

CHILDREN'S LITERACY CENTER
Volunteer Tutor Application Instructions (*under 18 years of age*)

1. **Volunteer Application**: Review and complete the application in its entirety. For part five of the application, refer to the "***Peak Reader Tutoring Sites***", to determine at which location you would like tutor. Choose two locations just in case you are not selected for your first choice. **Please print clearly.**

A parent or guardian must sign the next three forms:

2. **Parent/Legal Guardian Consent Form**: Have your parent/guardian complete and sign this form.
3. **Abuse Statement**: Please review this form carefully, answer the question, sign and return it with the application at orientation or by mail.
4. **Media Permission Form**: Please review this form carefully, answer the question, sign and return it with the application at orientation or by mail.
5. **Character Reference Letters**: Three letters of reference are required to complete your application process. You will find three reference forms in this packet. Print your name on the line provided at the top of the page and send one to **three different people who are not members of your family.**

If you are currently employed, please have your supervisor complete the ***Employer Reference*** form and count this as one of your three letters of reference. If you are in middle or high school include a counselor or teacher as one of your three references.

All letters of reference must be mail directly to, **Children's Literacy Center, Attn: Pamela Polke, 2928 Straus Lane, Colorado Springs, CO 80907**

6. **Acceptance**: Children's Literacy Center has the right to accept or terminate a volunteer based on an incomplete application packet, or if the background check or letters of references create issues.



ABOUT CHILDREN'S LITERACY CENTER

The Children's Literacy Center builds a life of success for children through a foundation of literacy.

Who are we?

The Children's Literacy Center offers one-to-one tutoring for children reading below grade level at no cost to families, we recruit and provide training to thousands of volunteers each year.



The Children's Literacy Center, a 501(c)(3) not for profit, began as a Junior League project in 1991. It has since evolved into a statewide and national effort that receives support from a broad base of individual donors, businesses, corporations, schools and foundations.

Beginning with one location and sixty-two children in 1993, there are nearly 50 active sites statewide, serving more than 1,000 students annually.

Why do we need to help?

Approximately forty percent of fourth grade students in Colorado fail to meet state reading standards and more than fifty percent do not meet state writing standards. This translates to thousands of children at-risk of not succeeding in school. The Children's Literacy Center's program works with the community, the schools, and the families, providing a cost-effective literacy program that minimizes the gap between success and failure.

Who are the tutors?

Tutors are community volunteers from age 14 and older, who have a desire to help children struggling with reading. Volunteer tutors work individually with each child, teaching them to unlock the meaning of words and giving them the assistance to develop independent reading strategies. In addition, volunteers forge supportive relationships with the children, creating a sense of self-worth and building lasting connections within the community.

What curriculum is used?

The Children's Literacy Center's *Peak Reader*® program addresses today's important educational issues - student achievement, school accountability and the meeting of state standards and National Literacy Strategies.

What is our impact in the community?

Currently there are 8,000 students in El Paso County not reading at grade level. In the next ten years, 97% of all jobs will require a high school education or more. Our program results in a 95% success rate; consequently, program participants develop a solid reading foundation essential to them now and in the future. Tutors give each child the confidence they need to succeed. The ability to read and learn guarantees economic security and social stability in our neighborhoods and communities.

Thank you to our generous donors including foundation grants from: Helen K. and Arthur E. Johnson Foundation, The Gazette, T. Rowe Price Associates Foundation, Target Foundation, The Leighty Foundation, Lewis Family Foundation, Nutrition Camp School Foundation, Ronald McDonald House Charities, Colorado Springs Utilities Focus Fund, CW2 Gives, The Donner Foundation, El Pomar Foundation, Wal-Mart Foundation.

**2928 Straus Lane, Suite 100 • Colorado Springs, CO 80907
719-471-8672 • 719-473-0439 (fax) • www.peakreader.org**



Peak Reader® Tutoring Sites
Spring 2010 (February - May)

Community Sites

Barnes and Noble - Citadel

795 Citadel Drive East, Colo. Springs 80909

Starting: Tuesday, February 2, 2010

5:00-6:00 p.m. **or** 6:15-7:15 p.m.

on Tuesdays and Thursdays

PPLD – Monument Branch

1706 Lake Woodmoor Drive, Monument 80132

Starting: Tuesday, February 2, 2010

5:30 – 6:30 p.m. **or** 6:00-7:00 p.m.

on Tuesdays and Thursdays

Bates Elementary School – D11

702 Cragmoor Road, Colo. Springs 80907

Starting: Monday, February 1, 2010

4:00-5:00 p.m. **or** 4:30-5:30 p.m.

on Mondays and Wednesdays

PPLD – Ruth Holley Branch

685 Murray Blvd., Colo. Springs, 80915

Starting: Monday, February 1, 2010

5:30-6:30 p.m. on Mondays and Wednesdays

PPLD - Penrose Library

20 North Cascade Avenue, Colo. Springs 80903

Starting: Saturday, February 6, 2010

10:15-11:15 a.m. on Saturdays

PPLD - Sand Creek Branch

1821 S. Academy Blvd., Colo. Springs 80916

Starting: Monday, February 1, 2010

6:30-7:30 p.m. on Mondays and Wednesdays

PPLD – Old Colorado City Branch

2418 West Pikes Peak Ave., Colo. Springs
80904

Starting: Monday, February 1, 2010

3:30-4:30 p.m. on Mondays and Thursdays

Denver – Tattered Cover Book Store

2526 East Colfax Ave. (at Elizabeth), Denver
80206

Starting: Tuesday, February 2, 2010

6:00-7:00 p.m. on Tuesdays and Thursdays

*School Sites

Academy School District 20

1110 Chapel Hills Drive 80920

Starting: Tuesday, February 2, 2010

4:30 - 5:30 p.m. **or** 6:00 – 7:00 p.m.

Tuesdays and Wednesdays

Hunt Elementary – D11

917 East Moreno Ave., Colo. Springs 80903

Starting: Monday, February 1, 2010

4:15 - 5:15 p.m., Mondays and Wednesdays

or Tuesdays and Thursdays

**CLC has Peak Reader programs in many schools throughout El Paso County. Please refer to our website, www.peakreader.org, for a complete listing or call our office at (719) 471-8672.*

Training Date: ____ / ____ / ____



Volunteer Application

Part One: General Information

Name: _____ Date of Birth: * ____ / ____ / ____

Current Address, City, State, Zip: _____

Please provide your previous home state(s) below if you have lived in Colorado for less than 2 years:

Previous Home State(s): _____

Phone: (Work) _____ (Home) _____ (Cell) _____

Work E-mail: _____ Home E-mail: _____

Ethnicity: * _____ Marital Status: * Married Single Gender: * M F

Employer: _____ Occupation: _____

Supervisor's Name: _____ Phone Number: _____

Some employers will donate to the volunteer agency with a matching gift program. Some also provide a donation for your volunteer time. Does your employer have a matching gifts program? Y N

How did you hear about Children's Literacy Center? _____

***NOTE: Your answer to these questions is optional and is only used for statistical purposes: The Children's Literacy Center is committed to avoiding discrimination in all its employment and service delivery practices including staff and volunteer recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, termination, outreach and referral. The CLC will not discriminate against persons because of sex, race, color, religion, class, national origin, age, political or union affiliation, marital status, or sexual orientation, and will not allow such protected status to hinder access to either employment or services delivered by the CLC. Physical and mental handicaps will be considered only as they relate to bona fide paid or volunteer job requirements.**

Part Two: Education/Training/Skills

Level of education completed: H.S. Diploma Some College Undergraduate Degree Graduate Degree

If currently a student, what school do you attend: _____ Grade: _____

Areas of study: _____

Special Skills/Certificates: _____

Do you speak, read, or write another language? Y N If yes, which language? _____

Please continue on the reverse side

Part Three: Volunteer Experience and Interest

Please list the other organization(s) you have volunteered with beginning with the current or most recent volunteer experience:

Organization	Title/Position	Dates

List special interest or hobbies: _____

- Reason for volunteering: _____ Desire for community involvement
 _____ School requirement
 _____ Work-study
 _____ Court ordered community service

Part Four: Limitations & Emergency Contact

What health conditions, allergies or other limitations should we be made aware of? _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Part Five: Availability

Peak Reader Tutors:

Which site would you like to be placed?

1st choice: _____ Time: _____

2nd choice: _____ Time: _____

Office volunteers:

When are you available to volunteer? (Please circle all that apply) *Days* *Evenings* *Weekdays* *Weekends*

How many hours a week are interested in volunteering? _____

Would you be willing to volunteer for special projects as needed? Y N

Part Six: Authorization for Release of Information

The information in my application is true and complete to the best of my knowledge. I understand that it is necessary for Children's Literacy Center to investigate my background and check my references. I hereby give my consent for this information exchange and authorize such agencies or individuals to release any information requested. I understand the agencies to be contacted shall include employers, character references, police (local, state or federal), Social Services and any other persons or agencies with which I have any interaction.

Signature: _____ **Date:** _____



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PARENT/LEGAL GUARDIAN CONSENT FORM

My son/daughter _____, has my permission and full support to participate as a volunteer in the Peak Reader program and tutor children in reading. It is my understanding that my son/daughter is assigned to one location of their choice and will tutor for one hour twice a week for up to twelve weeks. Transportation to and from the tutoring sessions is the responsibility of the volunteer or volunteer's parent/guardian. I also understand that it is important that my son/daughter fulfills their commitment as outlined in the Volunteer Agreement.

Parent/Guardian Name (*please print*): _____

Signature: _____ Date: _____

Phone Number: _____



ABUSE STATEMENT

I, _____, do hereby proclaim that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child, as defined in the Colorado Revised Statutes.

Furthermore, I am aware of the Colorado Revised Statute which states that intentionally/willfully placing a child in a position of danger, with intent to commit harm to said child, or placing child in a position of mistrust to include any sexual misconduct with a child, is punishable by law.

I also understand that the Children's Literacy Center staff is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination.

Have you ever been convicted of a felony? _____

If yes, please explain: _____

Signature _____ Date _____

Parent/Guardian Signature: _____ Date _____
(If under 18 years of age)

Children's Literacy Center Media Permission Form

(Volunteers)

Throughout the year, Children's Literacy Center publishes pictures and accounts of the activities and accomplishments of our students and volunteers. We would like to be able to include your picture in our media, but we also want to be sensitive to your privacy. Please indicate below if you give Children's Literacy Center permission to take your picture and include it and your name in any of our media.

Volunteers' Name: _____

Please place a check next to your choice.

Yes, I give permission to Children's Literacy Center to include my name and picture in any of their publications.

No, please do not publish my name or picture.

Volunteers' Signature: _____ Date: _____

A parent or guardian must sign if the volunteer is ***18 years of age or younger***.

Parent or Guardian's Name (*please print*): _____

Parent or Guardian's Signature: _____ Date: _____

Thank you for your cooperation. If you have any questions please do not hesitate to call Children's Literacy Center at (719) 471-8672.

Children's Literacy Center
Employer Reference for Volunteer Position

To be completed by the employee:

Employee: _____ Position: _____

Company Name: _____ Supervisor: _____

Address: _____ Employed from: _____ to: _____

City, State: _____ Zip: _____

I request that you furnish the necessary information concerning my employment with your organization, and I hereby release you from any and all liability for providing the information requested.

Employee's Signature: _____ Date: _____

To be completed by the employer:

1. How would you rate this person? Please circle 5 for the highest rating, 1 for the lowest.

a. Reporting to work on time 5 4 3 2 1

b. Completing assignments 5 4 3 2 1

c. Cooperation with others 5 4 3 2 1

2. Is there any other information that may be helpful to us in determining your employee's suitability to be a volunteer for the *Children's Literacy Center*?

3. May we call you if further clarification is needed? _____

Print Name: _____ Phone Number _____

Signature: _____ Date: _____

Please return promptly to: Children's Literacy Center
2928 Straus Lane, Suite 100
Colorado Springs, CO 80907