



**Madison County Adult Education
Volunteer Tutor Information Form**

NAME _____ E-MAIL _____

ADDRESS _____ PHONE _____

CITY, ZIP _____ CELLPHONE _____

DOB _____ EMERGENCY CONTACT NAME _____

EMERGENCY CONTACT PHONE _____ RELATIONSHIP _____

EDUCATION:

high school _____ some college _____ college degree _____ post-graduate _____

EMPLOYER _____ OCCUPATION _____

WORKPHONE (if calls are permitted) _____

In order to match you with a student we would like to know your preferences. Please mark any of the following that applies.

STUDENT: Female _____ Male _____ No preference _____

PROGRAM: Literacy _____ GED _____ English Language Learner _____

Other comments about preferences: _____

AVAILABILITY: M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

Morning _____ Afternoon _____ Evenings _____

Additional information about days and times: _____

If you wish to include other information you think would be helpful in making a good match for you with a student, such as hobbies, teaching experience, languages you speak, etc., please do so in the space provided below.

Please tell us how you learned about our opportunities for tutoring:

Radio _____ Newspaper _____ Service Organization _____

Another tutor or volunteer _____ Friends/family _____

Someone who has received our services _____ Other _____

Please share with us briefly why you want to become a tutor or volunteer in our program:

Things we'd like you to know: Please read the following and sign on the line provided.

**Learning to read or speak English takes time so we ask that you agree to volunteer on a set schedule as your time permits. Tutors are always welcome to work with GED students as well as, or rather than, working with adult reading students. The ideal tutor is patient, open-minded, flexible, and respects the confidentiality of individuals with whom they work.*

**Safety is an important issue. Our policy is that you meet your learner at a mutually agreed-upon public location approved by the program. Never tutor in a private home, particularly either your home or that of the learner. Never transport your learner or accept transportation from your learner.*

I confirm that the information provided herein is correct and that I have read the above information.

signature of volunteer applicant / date signed