

800 Park Ave.
Plainfield, NJ 07060
908-757-1111 ext. 122

Date: _____

VOLUNTEER INTAKE FORM

<p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: (home): _____ Okay to call? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Phone: (cell): _____ Okay to call? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Phone: (work): _____ Okay to call? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E-mail: _____ Needs one? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Date of Birth: _____</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Place of Birth: _____</p>
	<p>Second language : _____</p> <p><input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p> <p>Native Language: _____</p> <p><input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p>

<p>Education: _____</p> <p><input type="checkbox"/> < 12 Grade</p> <p><input type="checkbox"/> H.S. Dipoloma</p> <p><input type="checkbox"/> Some College</p> <p><input type="checkbox"/> Undergraduate Degree</p> <p>Subject Area _____</p> <p><input type="checkbox"/> Grad/post</p>	<p>Employment: _____</p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Unemployment</p> <p><input type="checkbox"/> Not looking for work</p> <p><input type="checkbox"/> Unavailable for work</p> <p><input type="checkbox"/> Retired</p>
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What are your areas of interest?

Individual Tutoring Classes Citizenship Classes Office Helper ESL Conversation Classes
 Fundraising

Subject Area

ESL Basic Literacy Basic Math GED (Reading /Writing) GED Math
 Pre-GED Reading Pre-GED Math

Do you have prior teaching experience/training? If so, please specify. _____

Availability: Check when available & indicate time and subject

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Do you have any special skills?

Emergency contact: _____

Phone Number: _____

Relationship: _____

How did you hear about us? _____

Additional Notes: _____

Staff signature _____ Date _____



Plainfield Public Library Adult Literacy Department

800 Park Ave.
Plainfield, NJ 07060
908-757-1111 ext. 122

Volunteer/Tutor Responsibilities/Agreement

TUTOR RESPONSIBILITIES/ RULES / EXPECTATIONS

Tutors are expected to tutor at least one hour per week (plus prep time)

Tutors are expected to make a commitment of at least 50 hours. This usually takes about one year.

Tutors and learners must meet in a public place. Most tutors use the library, which is our preference, but, other public places, if necessary, are acceptable. Some possibilities are community centers, houses of worship, Barnes & Noble, McDonalds etc.

Tutors cannot transport learners in their cars or meet with students in their homes.

Literacy tutors are volunteers.....they do not get paid. Accepting "thank you" gifts is acceptable. Accepting payment (money) for services is not.

Literacy Tutors must be at least 18 years old.

Literacy Tutors will call the office or their students if they will be late to, or cannot attend, a session.

Unless they hold a teaching certification or are currently in a State-approved teaching preparatory program, Literacy Tutors must complete a Department approved training course and receive their Tutor Certification.

Tutors make monthly reports for each student assigned to them for one-to-one tutoring or small-group tutoring.

Tutors make a monthly reports for each class assigned to them. If you are assigned a class, you do not need to write a report for each individual student.

Reports are made online by completing and submitting the appropriate form available at <http://www.plainfieldlibrary.info> Click on Literacy under Departments. Alternatively, hard copies of the forms are available at the same web address, or in our office, and can be deposited in the literacy drop box outside the literacy office. These are the only acceptable forms of reporting.

Tutors will immediately notify this office of any issues regarding personal safety.

You can call us at anytime (908.757.1111 ext. 122) with questions, concerns or good news about your student's accomplishments.

We will do our best to provide support and materials to Literacy Tutors. Please give us adequate time to fill reasonable requests.

Tutors are expected to check their e-mail and respond in a timely fashion.

Tutors are expected to remain aware of current Department policy

I understand that any information received by a representative of LVPPL will be kept confidential unless used for reporting purposes.

Signature

Date

Witness

Sign _____

Date _____