

Volunteer Tutor “Intake” Process

As part of Calgary Reads risk management procedures the following **“intake process”** is conducted for each **Volunteer Tutor**.

Tutors are required to complete the following mandatory forms: (see Forms/Documents)

Volunteer Registration
Tutor Application
Code of Conduct

Upon completion of these mandatory forms, volunteers are asked to either fax/email or mail the completed forms to the CR office. Upon receipt of these forms a Calgary Reads staff member will contact the volunteer to conduct an **“Initial Screening”** interview over the phone, (approximately 10 minutes in length) at which time the volunteer will be asked to provide **(2) references** for their role as a volunteer tutor. (**Accepted References:** a former employer or volunteer manager; and a family member or friend) Volunteer tutors will register for an upcoming mandatory **Level I Tutor Training** session. The CR website displays the most recent **Tutor Training Schedule**. Mandatory attendance is also required for **Level II Tutor Training** after tutors have conducted 10-12 sessions with their student.

Volunteer tutors are required to complete, in-person, a **Calgary Police Service - Police Information Check for the Calgary Board of Education** and provide **(2) pieces of government issued identification**.

Two **“Reference Checks”** are conducted for each volunteer tutor prior to being placed at a Calgary Reads school.

Upon completion of the above mentioned forms/documents, training and reference checks, the volunteer tutor will receive a “Placement Letter” via email/mail to begin their role at a Calgary Reads school.

Volunteer Tutor’s are required to complete and fax to the Calgary Reads office a **“Volunteer Tutor Start Date Confirmation”** form on their first visit to the school.