



# ADULT LITERACY @ THE LIBRARY

## ADULT LITERACY PROGRAM

### TUTOR AGREEMENT

#### ***Open a Book ~ Open a Mind***

After attending the Adult Literacy Workshop I will:

- Meet with my learner a minimum of 1 hour per week for 1 year.
- Meet with my learner in a Citrus County Public Library facility or other assigned location, and not in anyone's home.
- Come to my teaching sessions prepared and on time.
- Contact the coordinator and student if I am unable to teach.
- Communicate with the coordinator on my learner's progress and goal achievements.
- Book and/or cancel tutoring space, as needed.
- Protect my learner's confidentiality and respect his/her privacy.
- Complete and submit monthly reports on my volunteer hours to the coordinator.
- Understand that learners sometimes drop out, and after making an unreceptive effort to bring him/her back, that I will be matched with another learner.
- Have fun as I help my learner achieve his/her literacy goals.

**VOLUNTEER TUTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE PRINT NAME** \_\_\_\_\_

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