

Rio Arriba Adult Literacy  
Volunteer Tutor Application Form

**Office Use Only**

Date \_\_\_\_\_ Training Date (M/Yr) \_\_\_\_\_ Interviewed by \_\_\_\_\_  
Photo Release [ ] Y [ ] N ESL \_\_\_\_\_ BL \_\_\_\_\_ DB \_\_\_\_\_ MC \_\_\_\_\_

**PLEASE PRINT**

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

\_\_\_\_\_  
MAILING ADDRESS: CITY STATE ZIP

\_\_\_\_\_  
HOME PHONE CELL, WORK, or MESSAGE PHONE

\_\_\_\_\_  
EMERGENCY CONTACT NAME/PHONE NUMBER/RELATIONSHIP TO YOU (spouse, friend, child, etc.)

DATE OF BIRTH \_\_\_\_\_ COUNTRY OF BIRTH \_\_\_\_\_

GENDER: M \_\_\_\_\_ F \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**EMPLOYMENT STATUS**

- Full-Time  Part-Time
- Homemaker  Retired
- Unemployed/seeking work
- Unemployed/ not seeking work
- Disabled
- Other \_\_\_\_\_

**RACE/ETHNICITY**

- American-Indian/Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Black/African-American
- White/Caucasian

**HISPANIC or LATINO** [ ] Yes [ ] No

**SOURCE OF REFERRAL**

- Library
- Newspaper
- Friend/Family
- Employer/Business
- College/School/GED program
- Special Event
- Poster/Flyer
- TV/Radio/Movie theater
- Website/On-line
- Other \_\_\_\_\_

**EDUCATION**

- Less than 12<sup>th</sup> grade \_\_\_\_\_
- High School Diploma or equivalent
- Some College; School \_\_\_\_\_
- Undergrad Degree, type \_\_\_\_\_
- Graduate Degree, type: \_\_\_\_\_

Prefer to be matched with (student): F \_\_\_\_\_ M \_\_\_\_\_  
No preference \_\_\_\_\_

**Availability**

Preferred tutoring location:     Española         other (where?)    

Day(s):     Mon         Tues         Wed         Thurs         Fri         Sat         Sun      
Times:     Morning         Afternoon         Evening (after 5pm)

**Applicable Work/Volunteer Experience**

OCCUPATION (or former occupation) \_\_\_\_\_

Location (City/State) \_\_\_\_\_

Organization: \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Position, Duties: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Reference**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

**Would you like to help RAALP in another volunteer capacity?** *(check any of interest)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Board Membership           | <input type="checkbox"/> Office Help                | <input type="checkbox"/> Public speaking  |
| <input type="checkbox"/> Catering/Cooking           | <input type="checkbox"/> Grant writing assistance   | <input type="checkbox"/> Web design       |
| <input type="checkbox"/> Accounting                 | <input type="checkbox"/> Legislative Advocacy       | <input type="checkbox"/> Fundraising      |
| <input type="checkbox"/> Public Relations/Marketing | <input type="checkbox"/> Assist Testing Students    | <input type="checkbox"/> Computer/network |
| <input type="checkbox"/> Outreach events            | <input type="checkbox"/> At tutor training sessions |   |
| <input type="checkbox"/> Other _____                |   |   |

**General**

Computer Knowledge / Experience: \_\_\_\_\_  
\_\_\_\_\_

Fundraising Knowledge / Experience: \_\_\_\_\_  
\_\_\_\_\_

Leadership/Training Experience: \_\_\_\_\_  
\_\_\_\_\_

Do you speak any languages other than English? *(not required)* \_\_\_\_\_  
\_\_\_\_\_

What are the main reasons why you want to become a Tutor/Volunteer? \_\_\_\_\_  
\_\_\_\_\_

Give any other information you would like us to know about you \_\_\_\_\_  
\_\_\_\_\_

PO Box 1113  
Española, NM 87532  
Lucero Center /  
Española Library  
Office: 505-747-6162  
Cell: 505-614-5748  
read@raalp.org

# Rio Arriba Adult Literacy Program

*Transforming Lives Through Literacy*



## Volunteer Literacy Tutor Agreement

In order to be certified as a volunteer literacy tutor, I understand that I must:

- Attend the pre-training orientation and a seven-hour training.
- Attend one informal 90-minute follow-up session.
- Commit to a minimum of two hours a week for at least six months with my adult learner.

I agree to assist my student by:

- Holding absolutely confidential any information that I obtain concerning the adult learner.
- Helping the adult learner set goals through student-centered instruction.
- Preparing in advance for each session.
- Waiting at least 15 minutes for the learner before leaving the meeting place.
- Informing the adult learner at least 24 hours in advance if a session must be missed.
- Arranging for a substitute tutor (with input from the RAALP office) if I'm unavailable for more than 3 consecutive weeks.

I will help maintain a professional atmosphere and high-quality Adult Literacy tutoring program by:

- Tutoring only in public places, never in my home or in the home of the adult learner. I will meet the adult learner at the meeting place; I will not transport the learner.
- Reporting volunteer hours (including preparation, tutoring, and travel time) on a monthly timesheet. Timesheet is available on-line at [www.raalp.org](http://www.raalp.org) or as paper copies.
- Attending professional development workshops and/or appreciation events. Yearly re-certification is dependent upon completion of one or more "continuing education" mini-workshops.
- Informing the program if the adult learner misses consecutive or multiple tutoring sessions.
- Completing an occasional "learner progress" questionnaire.
- Keeping the program informed of any changes in status, phone number, address, or tutoring availability.

The Rio Arriba Adult Literacy Program agrees to:

- Provide training, materials, resources and continued support.
- Offer workshops to support, retain and re-certify tutors.
- Be available to discuss the learner's progress; be available to meet with tutor and learner as needed. Provide information about materials and session preparation, answer questions and record hours.
- Encourage volunteer input and suggestions with regard to learner-centered instruction.

Literacy Volunteer \_\_\_\_\_ Date \_\_\_\_\_

RAALP Representative \_\_\_\_\_ Date \_\_\_\_\_

**Questions? Concerns? Call 505-747-6162 (office) or 505-614-5748 (cell)**

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