First United Methodist Church of Sarasota

**"Homework Helpers"**

**Volunteer Tutor Guide**

**THANK YOU!**

...for your dedication and service! You are the most important person in the HH Program!

The relationship that develops between you and the student will determine whether the experience is a good one for both you and the child. By giving your undivided attention to the child during your hour together, and by being dependable, friendly, understanding, and encouraging, your support can make a major difference in the life of your student.

**GENERAL INFORMATION:**

1. Please arrive 5-10 minutes before your student is scheduled. Sign the **TUTOR'S DAILY SHEET** at the Registration Table and place your Name Tag on your table. Help yourself to a coffee, beverage, and/or snack! Please take the table tent with your name on it to your desk.
2. Look for your student at the "Students Only" table, or wait at your desk if s/he is not there.
3. Notify the Registration Desk if your student has not shown up within 10 (ten) minutes after your start time. We will call the Parent/Guardian to find out the status. If a student does not arrive within 15 (fifteen) minutes, you may leave. (We tell the students and parents to let us know early if they cancel!)
4. Greet your student with a smile, and take time to get acquainted.
5. If students have no homework, you can review last assignments, do extra problems from their textbooks, or let them read from the books available. Ask if they need review help in other subjects. As always, the last 15 minutes can be an approved game.
6. After your session, please record the date and a very brief comment about the activity you completed on the lined paper in the **Student Folder**. This is very helpful for a substitute or if you want to review work that you have done earlier.
7. Before ending the session, please ask students to put away (clean up) games and reference materials in the same place that they found them, and put them neatly back on the shelves so the next student can find the materials easily.
8. If you wish to talk to a parent about a child's progress, please speak to them in the waiting area, and not in the study area, to ensure a quiet location for those still studying.
9. Please don't offer criticism of a teacher or of another's particular teaching method.
10. Remember, your primary purpose is to assist students with their academic work. Please avoid sermonizing or injecting your personal faith into your sessions. Instead, let your faith shine through your actions!

IMPORTANT NOTES

**BACKGROUND:** All volunteers MUST pass a background check, which is good for three (3) years.

**PLANNED ABSENCE:** Please fill out a **Tutor Absence Sheet** at least a day in advance if you know you will be gone beforehand. **DO NOT tell a student you will be absent! We will find a substitute for you!**

**UNPLANNED ABSENCE:** If you have a last-minute absence, please contact the **Director** as *SOON AS POSSIBLE!*

***PLEASE LOOK ON BACK FOR MORE IMPORTANT INFORMATION* **

**WORKING WITH STUDENTS AT OTHER TIMES**: Tutors are NOT to take tutoring assignments outside of the Church buildings. Parents have also been notified NOT to ask you to tutor outside the Church or at any other times!

**TRANSPORTATION:** Tutors are NOT responsible for their student's transportation. You are NOT to offer rides to or from the program. Contact the **Director** if your student needs transportation help.

**PROTECT YOURSELF:** You, the Tutor, are in control of the learning environment. Do not allow any misbehavior or unkindness. If, for any reason, you feel threatened by your student, or if they get "out of control", contact the **Director** IMMEDIATELY. Do not allow yourself to get into a physical confrontation with any student - yours or another Tutor's!

**AVOID NEGATIVE PERCEPTIONS:** To avoid any appearance of impropriety, a Tutor and a student should NEVER meet in a private area. ALL contact must be in the Teaching Area! Only a parent can meet with a child outside the Teaching Area.

**CALENDAR:** Please review the Calendar provided to you to make sure you are aware of what days there will and will not be tutoring sessions. Again, if you can't make a session, contact the **Director** IMMDIATELY! Do NOT tell your student you will be absent!

**CONTACT INFORMATION for the DIRECTOR:**

Ondie Vinson, Children/Youth Director

**Cell:** **(859) 490-0617**

**Email: ondievinson@gmail.com**

**CONTACT INFORMATION for the ASST. PASTOR FOR OUTREACH:**

Woody Woodward

**Cell:** **(207) 831-0888**

**Email: woodyfwoodward@gmail.com**