Hillsborough Literacy Council

NEW TUTOR REGISTRATION

Become a Tutor

Who can become a tutor?

Any adult (18 years or older) with a high school diploma or GED certificate, a valid Hillsborough County Public Library card, and transportation can become a tutor.

What do tutors do?

The Hillsborough Literacy Council offers tutoring in two areas, Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL).

ABE tutors work with adults who would like to learn to read. Tutors work with students in one-on-one sessions.

ESOL tutors work with students who would like to learn to speak and read English. Tutors are matched with one student or a small group. ESOL tutors do *not* need to speak their student's native language.

ESOL and ABE tutors meet with their students once or twice a week for at least an hour. We ask our volunteer tutors to make a one year commitment to the program.

How do I become a tutor?

All volunteer tutors are required to attend a new tutor orientation and training session where they learn the fundamentals of the HLC tutoring program as well as tips for working with adult learners. Training sessions are held several times a year and last approximately 6 hours. Upcoming training dates can be found on the Important Dates tab on our website. There is a registration fee of $20.00 ($15 for those 65 years and older, $10 for Hillsborough County employees) for this training which covers all training materials and tutoring resources. Scholarships may be available if you are unable to pay this registration fee, please contact our office to find out if you qualify

If you are interested in attending one of our training sessions, please fill out the Registration Form and return it by email, fax or to our P.O Box.

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Today's date:					
PERSONAL INFORMATION					
Last name:	First:	Middle:	Birth date: / /	Age:	Gender: ❑ M ❑ F
Street address:	E-mail Address:		Phone number: ( )		
P.O. box:	City:	State:	ZIP Code:		
Hillsborough Library Card: 21667_____	Employer:		HC Employee Number (if any):		
VOLUNTEER/ WORK EXPERIENCE					
❑ Literacy Tutor / Teacher	❑ ESOL Tutor / Teacher	❑ Public / Private Teacher			
Special Skills / Education / Training / Languages?					
Previously worked for/ volunteered with the library system? ❑ Yes ❑ No					
Where?	When?				
Have you previously volunteered for the Hillsborough Literacy Council? ❑ Yes ❑ No					
Where?	When?				
How did you hear about us?					
BACKGROUND INFORMATION					
Omitting minor traffic violations and any offense committed as a minor which was adjudicated in a juvenile court or under a youth offender law, have you ever pled guilty to, been convicted of or pled *nolo cotendere* to any crime as an adult? ❑ Yes ❑ No					
Do you currently have any law violations pending against you? ❑ Yes ❑ No					
If you answered **YES** to either law violation questions, please provide the following information:					
Type of Violation:					
Date of Occurrence (s):					
City (ies) / State (s):					
Penalty (ies) imposed:					
I understand that a background check will be completed if accepted as a volunteer.			**I agree (Initial):**		
All volunteers will be required to provide ONE of the following forms of identification at training: Valid Driver's License, or valid State ID, student identification card, employee identification card, military identification card, passport, or visa, immigration record or consulate ID.					
Applicant Signature:		Date:			

OFFICE USE ONLY: Date Checked _____ Satisfactory Unsatisfactory Lit. Coord. _____/_____
Comments_____

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New Tutor Orientation

Payment of the $20.00 ($15 for those 65 years and older, $10 for Hillsborough County employees) fee may be made on our website using Paypal or you may mail a check or money order, made payable to the Hillsborough Literacy Council, along with your completed registration.

Registration and payment must be received at least one week prior to the training date selected. Please note that a minimum of 10 students is required for each training session. If we do not receive the minimum number of registrations, we reserve the right to ask registered participants to choose another date to attend training.

Date of Training Requested _____

Office use only: Payment received on:_____Amount_:_____

Payment Method ☐ PayPal ☐Check/Ck No._____