

**VOLUNTEER/TUTOR CONTRACT**

Volunteer/Tutor Name: \_\_\_\_\_

As a volunteer/tutor of the Palmetto Literacy Council, I agree to abide by the following guidelines:

- ✓ I understand that all information I receive by the Palmetto Literacy Council (PLC) and my student is protected by privacy and confidentiality laws and/or policies and is not to be shared with people or entities outside of PLC.
- ✓ I agree to attend PLC training as scheduled/required. I agree to use the PLC program material and discuss supplemental material I personally find valuable with PLC.
- ✓ I agree to tutor each student two (2) hours per week. This can occur in one (1) session or two (2) sessions based on my agreement with the student. Tutoring will occur in a public setting to ensure the safety of both the student and myself.
- ✓ I agree to not transport a student **for any reason** at any time.
- ✓ I agree to notify (within a reasonable amount of time) my student(s) and the PLC office, if I am unable to meet.
- ✓ I agree to attend the initial student/tutor match meeting with an PLC staff member. This session will review student assessments, set student goals and create our tutoring schedule. *\*If after this meeting I do not feel I can best serve this student, I can decline this match and be reassigned to a different student.*
- ✓ I agree to submit monthly reports to the PLC office.
- ✓ I agree that I will not endorse any religious or political group during tutoring sessions.
- ✓ I agree to exhibit appropriate behavior at all times.
- ✓ I understand that I may be dismissed for misrepresenting my qualifications, not completing a training session as requested, not complying with stated responsibilities or disregarding tutor policies.

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date