Project Read San Francisco Public Library: Learner Agreement

Welcome to Project Read! Here are some things that we ask of you to make sure that your tutoring is successful.

Be Dependable and Considerate

☐ Arrive on time.
☐ Call your tutor right away if you need to be late or need to reschedule.
☐ Keep your tutor’s and Project Read’s phone numbers with you.
☐ Use a calendar (Project Read provides free calendars to all learners – just ask).
☐ Project Read is a clean and sober space. Don’t attend a session if you are under the influence of alcohol or non-prescription drugs.
☐ Don’t wear scented products. Maintain good hygiene. (You will work in small spaces with people who have allergies, asthma, etc.).
☐ Turn off your cell phone (or at least put on vibrate setting) when at Project Read.

Keep Up the Good Work – Here and at Home
It takes consistent work to make progress with your reading and writing goals.

☐ Work with your tutor to find the right level of homework. Use your calendar to schedule time each week to work on it.

Maintain a Healthy Relationship
We do our best to match you with the right tutor to help you achieve your goals.

☐ Your tutor is a volunteer who donates his/her time to help you achieve your individual goals. He/she is not a professional paid teacher and this is not a classroom setting. Please be patient if he/she needs time to find answers to your questions or come up with new ways to help you.

☐ If anything isn’t going smoothly with your tutor please keep an open mind, give your tutor the benefit of the doubt, and try to work things out. If things aren’t working out call the Project Read office ☏ (415) 557-4388 ☏. (we will be happy to help).

Stay with us a While

☐ Do your best to work with Project Read for at least one year.

☐ If you need to take a long break or leave the program, please talk with your tutor and call the Project Read office right away. Our number is ☏ (415) 557-4388 ☏.

_________ _______ _______ _______ _______
Learner Name (Please Print) Signature Date