

**Twin Lakes Literacy Council**

1318 Bradley Dr. #14  
Mountain Home, AR 72653  
[twinlakesliteracycouncil.org](http://twinlakesliteracycouncil.org)  
twinlakeslc@yahoo.com  
(870) 425-7323

**TWIN LAKES LITERACY COUNCIL  
TUTOR INFORMATION SHEET**

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

Last name \_\_\_\_\_ First name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

How did you hear about us? \_\_\_\_\_

Educational background \_\_\_\_\_  
\_\_\_\_\_

Please list any previous tutoring experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please indicate when you prefer tutoring:**

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ weekend \_\_\_\_\_

Morning \_\_\_\_\_ afternoon \_\_\_\_\_ evening \_\_\_\_\_

**Age group you prefer tutoring:**

Young children \_\_\_\_\_ middle school or junior high kids \_\_\_\_\_ high school \_\_\_\_\_

College students \_\_\_\_\_ adults \_\_\_\_\_

Would you prefer to work at a particular school? \_\_\_\_\_

**Subjects you would prefer to tutor:**

Basic math \_\_\_\_\_

Social Studies \_\_\_\_\_

Advanced math \_\_\_\_\_

Science \_\_\_\_\_

Beginning reading (alphabet & phonics) \_\_\_\_\_

Reading Skills \_\_\_\_\_

English as a Second Language \_\_\_\_\_

Grammar \_\_\_\_\_

Writing essays \_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TUTOR CODE OF CONDUCT

## Tutoring is wonderful, but be careful!

*Here are some general guidelines for good tutor-student relationships.*

Be careful of ...

...touching the student or invading his or her personal space. Respect your student's physical boundaries.

...meeting in private homes. Meet in public areas---the library, school, council office, etc.

...talking about your student so that other people can tell who he or she is.  
Respect your student's confidentiality.

...lending money to your student, accepting gifts, helping him move, or getting very involved in his or her personal problems. Stay focused on the student's educational needs.

...asking personal questions, giving advice, driving the student, telling the student to spend money or requiring that the student meet for sessions longer than 1--1 1/2 hours. Maintain good boundaries.

...criticizing the students, their parents or teachers. Try to model a good attitude.

...interfering with family decisions such as medicating the student, holding the student back a grade, testing the student for special education placement, or home schooling. Respect the decisions of the family.

...expressing anger, criticizing the student or comparing him to others. Offer praise, encouragement and re-direction.

...converting the students to your personal political or religious beliefs. Respect their personal beliefs.

...struggling with big problems with tutoring all by yourself. Call and ask the literacy council for help if you need it!

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Signature

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Date

## Confidentiality Agreement

Twin Lakes Literacy Council respects and appreciates its volunteers and students. To insure the privacy of all volunteers and students, we must insist that all involved with the agency refrain from talking about students and other volunteers to anyone except a staff member.

Sometimes, during the monthly tutor meeting, questions may be raised involving students and volunteers. Please do not mention names. Simply refer to the student as “Student A” or “Volunteer A”.

Your signature rendered at the bottom of this page indicates your agreement with this policy as well as your willingness to abide by the terms herein mentioned.

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Signature

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Date

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## **BACKGROUND CHECK**

Name:			
Date of Birth:		Home Phone:	
Address:			
City-State-Zip:			
Current Employer:			
Previous Employer:			
Social Security Number:			Gender:
What other cities and states have you lived in?			
Do you have a criminal Record?		Yes	No
If "yes" please explain:			
<i>By signing below, I give permission for the agency to complete preliminary background checks as needed to proceed with this application.</i>			
<i>I understand that all information provided and gathered through the application process is held confidential and not for public knowledge. This background check is done through The National Crime Information Center.</i>			
Signature:			Date:

For Office Use Only:  
Date application received: \_\_\_\_\_ Date background checks submitted: \_\_\_\_\_

Background checks received: \_\_\_\_\_ Orientation Scheduled: \_\_\_\_\_

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**Transportation Policy**

Twin Lakes Literacy Council is not responsible for the transportation of students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Photo Release Form**

**Please check one:**

\_\_\_\_\_ I give Twin Lakes Literacy Council the right to use my picture for publicity purposes..

\_\_\_\_\_ I do not give Twin Lakes Literacy Council the right to use my picture for publicity purposes.

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

# Tips for Successful Tutoring

- Sit beside your student or around the corner of a table; work together.
- Be careful not to do math problems for your student. Let the student work the problems while you listen to see how he or she works through each step.
- Review previous learning at the beginning of each lesson.
- If there is only one book, make sure it is directly in front of your student--not you.
- Strive for 80% - 90% success for your student. This means your student is mastering the material being covered.
- Watch your student's face. If you detect puzzlement, reteach; if you see frustration, change activities; if you see enlightenment, rejoice with the student; if you see pride, build on it.