Recruitment and selection:

1. What are the processes/procedures the program uses to recruit, screen, orient, train, support and supervise volunteer tutors? Describe any orientation to the program’s curriculum. Is college and career readiness a part of the orientation? If yes, please describe.

Tutor training and supports: Volunteers assist students in achievement of learning gains and meeting goals

1. How does the program select, orient and support students who receive supplemental volunteer instruction?
2. Describe the procedures used to match volunteers with students (for one on one or small group tutoring).
3. After being matched with a student, describe the support available to the volunteer tutor?

Requirements for caseloads and record keeping:

1. What is the program’s active volunteer caseload (i.e. number of tutors)?
2. What is the program’s current number of active volunteer matches or assignments (to classes and/or students)? How does this number align with the target number approved in the grant? If the number of matches is low, describe the plan to increase the matches.
3. How do you track and sustain the minimum required numbers in these two areas?
4. What type of recordkeeping does the program maintain for the volunteer tutoring component?

Evaluation:

1. How does the program evaluate the effectiveness of the volunteer component?