



Volunteer Application

Mail completed form to address at bottom, or e-mail as a Word attachment to volunteers@delcoliteracy.org, or FAX to 610-876-5414.

Contact Information

Name		County
Street Address		
City ST ZIP Code		
Home Phone		Ok to call?
Work Phone		Ok to call?
Cell Phone		Ok to call?
E-Mail Address		

Personal Information

Gender	male <input type="checkbox"/> female <input type="checkbox"/>	Labor Status	retired <input type="checkbox"/> stay-at-home parent <input type="checkbox"/> employed <input type="checkbox"/> unemployed <input type="checkbox"/>
Occupation and place of employment			
If employed - does your employer have a matching gifts program?	yes <input type="checkbox"/> no <input type="checkbox"/>		
Birth Date (mm/dd/yyyy)			
Ethnicity	White/Other <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/>		
What is the best way to contact you?	home phone <input type="checkbox"/> cell phone <input type="checkbox"/> work phone <input type="checkbox"/> email <input type="checkbox"/>		
How did you learn about our Program?			
Have you ever been convicted of a felony or misdemeanor?	yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes, please explain.			

Education

Education Level (indicate highest completed)	
If applicable	
	State Certifications
	Non-state Certifications

Agency Information – to be completed upon completion of training by coordinator

Media Consent Form Received <input type="checkbox"/>	Criminal Check Received <input type="checkbox"/>	
Start Date/Date Matched ___/___/___	Inactive Date ___/___/___	
Tutor Assignment	Pair <input type="checkbox"/>	
	Group <input type="checkbox"/>	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekday afternoons Weekday evenings
 Weekend mornings Weekend afternoons Weekend evenings

Are you willing to work with a student with a learning disability? yes no

Please list the communities/libraries in which you would be willing to work		1.
2.	3.	4.

Interests

Tell us in which areas you are interested in volunteering – check all that apply

- One-to-One Tutoring***
 Classroom Assistant
 Small Group Leader

Other Interests

- Fundraising
 Event Planning
 Grant Writing
 Web Design/Maintenance
 Volunteer coordination
 Office/Administration
 Handyman / Gardening
 Community Outreach
 Training
 Public Relations
 Technology Infrastructure

Area of Preference for Tutors

Tell us in which areas you are interested in tutoring – please check one

- Reading/Adult Basic Literacy
 English as a Second Language
 GED preparation
 Math

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

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Specific Interest

What interests you about volunteering with our Program?

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Return on Investment

What do you hope to personally gain from volunteering with our Program?

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete, and I agree to abide by the Volunteer Tutor Expectations listed on page 4. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Volunteer Tutor Expectations

Please detach this page and keep it for your records.

Submitting the Volunteer Application to DCLC indicates that you have read these expectations and that you agree to adhere to them.

Type of Work

Volunteer tutoring in reading, writing, basic math, English as a Second Language, workplace literacy, and/or life skills.

Purpose

To help an adult acquire basic literacy skills and/or English skills and to use those skills to meet self-identified goals.

Place of Tutoring

One-on-one tutoring will occur in a public place in the community, such as a church or library. Students and tutors must travel to this neutral tutoring site independently of one another.

Frequency and Length of Sessions

The volunteer tutor and student will meet twice weekly for one-and-a-half hours each meeting. Lessons will be separated by at least one day to allow time for the student to complete independent work.

Duration of Tutoring Commitment

DCLC requires that volunteer tutors commit to a minimum of six months of tutoring an adult student, while realizing that measurable student progress often takes longer to achieve.

Duties

The tutor will **provide encouragement and support to the student** by:

- Helping the student develop self-confidence and a positive attitude toward learning by affirming the student's thinking and progress throughout the lesson.
- Showing respect for the student by listening to what the student has to say and by involving her/him in decisions about the learning process.
- Using materials and approaches that are suitable to the student's skill level and giving praise as the student progresses through these materials.
- Encouraging the student when she/he faces difficult material by being supportive rather than critical.
- Seeking to understand the psychological, emotional and physical problems that may cause a student to have difficulty learning to read or speak English.
- Being well prepared for each lesson and presenting lessons designed for the student as an individual.
- Seeking ongoing training and resources to keep tutoring skills up to date and as effective as possible.
- Reviewing with the student the work she/he has done independently.
- Meeting with the student regularly and punctually.

The tutor will **maintain good records and good communication** regarding her/his tutoring by:

- Submitting monthly reports of tutoring hours and the student's progress to DCLC in a timely fashion.
- Reporting to the ABE or ESL coordinator any issues or problems that arise, as well as any changes of address or phone number for tutor or student, as soon as possible.
- Maintaining the confidentiality of all information regarding the student and her/his lessons.

Volunteer Qualifications

- The volunteer must be at least 18 years old and have good literacy skills.
- The volunteer must attend a mandatory 10-hour tutor training.
- The volunteer should be interested in relating to a variety of people from different backgrounds.
- The volunteer should be friendly, patient, and optimistic, as well as have a sense of humor.
- The volunteer must submit an application and a PA State Criminal Background Check.
- The volunteer should demonstrate good communication skills, willingness to learn, and responsible work habits.