

**Secretary of State Adult Volunteer Literacy Program  
VOLUNTEER INFORMATION FY2018**

**OFFICE USE ONLY**

Date \_\_\_\_\_

Initial training date \_\_\_\_\_

Initial training hours \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Contact Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

**AVAILABILITY**

Available times for volunteering:

- Morning (9:00 am-12:00 pm)       Afternoon (12:00 pm – 6:00 pm)       Evening (6:00 pm – 8:30 pm)

Available days for volunteering:

- Monday       Tuesday       Wednesday       Thursday       Friday

Available for summer 2018 volunteering:

- Yes       No       Maybe

**TUTORING SITES**

Choose all that interest you:

- |                                     |  |                                   |                                     |
|-------------------------------------|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Freeport   | <input type="checkbox"/> Stephenson Cty Jail | <input type="checkbox"/> Stockton | <input type="checkbox"/> Mt Carroll |
| <input type="checkbox"/> Lena       | <input type="checkbox"/> Orangeville         | <input type="checkbox"/> Galena   | <input type="checkbox"/> Savanna    |
| <input type="checkbox"/> Davis      | <input type="checkbox"/> Forreston           | <input type="checkbox"/> Warren   | <input type="checkbox"/> Pecatonica |
| <input type="checkbox"/> Pearl City | <input type="checkbox"/> Mt Morris           | <input type="checkbox"/> Hanover  | <input type="checkbox"/> Lanark     |

**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
- Reading**               Low level (alphabet, phonics, sight words, comprehension, and writing)  
                                  Intermediate level (fluency, comprehension, grammar, vocabulary, and writing)
- Writing**               Grammar, punctuation, and essays
- Math**                   Percents, decimals, reasoning skills, geometry, and algebra
- ESL**                     English Language Learners

*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 \_\_\_\_\_  Full-time     Part-time

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.

<input type="checkbox"/> High School Diploma/GED	_____	<input type="checkbox"/> Associate Degree	_____
<input type="checkbox"/> Vocational Certificate	_____	<input type="checkbox"/> Bachelor Degree	_____
<input type="checkbox"/> Some college	_____	<input type="checkbox"/> Graduate Degree	_____

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