

Dear Interested Volunteer:

Thanks for your interest in *English In Action*. Below is some information about our program and the role of our volunteer tutors.

Program Mission: To help immigrant adults gain the English language skills they need to function more effectively. All classes are taught by tutors in a one-on-one or small group setting.

Learners Served: Our learners come from around the world – over the years we have worked with people from over 20 different countries. Our learners join the program with a variety of goals; for example, some students wish to acquire the most basic English conversation skills, while others are working towards their GED.

Tutor involvement:

- 1) 1 hour of teaching/week (plus travel and preparation time), for a minimum of 6 months.
- 2) Attendance at a 3-hour, orientation training.
- 3) Attendance at a 3-hour, post-placement training.
- 4) Monthly reporting of volunteer hours and learner progress.
- 5) Annual evaluation of the program and your learner.
- 6) Optional advanced tutor trainings and gatherings are offered several times during the year.

Tutor Qualifications:

Tutors need no previous teaching or foreign language experience. Every volunteer has something unique to offer. It's our job to match tutor assets with learner needs.

Tutoring in our program is a great way to make a significant difference in another person's life. If you are interested in attending an Orientation training, please fill out the *Volunteer Tutor Intake Form* and return in the enclosed envelope. If you have any questions, please call 963-9200.

Sincerely,

Liz Penzel
Volunteer Coordinator

BRIDGING THE

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English **IN** Action

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COMMUNICATION GAP

Volunteer Tutor Intake Form

Name _____ Date _____

Mailing Address _____ City _____ Zip _____

Street Address (if different) _____ City _____

Place of Work _____ e-mail _____

Home Phone _____ Work Phone _____ Cell Phone _____

Best way to reach you _____

Gender _____ Age (optional) _____

How did you hear about the program? _____

Background Information (education, work experience, special interests & skills)

Foreign Languages Spoken (if any) _____ How well _____

What most interests you about becoming a volunteer tutor?
(continue on back if necessary)

For office use only:

Orientation: _____ Placed: _____ Learner: _____ Termin: _____

Post:

Exit: