



TUTOR CONTRACT

Tutor Commitment

As a volunteer tutor, I agree to the following:

- To meet weekly with a learner whenever possible.
 - To attend a complete tutor training workshop series as necessary.
 - To attend in-service meetings according to interest.
 - To share tutoring challenges and successes with the coordinator
 - To help with the year end program evaluation. (What the tutoring pair has been working on and the number of volunteer hours.)
 - To respect the privacy of my learner. Lessons are confidential.
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Program Commitment

As the coordinator of the program, I agree to the following:

- To provide training to new volunteer tutors.
 - To contact tutor/learner pairs on a regular basis.
 - To provide on-going support to pairs by organizing in-services and other meetings or events.
 - To provide lesson materials and other resources as necessary.
 - To be available to consult with tutors and learners when requested.
 - To respect the privacy of tutors and learners.
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Confidentiality Agreement

Privacy is a very important right of all who are part of the Tri Community Adult Learning and Literacy Association (Tri-CALA). Each person, whether student, volunteer, or staff, must respect the confidentiality of all private information and materials. It is especially important that the identity of students be protected. A breach of confidence could be very damaging to the individual and to the program as a whole.

In smaller communities, careful steps must be taken to prevent breaking confidentiality. Tutors are encouraged to talk about literacy and Tri Community Adult Learning and Literacy Association (Tri-CALA), but should avoid using any details about the learner that might reveal his or her identity. Learners should never be identified without their explicit permission. This includes identifying learners to your family and close friends.

I, _____, will undertake to protect at all times the confidentiality of my position as a volunteer tutor. Keeping in mind the dignity of my learner, I will refrain from discussing or disclosing:

- learner names
- information collected
- any comment learners may entrust to me as part of my tutoring experience

I will not reveal any information unless my learner has specifically given permission for it to be shared.

Name

Signature

Tutor:

Coordinator:

Date:
