

# LITERACY VOLUNTEERS OF DOÑA ANA COUNTY

## Learner – Tutor Agreement

Print Legibly

Learner Agreement I _____	Tutor Agreement I _____
Agree to meet with my Tutor at least ___ times a week for ___ hour(s) or ___ hour(s) ___ times a week.	Will prepare lessons to help my Learner reach their goals.
I will sign in/out at the Reception Desk <b>each time</b> I come to the Learning Center.  I will provide my Tutor with a copy of the results of my Assessment/Interview.	Will be on time for our meetings. I will call my Learner to say that I will be absent or late. If you do not call me to let me know you will be late, I will wait 15 minutes before I leave our meeting place.
Will be on time for our meetings. I will call my Tutor to say that I will be absent or late. My Tutor will wait 15 minutes before leaving our meeting place, if I do not call.	Will arrange for books and other materials needed for the lessons I teach.
Know that I do my best work when there are no interruptions, I will arrange for childcare away from our meeting place.	Will talk with you about your goals, and we will plan lessons that are relevant and important to you.
Agree that I will do my homework and bring it to the next meeting for my Tutor to check.	Will provide a meeting place and make new arrangements, if we ever need to change our meeting place.
Will ask my Tutor to explain things I do not understand.	Will keep records of our work and report our progress to the Literacy Services staff.
Will talk with my Tutor about the things I want to learn. This will help my Tutor plan lessons which will help me.	Will turn in an Attendance Report each month.
Understand these responsibilities and will follow this Agreement. I understand that I will be dropped from the program, if I miss three (3) meetings in a row.	Understand these responsibilities and will follow this Agreement.

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date