



Tutor Checklist

AT SCHOOL ORIENTATION

- Turn in copies of all three clearances to School Coordinator
- Sign Volunteer Agreement

AFTER SCHOOL ORIENTATION

- Complete Evaluation

AT EACH TUTORING SESSION

- Sign the Tutor Attendance Log
- Follow & complete the Communication Log
- Complete the Family/Tutor Bookmark

THROUGHOUT THE SEMESTER

- Communicate with Coordinator and RSR staff regularly
- Notify Coordinator or RSR staff with questions as needed
- Notify Coordinator **and** RSR staff 24 hours in advance of an absence
- (Optional) Attend tutor get-togethers and additional trainings

END OF ACADEMIC YEAR

- Complete Evaluation