



# Imagine Hope Community

Please print out a copy of this and read CAREFULLY based on your schedule. You **MUST** attend the orientation. If you cannot, please contact your site supervisor.

## **ORIENTATION DATE**

For NEW tutors: Thursday, February 4<sup>th</sup>

**ORIENTATION LOCATION:** On site

## **START DATE**

For both NEW and RETURNING tutors: Monday, February 8<sup>th</sup>

## **SITE LOCATION**

Imagine Hope Community Charter School  
2917 8<sup>th</sup> St. NE  
Washington, DC 20017

## **SITE TRANSPORTATION**

Meeting time: 20 minutes before tutoring time  
Where to meet: In front of Campus Ministry Office  
Type of transportation: Walking

Directions:

1. Head northeast on Michigan Ave NE toward Monroe St NE
2. Slight right onto Monroe St NE
3. Turn right onto 8th St NE
4. Destination will be on the left

## **FINGERPRINTING AND BACKGROUND CHECK**

Good for 2 years – if you are returning tutor to this site, you do not need to fulfill this requirement.

Location:

Cost: \$15

Central Business Services  
1634 I Street NW, Suite 402  
Washington, DC 20006  
202-628-3716  
Hours: Monday-Friday 9:00am-5:00pm

### Instructions for fingerprinting/background check:

1. Make sure you have \$15 cash with you
2. Metro to Farrugut North (red line)
3. Walk to Central Business Services (it's a small hole-in-the-wall type place) and complete fingerprinting.
4. They'll hand you a copy of your fingerprints, a manilla envelope, and an FBI form.
5. Complete the form and sign the back. Place form and fingerprints in envelope.
6. Mail envelope to FBI address listed at bottom of form along with additional \$18 (fill out credit card form or include check).
7. Email [cua-dcreads@cua.edu](mailto:cua-dcreads@cua.edu) to inform me that you've mailed it out.

### OTHER REQUIREMENTS

- TB Test (Copies must be turned in to Imagine Hope Community and DC Reads office before tutoring begins)

### IMPORTANT CONTACTS

#### Team Leaders:

- Stephanie Cardonne (Mon) [38cardonne@cua.edu](mailto:38cardonne@cua.edu)
- Niamh Hynes (Tue/Thur) [88hynes@cua.edu](mailto:88hynes@cua.edu)
- Christian Domaas (Wed) [25domaas@cua.edu](mailto:25domaas@cua.edu)
- Marissa Debrot (Fri) [32debrot@cua.edu](mailto:32debrot@cua.edu)

#### Site Supervisors:

- Erika Lovette (Reading Specialist) [erika.lovette@imagineschools.com](mailto:erika.lovette@imagineschools.com)