

Tutoring

General Information & Resources

General Considerations

- **Summer/winter breaks:**
 - Will you offer services when the school is on a break?
 - Are facilities available?
 - Is school staff support available?
- **Important relationships to build:**
 - Counselors
 - Teachers
 - After-school program directors
 - Principal
 - Vice principal
 - Custodian
 - Office staff
- **Determining open hours:**
 - Are students in sports or other activities? They may need flexible meeting hours.
 - Are there students who have free periods where they could be tutored?
 - Is there a class period where a teacher would like a portion of it to be dedicated to one-on-one tutoring within the classroom?
- **Desired outcome:** Do you want to create a place for the students to hang out and do group work, or to have a space where they can work on their homework and ask for help if they need it? Is this a place to build relationships or simply a place to aid one student at a time?
Some determining factors for this are:
 - Facility availability. How big is your space?
 - Atmosphere. Are the volunteers people with relationship skills? Are they people who can inspire students in their school work?
 - Ratio: How many tutors are there in relation to the number of students? Is group work more beneficial to get most students' needs met, or is one-on-one tutoring necessary for students to meet their goals?
- **Communicating to students:** How will the students know that tutoring services are available? Some ideas to talk through with your school contact:
 - School-wide announcements
 - Teacher/staff referral
 - Counselor referral
 - Letter home to parents
 - Word of mouth

Mistakes to Avoid

- **Trying to reinvent the wheel:** *There may already be a successful tutoring program at the school that church volunteers can support.*
- **Overcommitting:** *Struggling programs and students will unintentionally put on pressure for additional volunteer resources that may not be available. We recommend starting small, and building as you are able.*
- **Unrealistic expectations:** *Volunteer or student turnout may not be as high as planned. Every program needs development time to see where its long-term strengths and weaknesses will be.*