release LVSCT, its officers, employees and agents, from any and all claims of harm and liability as a result of any distortion, blurring, or alteration, optical illusion, or use in composite form, either intentionally or otherwise which may occur from making, showing, using or distributing these photographs/video.

I HAVE READ THIS RELEASE AND CONSENT FORM BEFORE AFFIXING MY SIGNATURE BELOW, AND I UNDERSTAND AND AGREE TO ITS TERMS.

Sign _____ Date _____



LITERACY VOLUNTEERS OF SOUTHERN CONNECTICUT

TUTOR COMMITMENT

To become a tutor with Literacy Volunteers of Southern CT, I understand that I need to be trained first.*
I therefore agree to one of the following training options:

1. Participate fully in the five-week training course by:
 - Attending all sessions or coordinating with the tutor trainer in case of a conflict
 - Completing all homework assignments/readings
 - Attending the follow-up tutor roundtable (about 6 weeks after the class ends)

OR

2. Complete the self-paced online training by:
 - Watching all five training videos
 - Reviewing the training manual and the book *I Speak English* (provided by LVSCT)
 - Meeting with the LVSCT program director and/or tutor trainer

**Note: If I have prior experience tutoring adult English language learners, I may choose to skip the LVSCT training. However, I will still meet with the program director and/or tutor trainer.*

As a tutor, I understand and agree to the following:

- I commit to serving for at least 1 year, meeting with my student for at least 1.5 to 2 hours each week, plus time for lesson preparation.
- I will notify my student at least 1 hour in advance if I need to reschedule or cancel a lesson.
- I will respect my student's right to confidentiality.
- I will submit monthly reports to the LVSCT office summarizing my preparation time, travel time (if applicable), tutoring hours, and student progress updates.
- My student and I will review the student's goals at least twice a year, and I will report these updates to the office.
- I will notify the office of any changes for myself or my student (e.g., pauses in tutoring, missed lessons, contact information updates, etc.).
- I will return borrowed materials (e.g., books, flash card sets, etc.) promptly.
- I will work with my student on a short, written piece for submission to the annual Multicultural Celebration.
- I will attend the Multicultural Celebration (if my schedule permits) and encourage my student to attend as well.
- I will participate in tutor roundtables during the year (as my schedule permits), and am willing to share experiences and tips with fellow tutors.