



Greenville • Greer • Simpsonville

## ANNUAL VOLUNTEER TUTOR AGREEMENT

*The mission of the Greenville Literacy Association (GLA) is to enrich our community by increasing the literacy and employability of our citizens. The purpose of volunteer-led instruction is to provide consistent and convenient tutoring opportunities where students can improve skills, experience success, and participate in a learning community.*

*This annual agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you both of our deep appreciation for your services and to indicate our commitment to do the very best we can to make sure your volunteer experience here is a productive and rewarding one.*

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I understand that I have made a commitment to my student(s) and will tutor a pair or small group. I understand that it takes time and patience to build confidence with the materials and establish a learning partnership with the student(s).

I understand that I will plan and tutor to the best of my ability, learning along with the students. I will build competence by asking questions, studying new resources, maintaining realistic expectations, participating in tutor observation and feedback, and attending periodic in-service training opportunities.

I understand it is my responsibility to provide the Program Manager with current attendance records, periodic updates on student progress, and prompt notification of my schedule change. I will notify the program manager if I need to miss more than 3 meetings in a session. I understand that the quality of the tutor/staff partnership can directly impact the success of the students(s).

I understand that I am required to respect both staff and students. I understand that I will meet with students in a public and secure place such as GLA learning centers, libraries, community centers, office buildings and churches. I understand that meeting in a private home is not an acceptable tutoring site. I understand that the students and I will not share rides or give or loan money to each other. I understand the need to maintain a professional relationship at all times and that romantic involvement is not allowed.

To be respectful of various religions and viewpoints, I understand that I will not incorporate religious-based instruction into my tutoring sessions.

I understand that as a volunteer I represent GLA in the community. I will support the mission of GLA and respect the confidentiality of student information.

I understand that the GLA learning centers are drug and alcohol free environments.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_

*This agreement may be canceled at any time at the discretion of the parties.*

**INFORMATION & PHOTO RELEASE**

I, \_\_\_\_\_, hereby give to the Greenville Literacy Association, Inc., its nominees, agents, and assignees, my free and unlimited consent to use, publish and republish, in furtherance of its work, information regarding my participation in a Greenville Literacy Association, Inc. program or in a Greenville Literacy Association, Inc. funded agency program. Greenville Literacy may use my visual/video/audio image or photograph, with or without identification of my name.

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Signature \_\_\_\_\_

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Date \_\_\_\_\_