

Application for 2010 Teen Tutor Program

85 Branch Street
Scituate, MA
02066
781-545-8727

Do you like helping people? Are you responsible, patient and good at explaining things to other kids?

Then you should apply to be a Teen Tutor. We are looking for a few excellent high school students to help staff our Homework Club!

This is a pilot program for October and November 2010 ONLY. We will evaluate the program in November and go from there.

*****Please return this completed application by September 27, 2010.*****

Name: _____

Address: _____

Email: _____ Phone: _____

Grade: _____ (We are only accepting High School students at this time.)

Are you over 18? yes no If no, please have a parent/guardian sign below.

_____ has my permission to participate in Scituate Town Library's Teen Tutor Program. S/he has reliable transportation to and from the library for training sessions and scheduled days during October and November 2010.

Signature

Date

Please print name: _____ Phone: _____

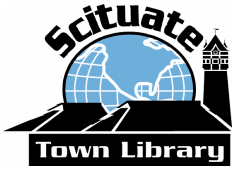
What is your favorite subject in school? _____

What extracurricular activities do you enjoy? _____

Besides the Teen Tutor Program, what other commitments do you have this fall?

Please return form to:

**Sharon Colvin, Scituate Town Library, 85 Branch Street, Scituate, MA 02066
By September 27, 2010**



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Please list any experience you've had with young people (grade 4 and up). _____

With what subjects are you most comfortable?

- | | |
|--|----------------------------------|
| <input type="checkbox"/> English/writing | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Math |
| <input type="checkbox"/> French | <input type="checkbox"/> Science |

Why do you want to be a Teen Tutor? _____

How did you hear about this program? _____

You are REQUIRED to attend at least ONE Teen Tech Training Session.
Please check one date:

- Wednesday September 29, 3-4pm
- Wednesday October 6, 3-4pm

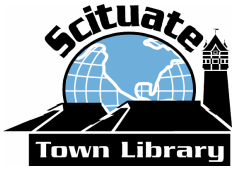
Please check all the WEDNESDAYS you will be able to attend Homework Club. You are REQUIRED to commit to at least THREE dates to participate in the Teen Tutor Program:

- Wednesday October 6, 4-5:30pm
- Wednesday October 13, 4-5:30pm
- Wednesday October 20, 4-5:30pm
- Wednesday October 27, 4-5:30pm
- Wednesday November 3, 4-5:30pm
- Wednesday November 10, 4-5:30pm
- Wednesday November 17, 4-5:30pm

***Please include a recommendation letter from a current teacher
(on the next page).***

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Teacher Recommendation Form

Student Name: _____ Grade: _____

Teacher Name: _____

School: _____ Subject: _____

How do you know this student? _____

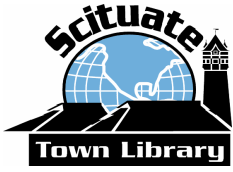
We are looking for mature, positive, reliable and patient students to provide basic homework help to students in grades 4 and up. Students do not necessarily need to have perfect grades.

Would you recommend this student for the Teen Tutor Program? yes no
Why or why not? (Feel free to attach a separate sheet if necessary.)

Signature

Date

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Teen Tutor Program Policies

- Schedules will be posted on October 1. You are responsible for checking the schedule for errors.
- Schedule changes MUST be done at least 2 weeks in advance. In the case of illness or emergency, the library must be contacted as soon as possible so that we can contact patrons.
- Homework Club starts at 4pm on Wednesdays. Teen Tutors should arrive no later than 3:45pm to help set up. Tutors are expected to stay until 5:30pm.
- Please dress appropriately when you come into work: clean clothes without holes or inappropriate slogans, no bare midriffs and no swimwear. Use your judgment. Anyone inappropriately dressed will be asked to change or go home.
- While part of the Homework Club, you are a role model. Watch your language, behavior and attitude. Please bring your own homework to do in case there is down time.
- While you are at the library for your scheduled time slots, you are here to help students. Please keep socializing to a minimum so that you can be available to people who are shy to ask for help.
- Punctuality is very important. Please call if you will be more than 5 minutes late. Two unexplained tardies (arriving more than 10 minutes late with no call) will result in exclusion from the Teen Tutor Program.
- No shows are inexcusable. You will receive one warning. The second no show will result in exclusion from the Teen Tutor Program.
- Tutors are required to wear a nametag while working.
- Tutors will be evaluated throughout the program and support will be provided if necessary.
- Tutors are part of the Homework Club and are not responsible for any one student in particular. Tutors are not expected to do SSAT, SAT, ACT or ISEE test prep tutoring.
- Tutors will never be left alone with patrons and are expected to ask for help when necessary.
- At no time will the Teen Tutor Program tolerate harassment, abusive language or behavior from or toward its participants. Any problems should be immediately reported to the Sharon Colvin, Teen Librarian or to Kathy Meeker, Library Director.
- Teen Tutors are not required to help patrons while using the library as a patron.
- Teen Tutors who comply with all policies are encouraged to ask Sharon for a letter of recommendation.

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