

PROJECT READ INFORMATION FOR PROSPECTIVE TUTORS

The following is basic program information which should be shared with anyone who expresses an interest in becoming a volunteer with Project Read. The recruitment of volunteer tutors is obviously essential to the success of our program. Please make sure that each prospective volunteer feels welcome when they call or stop by the office. Since that individual has taken the time to request information about our services, please make sure that you take the time to make them feel welcome, explain the program as well as you can, and thank them for their interest in Project Read.

Please cover each bulleted piece of information with the interested person upon initial contact, whether by phone or in person.

Brief overview:

- ❖ **Project Read is the Adult Literacy Program of the SF Public Library.**
- ❖ **A Project Read volunteer tutor works one-to-one with an adult learner who wants to improve his or her reading and writing skills.**
- ❖ **We serve English-speaking adults most of whom are reading below a 5th grade level.**
- ❖ **Tutor-learner teams meet at libraries, with the most requested meeting site being the Main Library.**

Requirements of Tutors:

- ❖ **Make a one year commitment to the program (vacations are okay).**
- ❖ **Meet with their learner once or twice a week for 2 hours at a time.**
- ❖ **Attend an orientation that precedes enrollment for the training. You may choose to sign up for training after the orientation.**
- ❖ **Attend all 5 sessions of the 12 hour training before being matched with a learner.**
- ❖ **We welcome a \$25.00 tax-deductible donation to help cover the cost of instruction and materials for the tutor training. This donation is completely voluntary.**

After covering all of these important points, **offer to send the individual a “Welcome Packet”** with additional information and the dates for upcoming training sessions.

When filling out the contact sheet for a perspective tutor, please ask him/her how they heard about Project Read and make a note in the appropriate space in the upper left of the form (under your initials).

If they are calling from another city in the Bay Area, direct them to a library-based literacy program closer to home, and then provide them with that contact information (see CLLS directory). The CLLS web site also has a zip code search that can be used to find nearest library literacy program -- <http://www.balit.org>