



BE A DC READS TUTOR!

APPLICATION

Mandatory DC Reads Meeting

Wednesday, September 7th, 7-8:30pm

Great Room B, Pryzbyla Center

TB Testing 5:00-7:00pm, Cost is \$10

Benefits

- A chance to go off-campus and engage with the surrounding Brookland community
- Working with some pretty amazing children
- Opportunities to develop your teaching, communication, and leadership skills
- Got work-study? Being a DC Reads tutor is the highest paying work-study job on campus, with an hourly rate starting at \$12
- Flexible hours

Eligibility

- Commit to at least one session per week for an entire semester.
- Submit a completed application to be a DC Reads tutor in person to Campus Ministry.
- Complete all requirements for your tutoring site (i.e. TB test, background check/fingerprinting, etc.) and attend training and orientation before starting.

Responsibilities

- *Be committed to tutoring your students at your assigned site for a full semester.* You might be the only academic support these students have. What you do is important.
- *Be present.* Show up consistently. Your students are counting on you to tutor at your scheduled time. If you're going to be absent, you must notify us ahead of time. Each tutor receives no more than 3 absences and must fill out a time sheet to document attendance.
- *Check your email!* Because so many people and schools are involved in DC Reads, good communication is essential. Tutors must check their CUA email daily and respond promptly when asked.
- *Attend all workshops and trainings offered.* On-going training is essential for your development as a tutor and for your students' success.
- *Be professional.* It doesn't matter whether you are a volunteer or work-study student; you are a representative of CUA and should act accordingly.
- *Be positive and flexible.* You are going to be dealing with children and many different community partners. Your understanding and patience is essential.

QUESTIONS?

For more information visit <http://dcreads.cua.edu/> or email us at cua-dcreads@cua.edu.

You can also find us on The Nest.

FOLLOW US!

@CUADCReads



<http://www.facebook.com/CuaDCReads/>



SITE DESCRIPTIONS

Beacon House

Beacon House is a grassroots organization that supports the Edgewood Terrace community. Based in an affordable housing complex, tutoring consists of one-on-one sessions on Tuesday nights in reading and math. On Saturdays, tutors facilitate experiments with the Beacon House Science club. Tutors work with students ranging from 1st grade to 8th grade.



Higher Achievement at Brookland Middle School

Higher Achievement is a nonprofit educational organization based in DC. CUA DC Reads has partnered with them in the past, and we are excited to renew our partnership now that they have expanded to Brookland Middle School just a few blocks away. Tutors will be paired with students as a mentor for 3 days a week and work on literacy and math skills. **background check/fingerprinting required*



Imagine Hope Community

Imagine Hope Community is a charter school with grades PreK-8. They utilize any and all space for tutoring from the cafeteria to the library to the hallways. As a tutor, you will focus on reading skills during the first part of the session and then help out in the after-school program Champions during the last half hour. **background check/fingerprinting required*



Reading Partners at Noyes Elementary

Reading Partners is an AmeriCorps program that provides one-on-one reading instruction in elementary schools. Reading Partners has a very structured curriculum for tutors to follow and tracks each student's progress so you can see how much they have improved by the end of the semester. Tutors will be working at Noyes Elementary, a DC public school. **background check/fingerprinting required*



Saint Anthony of Padua Catholic School

St. Anthony's is a Catholic school where tutors work with children in the after-care program by assisting children with their homework. Tutors typically work with children from 3rd grade all the way to 6th grade. **background check/fingerprinting required*



Washington Jesuit Academy

Washington Jesuit Academy provides education to boys from low-income communities. Tutors work with elementary and middle school-aged boys one-on-one with specific assignments or monitor small groups in study hall. Tuesday and Thursday afternoon sessions are with the 5th grade, while Monday, Wednesday, and Thursday evening sessions are with the 7th and 8th grades.





IMPORTANT DATES

****THESE EVENTS ARE MANDATORY FOR ALL TUTORS****

Mandatory Meeting

Wednesday, September 7th
7:00-8:30pm
Prybyla Center Great Room B

Tutor Training Day

Saturday, September 24th
9:00am-1:30pm
Caldwell Auditorium
*Breakfast will be served

On-site Orientation—TBA once placed

Fall 2016 Monthly Workshops

Wednesdays, 7:00-8:30pm
Caldwell Auditorium

October 12th
November 2nd
November 30th

TUTOR CHECK LIST

To Complete Before or During Mandatory Meeting

- Completed DC Reads Application:**
 - *Contact Info*
 - *Tutor Site, Time, and Day Preference* (filled out)
 - *Contract and consent form* (read and signed)
 - *Background statement* (read and signed)
 - *Questions* (completely answered by new tutors)
- TB Test**

To Complete ASAP after Mandatory Meeting

- Check results of your TB Test at Health Services**
- Fingerprinting and Background Check** (if required by your site)
- Any other supplementary materials required by your site** (any other applications, materials, or tasks will be sent to you once you are placed)
- Forward all confirmation letters/certificates to cua-dcreads@cua.edu to keep on file.**
- Training**
 - *Tutor Training Day Saturday, September 24th*
 - *On-site Orientation and Training* (TBA by site after you are placed)



Work-study students only

Work-study forms

- *Work-study authorization form* (Pick up at Career Services, 102 McMahon))
- *I-9 form* (available for completion at Career Services)
- *Direct Deposit Form*
 - Download here <http://careers.cua.edu/res/docs/DirectDeposit.pdf>
 - Submit to Payroll in Leahy

Online Human Resources Training (Work-study students only)

- Online FERPA Training <http://training.cua.edu/FERPA/>
- Online Harassment Prevention Training <http://training.cua.edu/harassment-prevention/>
- Online Compliance Awareness Training <http://training.cua.edu/compliance/>
- Online Privacy and Information Security Training <http://training.cua.edu/infosec/>
- Please forward all confirmation e-mails to cua-dcreads@cua.edu once you have completed the online Human Resources training.

**Only students who have been awarded federal work-study may be paid for DC Reads. Volunteers are always welcome, though! **

You may keep the first three pages of this document for your records and submit the following pages in-person to the DC Reads Coordinator in Campus Ministry (ground floor of Caldwell Hall).



TUTOR CONTACT INFORMATION

Last Name _____ First Name _____ MI _____

Student ID #: _____

Cell Phone # _____ Email: _____

Emergency Contact _____ (relationship to you) _____

Emergency Contact phone (day) _____ (evening) _____

Academic Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate/Law Student

Tutor Status: ___ New Tutor

___ Returning Tutor *How many semesters?* _____

Where did you tutor? _____

Work status: ___ Volunteer ___ Federal Work Study Student

Will you be using your work study funds for DC Reads? Yes ___ No ___

T-shirt size: _____

TRAINING & WORKSHOPS

ALL tutors are required to attend **Tutor Training Day on Saturday, September 24, from 9:00am-1:30pm.**

Will you attend? Yes ___
No ___ If not, why? _____

If you are a returning tutor, you will work the training day and receive further instructions. Contact cuadcreads@cu.edu with any questions or concerns.

ALL tutors are required to attend **ALL Workshops** to develop your tutoring skills. Workshops are **Wednesday nights 7:00-8:30pm once a month.**

If you cannot attend due to class/illness, please contact cuadcreads@cu.edu. You will be asked to complete supplementary work as make-up.

Literacy Strategies	October 12 th
Behavior Management Strategies	November 2 nd
End of Semester Reflection	November 30 th



AVAILABILITY

Name: _____

Email: _____

Please circle **ALL** the times you are **available** and willing to tutor.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners		9:30-12:30pm Beacon House
12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners		
1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	
	2:45pm-5:00pm Washington Jesuit		2:45pm-5:00pm Washington Jesuit		
3:30pm-5:30pm St. Anthony's	3:30pm-5:30pm St. Anthony's		3:30pm-5:30pm St. Anthony's		
4:30pm-6:45pm Washington Jesuit	4:00pm-6:45pm Beacon House	4:30pm-6:45pm Washington Jesuit	4:30pm-6:45pm Washington Jesuit		
5:30pm-8:30pm Higher Achievement	5:30pm-8:30pm Higher Achievement		5:30pm-8:30pm Higher Achievement		

- Travel times included. All sites walking distance.
- For FWS, you need to work 8-10 hours per week if you want to earn your entire award.



PREFERRED SCHEDULE

Now indicate your **PREFERRED** tutoring sessions by circling what you want ***your ideal tutoring schedule*** to be.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners	9:15am-12:30pm Reading Partners		9:30am-12:30pm Beacon House
12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners	12:15pm-3:00pm Reading Partners		
1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	1:30pm-4:30pm Imagine Hope	
	2:45pm-5:00pm Washington Jesuit		2:45pm-5:00pm Washington Jesuit		
3:30pm-5:30pm St. Anthony's	3:30pm-5:30pm St. Anthony's		3:30pm-5:30pm St. Anthony's		
4:30pm-6:45pm Washington Jesuit	4:00pm-6:45pm Beacon House	4:30pm-6:45pm Washington Jesuit	4:30pm-6:45pm Washington Jesuit		
5:30pm-8:30pm Higher Achievement	5:30pm-8:30pm Higher Achievement		5:30pm-8:30pm Higher Achievement		



DC READS TUTOR CONTRACT

Please initial next to each statement and sign at the bottom.

AS A DC READS TUTOR, I AGREE TO:

- ___ Commit to DC Reads program for the entire semester. **Federal Work-Study tutors: I understand that I am considered a volunteer until my work-study confirmation email is received from Career Services. Also, if I run out of work-study money, I will complete the semester as a volunteer.**
- ___ Attend tutoring on every scheduled day. I understand that only two absences are permitted each semester and that there is no difference between an “excused” and “unexcused” absence. I also understand that three or more absences in one semester may result in dismissal from the DC Reads program and that I must contact the DC Reads Coordinator upon my third absence to establish a meeting to discuss my attendance
- ___ Contact my Site Supervisor, Team Leader, and DC Reads Coordinator as soon as possible when I am going to be absent.
- ___ Participate in all scheduled training. I understand that a missed training will count as one of my 3 allotted absences for the semester.
- ___ Dress neatly and professionally at the schools, obeying all site-specific dress codes. I understand that miniskirts, clothing with alcohol, drug, or tobacco symbols/trademarks, clothing with profane language, short-shorts, spaghetti-strap tank tops, halter-tops, and hats are **INAPPROPRIATE** and will not be worn to tutoring.
- ___ Respect the children and adults I work with. Respect the confidentiality of the children I tutor. I understand that anything revealed to me about his/her personal life is to remain confidential except in cases of suspected abuse, neglect, or other problems. I understand that if I do suspect abuse, neglect, or other problems, I will report this information as directed by my site supervisor.
- ___ Read my e-mail **every day** for DC Reads updates and **respond** if necessary.
- ___ I will not inappropriately touch the children on site. I understand that a pat on the back and a quick hug are appropriate ways to touch a child. I also understand that picking up a child, piggybacking a child, and allowing a child to sit in my lap are **INAPPROPRIATE** behaviors for a tutor.
- ___ Refrain from giving students medicine, money, candy, food, or gifts.
- ___ Submit negative tuberculosis (TB) tests to the DC Reads Coordinator **before** I begin tutoring. I understand that TB test results are valid for only **one** calendar year.
- ___ Always have another adult present when I am with a child in school.
- ___ Contact the DC Reads Coordinator immediately with concerns or questions.
- ___ In addition to these requirements, I will comply with all requirements mandated by my specific tutoring site.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE REQUIREMENTS.

Print First/Last Name

Signature

Date



STUDENT CONSENT AND RELEASE AGREEMENT

This agreement is made effective this date _____/_____/_____

By and between The Catholic University of America, Washington, DC, a non-profit institution of higher education located at 620 Michigan Ave. NE, Washington, DC. (hereinafter “University”) and

Name

_____ (hereinafter “Student”), related to Student’s participation in the DC READS tutoring program.

This Agreement is designed to protect all participants in the DC READS tutoring program, including members of the University community such as but not limited to students, faculty, staff, and the agencies and individuals cooperating with the University in this program. Student must sign this Agreement, with parental or guardian permission if the Student is under eighteen (18) years of age, to indicate agreement with the terms and conditions herein.

Student acknowledges the following:

1. I understand that participation in the DC READS program is entirely voluntary and that any such off-campus program involves some element of risk. I agree that in consideration of being permitted to participate in this program, I will indemnify, defend, and hold harmless the University of America, its officers, agents, employees, successors, and assign from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any travel or activity conducted by or under the auspices of the DC READS tutoring program.
2. I understand that the University requires all students be covered by appropriate medical insurance and, as required by law, provide proof of immunization. My signature below verifies that I am in compliance with these requirements.
3. I agree to abide by the rules, regulations, procedures, and policies of the University and the DC READS program during my participation and to conduct myself in a safe and prudent manner.
4. I give my permission to the University to use information about me and any photograph or other likeness of me and any writing samples or quotes from me in promotional materials and/or publications developed, published, or otherwise distributed by the University related to the DC READS tutoring program.
5. I have read and understand the above provisions and agree to be bound by them, as indicated by my signature below.

The term of this agreement shall be effective for Student’s duration as a DC READS program participant from the date first written above.

NOW INTENDING TO BE LEGALLY BOUND, the parties hereto have caused their duly authorized representatives to execute this Agreement on the day and date first written above.

Student Signature (if 18 years of age or older)

Parent/Guardian Signature (if Student is 17 years of age or under)

Signature/Title of CUA Staff



STUDENT BACKGROUND STATEMENT

I, _____, wish to serve as a volunteer/work-study student through the CUA
DC Reads Program

I attest and declare that the following information about my background is true and accurate and that all documentation about me, from any and all sources and under any of my names, will confirm this to be true:

I have had the following findings or convictions:

Criminal convictions (other than minor traffic offenses)

Yes _____ (if yes, please explain in full on back of this document)

No _____

Disciplinary findings from high school or college/university

Yes _____ (if yes, please explain in full at the bottom of this document)

No _____

Signature

Date



QUESTIONS

For NEW tutors only. Returning tutors do not need to answer questions below. New tutors may answer directly on this paper or attach a separate sheet.

1. Why do you want to join DC Reads?
2. What challenges do you expect to face as a DC Reads tutor?
3. What previous experience do you have working with children?
4. What, if any, experience do you have working with people from different backgrounds?
5. How do you deal with stress? How will you balance your tutoring and class schedule?