Secretary of State Adult Volunteer Literacy Program
VOLUNTEER INFORMATION FY2016

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Name

Address __________________________ City _____________ State _____ Zip ________

Contact Phone # ________________________  Contact Phone # ________________________

e-mail ________________________________________________________________

AVAILABILITY

Available times for volunteering:
- Morning (9:00 am-1:00 pm)
- Afternoon (1:00 pm – 6:00 pm)
- Evening (6:00 pm – 8:30 pm)

Available days for volunteering:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Available for summer 2016 volunteering:
- Yes
- No
- Maybe

TUTORING SITES

Choose all that interest you:
- Freeport
- Stephenson Cty Jail
- Stockton
- Mt Carroll
- Lena
- Orangeville
- Galena
- Savanna
- Davis
- Forreston
- Warren
- Pecatonica
- Davis
- Pearl City
- Mt Morris
- Hanover

VOLUNTEER OPPORTUNITIES

Choose all that interest you:

Type of Tutoring
- Tutor only 1 student: plan lessons using materials provided by coordinator
- Tutor a variety of classroom students: use materials provided by instructor
- Team tutor a club/group – math, writing, reading or ELL (formerly ESL)

Reading
- Low level reading (alphabet, phonics, sight words, comprehension and writing)
- Intermediate reading (fluency, comprehension, grammar, vocabulary, writing)

Writing
- Writing (grammar, punctuation, essays)

Math
- Math (reasoning skills, geometry, algebra, percents, decimals)

ELL
- English Language Learners (formerly ESL)

Two qualifications that are vital for this program are academic competence and a genuine regard for others. Please sign if you feel you possess these qualities.

Signed ___________________________________________ Date ________________________
**REQUIRED INFORMATION FOR NEW TUTORS:**

Date of Birth  

Race:  
- Amer. Indian  
- Alaskan Native  
- Asian  
- Black  
- African American  
- Hispanic  
- Latino  
- Native Hawaiian  
- Pacific Islander  
- White  

Employer  

Work Hours  

May we contact you at work?  
- Yes  
- No  

Where did you hear about our program?  

Please describe any personal qualities, special skills or interests that you would bring to your experience as a literacy volunteer.

**REFERENCES**

Name  

Phone  

**EDUCATION**

Please list the highest degree achieved and subject area.
- High School Diploma/GED  
- Associate Degree  
- Vocational Certificate  
- Bachelor Degree  
- Some college  
- Graduate Degree  

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**OFFICE USE ONLY**

**PRE-SERVICE TRAINING (New tutors)**

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<th>Training Item</th>
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<td>Volunteer Information Meeting</td>
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<td>Online tutor training 1</td>
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<td>Group Training I</td>
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<td>Group Training II</td>
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<td>Online tutor training 3</td>
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<td>Observations of current tutors I</td>
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<td>Online tutor training 4</td>
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<td>Observations of current tutors II</td>
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<td>Online tutor training 5</td>
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<td>In-service programming I</td>
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<td>Online tutor training 6</td>
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<td>In-service programming II</td>
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<td>Online tutor training 7</td>
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<td>Mentor training</td>
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<td>Online tutor training 8</td>
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<td>Online tutor training 10</td>
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<td>Online tutor training 11</td>
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<td>Other:</td>
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<td>Online tutor training 12</td>
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**ADDITIONAL TRAINING (Current tutors)**

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