



Tutor/Volunteer Registration Form

CONFIDENTIAL  
PLEASE PRINT CLEARLY

Email to: [volunteer@ftbendliteracy.org](mailto:volunteer@ftbendliteracy.org)

Today's Date: \_\_\_\_\_

Date (M/D/YR): \_\_\_\_\_  
Training Attended? Y \_\_\_ / N \_\_\_  
(M/YR) \_\_\_\_\_  
Volunteer ID Code: \_\_\_\_\_

Name \_\_\_\_\_  
FIRST MIDDLE LAST

Date of Birth (M/D/YR): \_\_\_\_\_

Gender (Circle): Male Female Other

Address \_\_\_\_\_

Place of Birth: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

If outside of US, # of years in US: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ OK to call? Y \_\_\_ / N \_\_\_

U.S. Citizen (Circle): Yes No

Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ OK to call? Y \_\_\_ / N \_\_\_

Emergency Contact:

Email address \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Languages Spoken: \_\_\_\_\_  
PLEASE LIST ALL PROFICIENCIES OTHER THAN ENGLISH

For Reporting Purposes Only  
PLEASE CIRCLE ONE

Ethnicity

Hispanic or Latino  
Not Hispanic or Latino

Education

< 12th Grade  
H.S. Diploma  
Some College  
Undergrad Degree  
Graduate Degree  
Doctorate

Source of Referral

TV Other Organization  
Radio Special Event  
Employer Tutor Referral  
Library Student Referral  
LCFBC Website Poster/Newsletter  
Social Media Other: \_\_\_\_\_

Race (circle one or more)

American Indian or  
Alaska Native  
Asian  
Black/African American  
Native Hawaiian or  
Other Pacific Islander  
White  
Prefer not to Respond

Employment Status

Full time Retired  
Part time Not Seeking Work  
Unemployed Seeking Work  
Disabled Other: \_\_\_\_\_

Current/Most Recent Employment

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Location: \_\_\_\_\_

Please let us know if your employer offers a matching-gifts program!

Availability (Time/Days):

If selecting multiple, please rank your preference

\_\_\_ Morning / Circle: 9am-10:30am 10:30am-12pm  
Please Specify Hours/Days: \_\_\_\_\_

\_\_\_ Afternoon / Between: 12pm-6pm  
Please Specify Hours/Days: \_\_\_\_\_

\_\_\_ Evening / Circle: 6pm-7:30pm 7:30pm-9pm  
Please Specify Hours/Days: \_\_\_\_\_

Instruction Preference:

If selecting multiple, please rank your preference

\_\_\_ ESL Group / Level \_\_\_\_\_

\_\_\_ 1 x 1 BL ESL Pre-Literacy  
Basic Literacy (R / W)  
Basic Math

\_\_\_ 1 x 1 GED Language Arts & Social Studies  
Math & Science

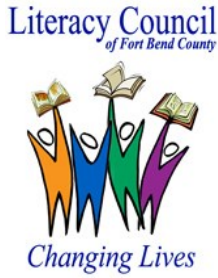
\_\_\_ Basic Computer Skills

\_\_\_ Citizenship

Preferred Location:

If selecting multiple, please rank your preference

\_\_\_ Sugar Land (LCFBC) \_\_\_ Sugar Land (Other) \_\_\_ Katy  
\_\_\_ Missouri City \_\_\_ Fulshear \_\_\_ Stafford  
\_\_\_ Richmond \_\_\_ Rosenberg \_\_\_ Fresno



# Literacy Council of Fort Bend County

AN AFFILIATE OF PRO LITERACY AMERICA

## Tutor/Volunteer Job Description

Volunteer tutors work with assigned students to teach Basic Literacy, English as a Second Language (ESL), Basic Computer Skills, or to provide additional assistance in GED preparation. Volunteers interested in leading a Citizenship Preparation class must first complete a training provided by USCIS. Once trained and certified by the Literacy Council, all tutors will maintain regular contact with the Program Director and report back with progress, attendance, successes, and challenges.

### Requirements:

- Strong communication skills, verbal and interpersonal
- Patience and compassion
- Commitment to the Literacy Council's mission and students learning improvement

### Onboarding Process:

- Required to attend tutor training
- Submit and pass a background check screening
- Submit a completed Tutor/Volunteer Registration form and signed Confidentiality Agreement
- Observe a class and/or contact your Tutor Mentor
- Follow-up conversation with LCFBC Program Director to schedule your class
- Review core curriculum materials & locate your tutor folder; review required documents
- Submit attendance sheets on a monthly basis
- Sign and date the Code of Ethics

### Ongoing Requirements:

- Attend at least three professional development in-services throughout the year, including Diversity Training
- Maintain a regular schedule of classes, tutoring between 1.5-3 hours each week
- Prepare lessons based on core curriculum provided by the Literacy Council
- Notify Program Director and/or students of your absences (in advance, when possible)
- Submit timely records of tutor and student hours
- Maintain regular contact with Program Director, respond to communications in a timely manner
- Uphold confidentiality agreement and report any concerns to Program Director or LCFBC Staff

### Position Location:

Literacy Council of Fort Bend County, 12530 Emily Court,  
Sugar Land, TX 77478 or other approved LCFBC Sites:

- Fort Bend Hope
- Grand Parkway
- Friends of North Richmond

### Position Duration:

A minimum of one academic semester

*The Literacy Council of Fort Bend County reserves the right  
to remove a tutor from the classroom at any time.*