



## 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 ☎**.

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Learner Name (Please Print)

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Signature

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Date