

Tutor Registration Form

Neighborhood Outreach Ministries

West End Presbyterian Church

Information for new and returning tutors

Thank you for your interest in West End Presbyterian Church's Tutoring Program. Please fill out the following attached form to help us get to know you better and match you with a student. (**Returning tutors**—please fill out this information each year.) In a few weeks, we will contact you with your student's information.

Before registering, we want you to know a few things about tutoring:

- All families know that tutors are volunteers from our church who are offering to help children with homework, and most families are international families who come from different cultures. Often navigating the school system and dealing with deadlines and expectations are very new and usual experiences for the families.
- Tutoring is a relational ministry of our church. Because of the relational aspect, tutoring is different for each student and tutor depending on the needs of the student. The goal of the Tutoring Ministry is to love and serve students and families in Jesus' name. While academics are important; our goals are relational and Gospel-centered.
- Tutoring is for **one hour** once each week, and almost all of the tutoring happens at West End Presbyterian Church or at Henrico County Public Libraries.
- Each tutor is responsible for contacting his/her student **each week** to remind them about tutoring (trust us—this is necessary!)
- All tutors serve as crucial liaisons between West End Presbyterian Church/Neighborhood Outreach Ministries and your student and family. Tutors are expected to pass along information about Neighborhood Outreach parties, activities, and any needs or issues your student may have.
- If you have any questions at any time, please do not hesitate to contact Evelyne Cubahiro, Assistant Director of Neighborhood Outreach at 804.741.6562 or evelyne@wepc.org.
- By filling out the enclosed Tutor Registration Form, you are acknowledging that you have read and agree with the above statements.

<u>Office Use Only:</u>		
Date Form Received: _____	Student Name: _____	Room/Location _____
Tutoring Start Date: _____	Tutoring Day/Time: _____	

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Tutor's Information

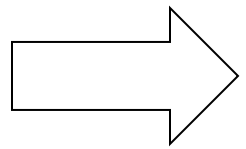
1. Name: _____
2. Address: _____
3. Phone: Home: _____ Cell: _____
4. Email: _____
5. Languages spoken (other than English): _____
6. Email is a good way to contact me:
 - Yes
 - No

Tutor Training:

1. I would like a "veteran tutor" to contact me about his/her tutoring experience:
 - Yes, please.
 - No, thank you.
2. I understand that I will need to attend a tutor training within 2 months of beginning to serve as a Neighborhood Outreach Tutor:
 - Yes
 - No

Tutoring Information

1. I would like to help a student in:
 - Elementary School
 - Middle School
 - High School
 - Any grade
 - Please place me with the child I tutored last year: _____



2. Please pick three times during which you can attend tutoring **for one hour** on one of the following days. **Tutoring will be for one hour once each week.** We will contact you with our selection and try to pair you up, according to your selections, with a student to be tutored.

★ **Monday**

- From 2:00-3:00
- From 3:00-4:00
- From 4:00-5:00
- From 5:00-6:00
- From 6:00-7:00

★ **Tuesday**

- From 2:00-3:00
- From 3:00-4:00
- From 4:00-5:00
- From 5:00-6:00
- From 6:00-7:00

★ **Wednesday**

- From 2:00-3:00
- From 3:00-4:00
- From 4:00-5:00
- From 5:00-6:00
- From 6:00-7:00

★ **Thursday**

- From 2:00-3:00
- From 3:00-4:00
- From 4:00-5:00
- From 5:00-6:00
- From 6:00-7:00

★ **Friday**

- From 2:00-3:00
- From 3:00-4:00
- From 4:00-5:00
- From 5:00-6:00
- From 6:00-7:00

★ **Saturday**

- From 9:00-10:00
- From 10:00-11:00
- From 11:00-12:00
- Any other time

Tutoring Location Rules

The Tutoring ministry involves a one-on-one session, one hour a week, between a West End Presbyterian Church Neighborhood Outreach Ministry volunteer and a child/youth. A tutoring session will be governed by the standards of conduct in the WEPC Safety Policy, in addition to an open-door policy, the notify rule, and a signed waiver statement by a parent or guardian of the youth or child acknowledging that this ministry is a one-on-one meeting.

WEPC's goal is to have each tutoring session in a populated location (in a room with other volunteers and tutors). However, WEPC may not always be able to guarantee that a session will be in a populated location. As a result, WEPC has an open-door policy, which requires all tutors to leave their doors open while in session, and/or meet in a room with a see-through glass window. WEPC also places other tutor/child sessions in adjacent rooms during the same time frame. Additionally, the notify rule requires all tutors to send a notification email to notify@wepc.org prior to their meeting indicating the time and location of their tutoring.

By signing the waiver statement, parents are acknowledging that tutoring may not always be in a populated place. The signed waiver allows a WEPC volunteer tutor to meet with a child or youth in a room with an open door or with a see-through glass window, while being governed by WEPC's Safety Policy.