

**Secretary of State Adult Volunteer Literacy Program  
VOLUNTEER INFORMATION FY2022**

| OFFICE USE ONLY        |       |
|------------------------|-------|
| Initial training date  | _____ |
| Initial training hours | _____ |

Date \_\_\_\_\_  
Name \_\_\_\_\_

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

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

May I send you text messages?  Yes  No

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

**AVAILABILITY**

Available times for volunteering: (Place an "X" in the box for the day and time slots you are available)

| Times        | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| 9 am-12 pm   |        |         |           |          |        |
| 12 pm-6 pm   |        |         |           |          |        |
| 6 pm-8:30 pm |        |         |           |          |        |

Available for summer tutoring:  
 Yes  No  Maybe

Available for Saturday tutoring:  
 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  
 Tutor virtually using Zoom
- 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.*

Sign \_\_\_\_\_

**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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