



Literacy Volunteers of America

Essex & Passaic Counties

www.lvaep.org

90 Broad Street, Bloomfield, NJ 07003 | (973) 566-6200 -- 195 Gregory Avenue, Passaic, NJ 07055 | (973) 470-0039

Tutor Registration Form

Date: _____

Dates and Location of the Workshop you plan to attend: _____

Name: _____ Male Female

Address: _____

City: _____ State: _____ Zip: _____

Telephones: (Primary) (____)____ - _____ (Secondary) (____)____ - _____ (Other) (____)____ - _____

Email: _____

What is the best way for us to contact you? _____

ID# (last four digits of your Social Security number): _____ Retired Yes No

Profession: _____ Employer: _____

Ethnicity: White Black Hispanic Native American Asian Native Hawaiian

Transportation: Car Public Year of Birth: _____

Education: High School Bachelor Masters Doctorate Other _____

Teaching Experience: _____

Spoken languages: _____

How did you learn about LVA? _____

Have you ever been convicted of a crime? Yes No -If yes, please explain: _____

TUTORING PREFERENCES

What days/times are you available to tutor? _____

At which libraries are you able to meet your student? _____

***Please mail the completed Tutor Registration Form, Tutor Agreement, Photography & Publicity Consent Form / Release, and your \$50 registration fee to the 90 Broad Street, Bloomfield, NJ 07003**





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Tutor Agreement

As a trained LVA Volunteer Tutor, I understand that I am expected to:

1. Review and abide by the conditions set forth in the LVA, Essex & Passaic Counties Eligibility Statement for Tutors.
2. Meet with my students at an LVA approved public tutoring site for a minimum of two hours per week for at least one year and make up any missed sessions. *I understand that any extra time I can devote to my students will help them reach their goals more quickly and lead to better lives.*
3. Treat the student with respect, and honor the confidentiality of any information the student provides.
4. Complete and submit the **Student Monthly Attendance and Goals Form** every month for each student being tutored to the LVA office at Bloomfield Public Library.
5. Consult with the Tutor/Student Advisor if any problems arise or special guidance is needed.
6. Notify LVA in writing at least three weeks in advance, if I decide to leave the LVA volunteer program for any reason.
7. Return the course books, I Speak English and Tutor, which are on loan to me from LVA for the duration of my training as a volunteer tutor. I will not write in the books and will return them on the final day of training. I understand that multiple copies of each book are available at LVA's partner libraries for use as reference tools while tutoring my student(s).
8. Provide LVA with a one-time non-refundable \$50 registration fee prior to the start of training. The fee is tax-deductible and a letter certifying my contribution, for tax purposes, is available from LVA upon request. If this registration fee presents a financial hardship, it may be waived. LVA accepts TAX exempt contributions above and beyond the administrative fees.
9. I understand that when I complete the tutor training and become a certified LVA Tutor, I will also become a Voting Member of Literacy Volunteers of America, Essex & Passaic Counties, NJ, Inc. and eligible to vote at the Annual Membership Meeting and Awards Ceremony each year as long as I continue to be a Tutor in good standing.

Name (Please Print) _____

Signature _____

Date: _____





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Photography & Publicity Consent Form / Release

I, _____, hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs, digital images/videos, or recordings made of me for use by the Literacy Volunteers of America Essex and Passaic Counties, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images/videos, or recordings in conjunction with my name.

I also give permission for the photographs, digital images/videos, or recordings to be used in their entirety and/or edited versions as deemed necessary by Literacy Volunteers of America Essex and Passaic Counties including the use of images on websites.

Furthermore, permission is also given for the photographs, digital images/videos, or recordings to be used by Literacy Volunteers of America Essex and Passaic Counties at any time in the future without further clearance from me.

I understand that these photographs, digital images/videos, or recordings may be used for marketing purposes (including websites) by Literacy Volunteers of America Essex and Passaic Counties.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

(Date)

(Signature of adult subject)

(Address)

(City, State, Zip)





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Eligibility Statement for Tutors

To be eligible for participation as a tutor in the LVA, Essex & Passaic Counties literacy programs, candidates will:

1. Hold a high school diploma or equivalent and have the ability to speak, read, and understand the English language well enough to communicate clearly.
2. Participate in and complete an 18-hour tutor-training workshop.
3. Demonstrate behavior appropriate for working with small groups of students, which exclude:
 - Insensitivity or disrespect toward others.
 - Use of offensive language.
 - Harassment (any behavior perceived as offensive, after being asked to stop).
 - Disruptive or loud behavior.
 - Possession of a weapon or threatening behavior.
 - Disregard to personal hygiene.
 - Being under the influence of alcohol or illegal drugs.
4. To not possess any prior violent conviction records. Explain others on the Tutor Registration Form.
5. Commit to at least one year of tutoring, consisting of a minimum of two hours of instructional time per week, plus weekly homework assignments.
6. Meet at an LVA approved public tutoring site (home tutoring is not permitted) or be able to tutor remotely.
7. Be able to arrive at the designated tutoring site without assistance from LVA or the students (transportation of tutors by staff or students is prohibited).
8. Maintain a consistent schedule and attendance and notify the LVA office at (973) 566-6200 ext. 216 and the student(s) of any problems that would cause a change in schedule.
9. Respond to reasonable needs and requests from learners (regarding materials, learning strategies, the learning environment, etc.).
10. Accept the LVA, Essex & Passaic Counties, policy of non-discrimination: LVA, Essex & Passaic Counties does not discriminate based on race, creed, color, national origin, ancestry, ethnicity, religion, gender, age, physical appearance, sexual orientation, familial status, or disability.
11. Provide LVA with a one-time non-refundable \$50 registration fee prior to the start of training. The fee is tax-deductible and a letter certifying the contribution is available upon written request. If this registration fee presents a financial hardship, it may be waived through written request. LVA accepts TAX exempt contributions above and beyond the administrative fees.





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Alternative Volunteer Opportunities

Full Name: _____ **Date:** _____

Telephones: (Primary) (____) ____ - ____ (Secondary) (____) ____ - ____ (Other) (____) ____ - ____

Address: _____

Email: _____

Volunteer Opportunities

- Prof. Development** *Organize and conduct tutor workshops in your adult literacy specialty.*
- Newsletter** *Collaborate with our newsletter (photography, articles, etc.)*
- Office** *Assist in our office on a regular basis or when needed (phone calls, filing, update mailing lists, etc.)*
- Special Events** *Implement, organize, and/or assist (Annual Awards Ceremony & others).*
- Fundraising** *Solicit businesses, foundations, and collaborate in fundraisers.*
- Media** *Contact community groups, governmental agencies, newspapers, radio, and TV stations.*

Committees

- Board Development** *Collaborate on building an effective board of directors.*
- Business Development** *Collaborate on maintaining an effective business plan.*
- Marketing & Publicity** *Develop and maintain effective marketing and publicity practices.*
- Education** *Process and communicate cutting edge approaches towards education.*
- Fundraising** *Develop and implement effective fundraising strategies.*
- Special Events** *Create and coordinate special events.*

Please share with us how you see yourself contributing to further advance LVA's mission:





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Benefits of Joining LVA

Combined Literacy Tutor Training Workshops

- Eight tutor-training sessions a year

Tutor Support Workshops (professional development sessions)

- Meets monthly; 11 am to - 12:30 pm (*schedule may vary*)

Coffee Hour with Tutors

- Bimonthly meetings

Tutor Support Specialist

- Year around personalized tutor support

The Insider

- LVA's monthly newsletter

Success Stories

- Monthly tutor success stories

Volunteer Photo ID

- All tutors are provided an LVA volunteer photo ID

Regular follow-up calls

- LVA staff calls tutors weekly, monthly, and/or quarterly to check on progress

Conferences

- Literacy New Jersey
- New Jersey Association for Lifelong Learning

Annual Award Ceremony

- Held in October
- Awards and recognitions:
 - Tutor of the Year & President's Award
 - Most hours BL & ESOL
 - Most hours special programs
 - Years of service (2+ years)
 - Tutoring hours (75+ hours)

Employment opportunities

- *Tutor Trainer* (eligible to become paid tutor-trainer after one year of service)
- *Certified Teachers* (eligible to become paid teachers for ESOL classes with LVA partners)
- *Tutor Support Workshop* (eligible to become paid presenters)

Additional Benefits

- See the world through your students' eyes
- Build community and make new friends
- Personal and professional growth





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STUDENT AGREEMENT

As an LVA Student, I am expected to review and carry out the following responsibilities:

1. Meet with my instructor(s) for at least 6 months, twice a week, for at least two hours per session for a **minimum of 16 hours per month**. Make up any missed hours, even for extended absences, or **risk termination from program**. And, complete at least two hours of homework per session.
2. Come to all classes on time and telephone my instructor at least 24 hours in advance if I cannot attend a session.
3. Have my student photo identification card clearly visible when attending tutoring sessions, testing, and any other LVA activities and pay \$10 to reissue my card if it's lost, stolen, or misplaced.
4. Work with my instructor to plan homework assignments and demonstrate behavior appropriate to a positive learning environment.
5. Meet with my instructor at an LVA approved public tutoring site **without children or other guests**
6. Arrange for my own transportation to and from the class (transportation of students by volunteers or staff is prohibited) and be responsible for the cost of my educational materials and supplies.
7. Contact the LVA office at (973) 566-6200 x217 or x222 if there is a change of address, phone number, or schedule.
8. Come to the LVA office for testing purposes when needed.
9. Advance at least one educational level within 6 months or 60 hours of tutoring, whichever comes first.

As an LVA Student, I expect that I will:

- be provided small group instruction.
- have every opportunity to improve job, life, or leisure reading skills.
- have records kept in a confidential manner.
- have LVA implement procedures and policies which protect my safety.
- have the opportunity to volunteer my time to support LVA educational and organizational efforts.
- provide LVA with my address, phone numbers, date of birth, level of education, occupation, place of birth, social security or Learner ID number, and other personal information (e.g. on Student Intake Form.)
- be eligible for periodic letters of recommendation if I meet the minimum number of participatory hours.

NOTE: Tutoring services are provided at no cost to the student. However, there is a yearly non-refundable intake and testing fee of \$35.00 at the time of registration. LVA accepts TAX except contributions above and beyond the administrative fees.

The students' records developed and maintained by LVA will remain confidential, however, LVA must report students' statistical information to authorized agencies. Therefore, by signing this agreement I authorize LVA to share all my information with other state and local agencies.

I understand these above responsibilities and agree to follow them.

Name

Date

Learner ID#



**LITERACY VOLUNTEERS OF AMERICA, ESSEX/PASSAIC COUNTY
Student Monthly Attendance & Achievement Form – FY 2024-2025**

Tutor: _____ Student: _____

Contact Information
90 Broad Street, Bloomfield, NJ 07003
Bloomfield Public Library
info@lvaep.org -- (973) 566-6200 x225 or 217

ATTENDANCE

*Please complete a separate form for each student you tutor.
Place number of hours tutored in the appropriate box (day and month).
(For Internal Use Only: TA: Tutor Absent SA: Student Absent H: Holiday)*

ACHIEVEMENTS

Place a "√" next to each student's goal when attained.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1												
2												
3												
4												
5												
6												
7												
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27												
28												
29												
30												
31												
Total												

SAMPLE

A. Economic

- 1. *Enter Employment
- 2. *Retain Employment
- 3. Leave public assistance

B. Educational

- 1. Achieve work-based project learner goal
- 2. *Enter Occupational Skills Training Program
- 3. *Enter Postsecondary Education
- 4. *Obtain High School Diploma

C. Family

- 1. Help more frequently with school
- 2. Increase contact with child(ren)'s teachers
- 3. More involvement in child(ren)'s school activities
- 4. Purchase books or magazines
- 5. Read to child(ren)
- 6. Visit the library (with/for child(ren))

D. Societal/Community

- 1. *Obtain citizenship
- 2. Achieve civics skills
- 3. Increase involvement in community activities
- 4. Vote or register to vote

E. Other(s):

STOPPED
 Please place a "√" in the box if your student is no longer being tutored and notify the office ASAP.

Reason:

Tutoring Site: _____ Day(s): _____ Time(s): _____