



Marcus Garvey Leadership Charter School

COMMUNITY FOCUS GROUP

**VOLUNTEER TUTOR
APPLICATION PACKET**

INTRODUCTION

Thank you for your interest in becoming a tutor through the Community Focus Group (CFG) initiative. The community **must** get involved to ensure that every child can achieve academic success.

On May 17, 2011, a group of concerned citizens met to discuss the “Education Is a Civil Right” initiative, which focuses on the crisis we are facing in education. Information about this initiative can be found at the following websites:

- <http://www.nabse.org/civilright.htm>
- <http://www.educationisacivilright.com/>

The May 17 meeting resulted in the CFG’s formation. We meet every other Tuesday and operate with the following vision and mission:

OUR VISION: Create productive, contributing citizens in a healthy community environment.

OUR MISSION: To empower families to unite, educate, and rebuild a thriving community.

We are aware that this effort will not be achieved overnight. However, CFG is soliciting committed individuals to tutor at least one student, one hour per week through the end of the school year. To accommodate your student’s individual needs, this may include online and library research, talking to other tutors and teachers, lesson planning, and creativity.

Tutors will work with students from the Marcus Garvey Leadership Charter School after completing the tutor orientation. Please complete the attached tutor application, and complete an Oklahoma State Bureau of Investigation (OSBI) background check by completing the attached form. A checklist of all required documentation that must accommodate the application and OSBI check is included in this packet. Submit these documents to the following address:

Marcus Garvey Leadership Charter School
1537 NE 24th
Oklahoma City, OK 73111
(405) 427-7616.

Once we receive your paperwork described above, we will contact you to confirm your orientation attendance, which is required. A checklist of the necessary documentation you will complete at the orientation is included in this packet. You **must** complete these forms before you can start tutoring.

Again, thank you for your interest in tutoring. We look forward to your participation!

Sincerely,

The Community Focus Group

“Community Let’s Get Involved!”

Community Focus Group (CFG) Volunteer Tutor Application
Location: Marcus Garvey Leadership Charter School

Date: _____

Name (Print): _____

Address: _____

City

Zip

Telephone: H _____ W _____ C _____

E-mail Address: _____

In case of emergency contact: _____

Name

Phone

EDUCATIONAL BACKGROUND:

High School Graduate Bachelors Degree Masters Degree

Other _____ Field of Study (Major) _____

SUBJECT AREA(S) YOU WISH TO TUTOR: Reading Math

I AM AVAILABLE TO TUTOR ON:

MON – THURS: 8:00 A.M. – 7:00 P.M.

Mon from _____ to _____

Tues from _____ to _____

Wed from _____ to _____

Thurs from _____ to _____

FRI: 8:00 A.M. – 5:00 P.M.

from _____ to _____

SAT: 9:00 A.M. – 12:00 P.M.

from _____ to _____

GRADES YOU WOULD LIKE TO TUTOR:

PreK K 1st 2nd 3rd 4th 5th 6th 7th 8th

Have you tutored before? Yes No If yes, where? _____

Have you ever been convicted of a crime? Yes No

To maintain the safety of children, each tutor must obtain an OSBI background check and be fingerprinted **at your own expense** by completing the attached form. Visit the OSBI website at http://www.ok.gov/osbi/Criminal_History/ for additional information.

Signature _____ Date _____

Thank you for your interest in tutoring through the Community Focus Group.

**Community Focus Group (CFG)
Tutor Personnel Requirements – Checklist**

PLEASE PRINT

Name: _____ Telephone: _____

ITEMS DUE WITH APPLICATION PACKET:

- Volunteer Tutor Application
- 1 Letter of Reference (i.e. professional: supervisor; teacher; mentor)
- Oklahoma State Bureau of Investigation (OSBI) Background Check (Results)
- Copy of Driver's License, State: _____, Expiration Date: _____

ITEMS TO BE SIGNED OR COMPLETED AT TUTOR ORIENTATION:

- Confidentiality Statement
- Sexual Harassment Policy
- Child Abuse Statement
- Tutor Profile Sheet