



## Volunteer Tutor Agreement

As a volunteer tutor for Literacy Action of Central Arkansas, I understand and agree to the following:

1. **Confidentiality:** I understand that Literacy Action's services to its students are provided in confidence. Therefore, I will maintain the confidentiality of my student's information at all times.
2. **Commitment:** I will make every effort to fulfill my commitment to Literacy Action and my student. If I find that I am unable to do so, I will notify the Literacy Action office as soon as possible so that a replacement tutor may be found.
3. **Nondiscrimination:** I accept Literacy Action's policy to provide services without regard to race, religion, sex, national origin, age, disability, or sexual orientation.
4. **Tutoring Sites:** I agree to conduct my tutoring sessions in a safe, neutral, and public location such as the Literacy Action offices, a library, or place of worship. I further understand that home tutoring is not encouraged.
5. **Tutoring Sessions:** I understand that it is best if I meet with my student twice per week for 60–90 minutes per session. I will contact my student directly in advance of planned absences or if I expect to be late. I will also notify the Literacy Action office when my student and I will not be able to meet for a long period of time (e.g., for extended vacations, surgeries, or family issues).
6. **Record Keeping:** I agree to complete a weekly online report detailing my preparation time, mileage, and my student's instructional hours, progress, and goals met. I agree not to unsubscribe from Literacy Action's emails while I'm a tutor. I will also let the Literacy Action Office know of any difficulties I encounter in the tutoring process, or if my student and I stop meeting for any length of time.
7. **Termination:** I understand that Literacy Action reserves the right to terminate my volunteer status as a result of inappropriate behavior, which may include but is not limited to the following: harassment of students, staff, or volunteers; being under the influence of alcohol or illegal drugs; disruptive behaviors; possession of a weapon or threatening behavior; conviction for any crime of violence; or use of offensive language. I may also be terminated as a tutor for non-compliance with the above guidelines.

Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tutor Name Printed: \_\_\_\_\_

Literacy Action Staff Member: \_\_\_\_\_