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Volunteer Tutor & Class Instructor Agreement

The undersigned individual (“Tutor”, “Class Instructor”, or “you”) agrees to adhere to the following terms and conditions as a participant in the Literacy Council of Frederick County’s (LCFC) volunteer tutoring and class programs:

Tutoring Program:

- Tutor LCFC student(s) approximately two hours per week for one year, so as to be on track to meet, at a minimum, 80 hours within a year. This can be accomplished with two hours once per week, or one hour twice per week (be sure to also plan for adequate preparation time).

Community Class Program:

- Conduct weekly class/es for a period of at least 60-90 minutes during a 10-week class session (fall, winter, spring, and/or summer).

Tutors and Class Instructors:

- All tutors and class instructors must meet students **only in public places**.
- All tutors and class instructors must **never accept or provide transportation** for students.
- Use LCFC recommended teaching and learning materials as a foundation for lessons, with the understanding that the Literacy Council also encourages creativity and adaptation to meet the needs and goals of students.
- Submit reports to LCFC on their students’ progress by the 5th of each month (for the previous month). Tutors and instructors will receive reminders and instructions on how to enter hours using the LACES software program.
- Tutors and instructors will receive a reminder after one and two months of non-reporting. Should the tutor or class instructor not submit missing reports after three consecutive months, and/or fail to submit any future monthly reports, they may be terminated from the program and their student(s) will be reassigned at the discretion of LCFC staff.
- Maintain a professional, working relationship with their students.
- Maintain students’ privacy and confidentiality, and that of their families.
- Refrain from accepting monetary gifts in exchange for tutoring services. Refrain from giving money to their students or their families or friends.
- Return any materials borrowed from LCFC to LCFC in a timely manner. All materials loaned to tutors and class instructors are loaned “as-is” and the tutors and class instructors are responsible for any loss or damage to borrowed materials.
- Notify their LCFC coordinator or program staff of any change in their contact information, or that of their students, as well as any issues or concerns involving students.

Tutor/Class Instructor Qualifications:

- Volunteer is at least 18 years of age.
- Volunteer demonstrates and maintains the ability to speak, understand, read, and write English proficiently, in order to communicate clearly.
- Volunteer has successfully attended and completed a Volunteer Information Session, LCFC Tutor Training Workshop, and/or Class Instructor Orientation or equivalent.

The LCFC staff and volunteers respect and work with people of all backgrounds without discrimination – including, but not limited to – race, ethnicity, culture, religion, age, gender, gender identity, national origin, veteran status, socioeconomic status, and disability. Harassment or discrimination of any kind will not be tolerated and will result in immediate dismissal from all programs conducted or sponsored by the LCFC.

This Volunteer Tutor & Class Instructor Agreement may be terminated by LCFC or the volunteer at any time and for any reason.

The tutor and/or class instructor consents to be photographed, including photography images and/or moving pictures and/or videotaped images, in connection with the tutoring services provided hereunder and does/___does not consent to collection and use of such photographs by LCFC for business or marketing purposes. *(Please check if you do not consent to the use of your photograph by LCFC.)*

Tutor and/or class instructor acknowledges that their signature on this document constitutes a waiver and release in full of all claims, liability, and damages of whatever kind or nature against LCFC, its directors, officers, agents, and employees as a result of the tutor or class instructor’s participation in any program conducted or sponsored by LCFC.

I have read and accept the conditions stated above. I agree to abide by the agreements set forth and acknowledge that any violation of this agreement may result in the termination of my volunteer engagement and association with the Literacy Council of Frederick County.

Printed Name of Volunteer

Signature of Volunteer

Date Signed

Address, City, State, Zip Code

Updated July 2023