



Dr. Robert Dicker
Executive Director

LITERACY VOLUNTEERS of AMERICA, Essex / Passaic County

Home Page: www.lvanewark.org

Bloomfield College Office • 467 Franklin Street • Bloomfield, NJ 07003
Phone: 973-680-0300 / Fax: 973-680-1112; Email: lvanewark@verizon.net or lvaessex@verizon.net

Passaic Public Library Office • 195 Gregory Avenue • Passaic, NJ • 07055
Phone: 973-470-0039 / Fax: 973-470-0098; Email: lvapassaic@verizon.net

Tutor Agreement

As a trained LVA Volunteer Tutor, I understand that I am expected to:

1. Review and abide by the conditions set forth in the LVA, Essex/Passaic County Eligibility Statement for Tutors.
2. Devote a minimum of two hours per week for one year tutoring a student(s) assigned by LVA.
3. Treat the student with respect, and honor the confidentiality of any information the student provides.
4. Complete and submit the **Student Monthly Attendance and Goals Form** every month for each student being tutored to the LVA office in Newark.
5. Consult with the Tutor/Student Advisor if any problems arise or special guidance is needed.
6. Notify LVA in writing at least three weeks in advance, if I decide to leave the LVA volunteer program for any reason.
7. **All books are on loan to our tutors from LVA. Therefore, if you do not begin tutoring or if you are unable to continue tutoring, these books must be returned. Due to the costly nature of these materials, there will be a charge of \$20 per book if they are not returned.**

Name (Please Print) _____

Signature _____

Date: _____

An Accredited Affiliate



ProLiteracy America



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TUTOR REGISTRATION FORM

Date _____ Combined Literacy _____ ECG _____

Dates and Location of the Workshop you plan to attend _____

Name _____ Male _____ Female _____

Address _____

City, State, Zip _____

Home Phone _____ Business Phone _____ Email _____

ID# (last four digits of your Social Security number) _____

Occupation _____ Employer _____

Ethnicity _____ Transportation (car/public) _____

Year of Birth _____ Affiliation (if applicable) _____

How did you learn about LVA? _____

Education: Mark "C" for completed. If not completed, indicate number of years attended.

High School _____ College _____ Masters _____ Doctorate _____ Other _____

Teaching Experience _____

Tutoring Preferences: Mark "F" for flexible.

Student (age, sex, etc.) _____

Time (days, evenings, weekends) _____ Location _____

***PLEASE RETURN THIS FORM TO THE BLOOMFIELD OFFICE (over)**

