



VICTORY Tutorial Program VOLUNTEER APPLICATION

ALL APPLICANTS ARE REQUIRED TO COMPLETE A CRIMINAL BACKGROUND CHECK

Name:

Address: City / State: Zip Code:

Phone number (best number to reach you) Email:

Education:

Current Employer or Organization:

Tutoring Experience (none needed to qualify):

Volunteer Experience (describe briefly):

Desired Volunteer Location:

Desired Volunteer Schedule: Days Hours

Preferred Grade Level (check all that apply):

- Grades 1-3
- Grades 4-6
- Grades 7-9
- Grades 10-12

Preferred Subject Area (check all that apply):

- English
- Math
- Reading
- Science
- Social Studies

Other Subjects (please list):

Do You

- Read
 - Speak
 - Write
- a language other than English?

Which language(s)

Please list any hobbies or special skills

Do you have any physical limitations or medical conditions for which we should make accommodations?

- YES
- NO

If Yes, please explain

How did you learn about VICTORY?

For Staff Use Only

Interview Date: Training Date: Start Date:



VICTORY VOLUNTEER TUTOR

Job Description

- Completes a VICTORY Tutorial Program application and attends a one-hour interview and orientation session.
- Needs no previous teaching or tutoring experience. A VICTORY program specialist provides on-site support while tutoring sessions are taking place.
- Meets at a designated Austin Public Library Branch at a regularly scheduled time for a minimum of one hour a week for a semester.
- Tutors a student (grades 1 - 12) on a one-to-one basis.
- May assist a student with homework by explaining and practicing sample problems.
- Takes advantage of materials/resources provided by the VICTORY program specialist during the tutoring session.
- Reviews available student report cards, test results, and feedback from teachers and parents with the program specialist.
- Records the dates and times of all sessions in a tutor sign-in log.
- Completes Weekly Tutor Notes after each tutoring session listing the skills addressed and describing student behavior.



VICTORY Tutorial Program

Volunteer Release Form

I, , do hereby agree to indemnify and hold harmless the City of Austin and the Austin Independent School District (AISD) from any and all claims or causes of action that may arise out of performance with my aligned duties. I waive any right of action I have against the City of Austin in consideration of my participation as a volunteer for the city and AISD.

I realize that in my capacity as a City of Austin and AISD volunteer, I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my services as a volunteer.

I hereby agree to allow the City of Austin and AISD to request information from the references listed below regarding my character, morals, and skill level as they relate to the performance of volunteer services for the City of Austin and AISD.

Signature _____ Date _____

VICTORY TUTORIAL PROGRAM TUTOR POLICIES

Tutors of the VICTORY Tutorial Program provide assistance to students in 1st through 12th grades at several Austin Public Library locations. The following rules and policies are provided to ensure that the tutoring experience is worthwhile and beneficial for both tutor and student.

- 1) A minimum commitment of one school semester is asked of all tutors.
- 2) All tutors must attend an interview/orientation with the Program Specialist prior to beginning any tutoring sessions.
- 3) All tutoring must take place under the Program Specialist's supervision at the assigned branch location during hours that the library is open to the public.
- 4) To maintain confidentiality, tutors, parents, and students will NOT exchange phone numbers, home addresses or email addresses. All communication should be directed through the Program Specialist.
- 5) The dress and grooming of volunteers shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and the AISD/APL Volunteer Dress Code.
- 6) All electronic devices should be turned OFF during tutoring sessions. Personal laptop computers are not allowed except with permission and supervision of the Program Specialist.
- 7) If a tutor must miss a session, he/she will inform the Program Specialist as far in advance as possible.
- 8) Tutors are required to wait 15 minutes for a student. If the student has not arrived after that time, the Program Specialist may ask the tutor to work with another student.
- 9) Due to liability issues, tutors are not allowed to transport their students to or from a tutoring session.
- 10) Tutors should not give gifts to students. If a tutor feels that the student would benefit from a reward, he/she should discuss it with the Program Specialist.
- 11) Any tutor that has cause to believe that a child's physical health, mental health or welfare has been adversely affected by abuse or neglect by another person shall IMMEDIATELY make a report as required by law. *FAMILY CODE 261.101*
- 12) While volunteering for VICTORY, volunteers shall not engage in prohibited harassment, including sexual harassment, of other persons, including other volunteers, students or parents or any library staff.

I understand and agree to follow the Volunteer Tutor Policies of the VICTORY Tutorial Program.

Signed: _____

Date: _____

Staff Initials: _____

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications will be provided upon request. For assistance please call (512) 974-7400 or contact the branch manager.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal
APPLICANT or EMPLOYEE NAME (Please print)

history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	