

Tutoring Process

Below is a suggested process list for churches planning to launch a Tutoring Program for a public school, or to support an existing one. It's helpful to start initial planning at least one month before the launch date to allow time for volunteer recruiting and setup.

1. Work through the Be|Undivided "Prelaunch Planning" page (document below).
2. Meet with school contacts, working with them to find out their precise needs and how your resources and vision line up with theirs.
3. Start to fill key volunteer roles, beginning with the Tutoring Program Director. The volunteer recruiting and training process will be an ongoing one parallel with all other steps.
4. Meet with church volunteers to develop a plan.
5. Determine what resources will be required, if any.
6. Develop partnerships with third parties for any desired donations, volunteers, connections, etc.
7. Meet with school contacts again, asking any last-minute questions, finalizing rules and any referral requirements, and determining how communication about the Tutoring Program will be established with students and families.
8. Open tutoring with a limited referral scope for two or three weeks, in order to work out any potential problems.
9. After the timespan allotted for Step 8, communicate tutoring availability to the broader student community.
10. Open for business!
11. Maintain a clear communication cycle with the school about availability, hours, problems, student referrals, etc.