## Sauk Prairie Area Literacy Council

## Tutor Registration Form

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

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Gender: F\_\_\_ M\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_Zip \_\_\_\_

Home phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we call you at work? Yes\_\_\_ No \_\_\_

Relevant volunteer experience, special skills, or interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area or field of work experience:

Highest level of education completed: High school \_\_\_\_ College \_\_\_\_\_\_\_\_\_

 Graduate school \_\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I speak the following languages (it is **NOT** necessary to speak a foreign language to become a tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student preference: Male\_\_\_\_\_ Female\_\_\_\_\_\_ No Preference\_\_\_\_\_\_\_

**Usually, tutors meet with students for 1-2 hours per session.** Please indicate the general times when you can meet with a student. Within each time slot, you may specify the hours of availability more exactly if you wish.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time of Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 9a.m. to noon |  |  |  |  |  |  |
| noon to 5 p.m. |  |  |  |  |  |  |
| 5 p.m. – 8 p.m. |  |  |  |  |  |  |

**POLICIES:**

* **All tutoring is to be done in a public place.** We recommend either the Ruth Culver Community Library in Prairie du Sac or the Sauk City Library.
* **All tutors must come to classes regularly and on time.** If you must miss a class or be late, please call your student and let them know as soon as possible. If you repeatedly arrive late or are absent without letting your student know, **we reserve the right to reassign your student to another tutor**

**FOR OFFICE USE:**

 Attended Tutor Preparation Workshop on \_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of student matched: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Match date: \_\_\_\_\_\_\_\_

 Date tutoring began: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date tutoring ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes**:**