



C A B R I N I - G R E E N
Tutoring Program, Inc.

2010-2011 Volunteer Application

Fax to (312) 397-9141 or email to msjennifer@cabrinigreentutoring.org

Date of Application _____ Veteran Tutor: # of years you have tutored with CGTP _____

New Tutor: How did you learn about CGTP? _____

Personal Information: Please print or type neatly.

Name _____ I prefer to be called _____

Home Address _____ Apt. _____

City _____ Zip _____ Home Ph. _____

Cell Ph. _____ Work Ph. _____

Email Address (required) _____

Occupation _____ Employer _____

Work Address _____

Briefly describe your own educational background: _____

Demographic Profile: Please circle.

Gender: Male Female

Age: 18-30 31-40 41-60 Over 60

Ethnicity: African American Caucasian Hispanic Asian Other _____

*This information is for statistical and program use only, and will not affect your application.
The Cabrini Green Tutoring Program, Inc. does not discriminate against any applicants on the basis of gender, age, or ethnicity.*

Tutoring Preference: Please check the option you choose to commit to for the duration of the tutoring year.

- Full-Time Tutor:** One tutor and one child meet weekly throughout the school year. This preference requires weekly commitment to the child.
- Two-with-Two Tutor:** Two tutors are assigned to two children and meet weekly throughout the school year. These tutors work together each week. When one is absent, however, the other works with both children. *Please partner me with _____.*
- Two-with-One Tutor:** For those who want to tutor one child on a regular basis, but whose schedules will not allow them to commit to each week. Two tutors are assigned to one child. These tutors coordinate schedules so that either one of them is in attendance each week throughout the school year. Please indicate with which tutor you would like to coordinate. Occasionally CGTP can match you with another tutor if you prefer.
Please partner me with _____ OR try to find me a 2:1 partner.
- Substitutes:** For those who cannot commit to one night or to one child. Substitutes must attend orientation and training. These volunteers will be listed on a database of available substitutes. Regular tutors will contact them in the event that they need a substitute.
- Coordinators:** Outgoing personalities are needed as valuable coordinators each night. Coordinators get to know the children, tutors and program operations well and help the night run smoothly.
- Literacy Intensive Tutoring (LIT) Volunteer:** Tutor Mondays & Wednesdays with a struggling 1st or 2nd grader. Focus on improving his/her literacy levels, using the literacy curriculum provided. LIT tutors work with the same student all year.

Preferred Night for Tutoring: Please note that the tutoring session runs from 6:10-7:30PM

Monday Tuesday Wednesday

Student Preference: Efforts will be made to honor your preferences below, but cannot be guaranteed. Pairings are based on student need.

- Name of student during the 2009-2010 school year (Veteran tutors): _____
Would you like to work with this student again? Yes No
- If needing a new student, please indicate preferences: Boy Girl Grade (1-6) _____

What characteristics are you looking for in a tutoring student?

Are you interested in working with a child that may have special needs (ADD, ADHD, learning disability, social/emotional concerns)? _____

Tutoring Interest:

Please explain why you would like to volunteer as a tutor with CGTP this school year.

Describe your ideal student and tutor relationship.

References: Please provide two personal references who are not relatives. One may be a tutor with CGTP.

Name _____ Relationship _____
Email _____ Phone _____
Name _____ Relationship _____
Email _____ Phone _____

PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE SIGNING.

I am willing to volunteer with the Cabrini Green Tutoring Program, Inc. for the duration or remainder of the 2010-2011 school year, according to the schedule I have selected (full time, 2:1, 2:2, Sub or Coordinator). I am able to make this commitment to the child or children I plan to tutor.

I hereby give the Cabrini-Green Tutoring Program, Inc. my consent to review criminal or public records for any record of arrest or conviction concerning child abuse or related offenses. (*Note: All tutors, new or veteran, are required to complete a DCFS background check form within the first two weeks of tutoring.*)

I have also read and agree to the terms on the attached page.

Volunteer Signature

Date

The Cabrini Green Tutoring Program, Inc. reserves the right to reject any applicant.

Tutor Attendance: *CGTP recognizes that our tutors are generous volunteers who may have changes or unanticipated commitments in their lives that can result in their inability to complete the school year as a tutor. We would like to stress, however, that one of the greatest keys to successful tutoring is consistency and reliability, especially in the one-to-one format. Excessive absences and/or a deteriorating commitment on the part of a tutor can affect a child in a manner adverse to the goals and mission of CGTP. Please see the procedures for finding a substitute if needed. CGTP expects no more than four absences from a full-time tutor within a school year.

Student Attendance: CGTP makes significant efforts to maintain an average student attendance rate of 85%. The best way to ensure a high attendance rate from your student is to establish communication with him/her and a parent/guardian. Occasionally students are dismissed from the program for excessive absences. In this case, a tutor will be reassigned a student. We ask for your patience in this case.

Tutor Orientation: All new tutors are required to attend an orientation session September 21, 22 or 23 and the Tutor Training Conference on Saturday, October 9th, 2010. Those who enroll once the school year has begun should see the monthly orientation schedule online at www.cabrinigreentutoring.org. Veteran tutors are strongly encouraged to attend an orientation and the training conference.

Sexual Abuse and Misconduct Prevention: Mandatory prevention and sensitivity training will be included in the orientation.

Substitutes: In the case where a tutor needs to be absent for an evening, he/she is responsible for contacting and finding a trained and qualified substitute tutor from our database of approved and available substitutes.

Photos/Videos: CGTP often takes photos and videos during tutoring or related events. As a volunteer, your photo/video may end up on our website, in our brochure, or other publication in connection with CGTP for publicity or fundraising without requiring further approval.

Sharing of Information: CGTP shares tutors' email addresses with our students' teachers and vice-versa to help create a dialogue. If you have concerns about this, please contact the executive director. Erin McPartlin at emcpartlin@cabrinigreentutoring.org or 312-397-9119. We do not share your information with any other groups, unless specifically related to tutoring (partner tutors, parents, etc.).

Waiver: In consideration of being permitted to participate, I do hereby waive and release CGTP and all affiliates, directors, employees and volunteers from any and all claims of injuries, including death, property damage or loss, which may occur on account of participation in the program, including field trips and special events.

CGTP neither encourages nor endorses off-site, independent relationships and activities between tutors and students. If such relationships and/or activities are to take place independent of a tutoring session, CGTP is not responsible for accidents and/or incidents arising from such events.

Directions and Travel: CGTP is located at 2145 N. Halsted St, at the corner of Halsted and Webster, on the third floor of St. Vincent de Paul Center. Parking is available at 6:00p; enter directly behind the building off of Webster and follow down to the parking garage. Public Transportation stops are the Halsted Bus, Brown Line at Armitage and Red Line at Fullerton.

All tutors must check- in at the Tutor Table in the lobby each night that you tutor.



C A B R I N I - G R E E N
Tutoring Program, Inc.

Fax to (312) 397-9141 or email to msjennifer@cabrinigreentutoring.org