

Office Use AL ___ ESL ___ Training Dates ___ & ___ Total Training Hours ___ Check if TOA: ___



Please Return to: June Porter,
Literacy Chicago 641 W. lake Street
Suite 200, Chicago, IL 60661

Application for Volunteer Services \$50.00 Tutor Registration Fee

General Information (Please Print)

Date of Application _____

First Name: _____ Mid. Initial: _____ Last Name: _____

Home Ph: _____ Date of Birth _____

Home Address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Email: _____ Fax: _____

Ethnicity (Optional, for recording purposes)

African American Asian Hispanic Caucasian American Indian Other _____

Employment Information

Employer Name: _____ Job Title: _____

Employer Address: _____ Unit/ Suite #: _____

Employer City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Fax: _____

Work Email: _____

Many companies have matching gift, volunteer incentives, or employee giving programs. Please indicate if you're aware that your employer has such opportunities. Yes, it does No, it does not I don't know

I prefer to receive correspondence at (Check one): Home Work

Education Information

High School: _____ Year Graduated: _____

Undergraduate: _____ Degree /Year _____ Concentration: _____

Graduate/Professional School: _____ Degree/Year _____ Concentration: _____

Volunteer Opportunities at Literacy Chicago

Tutor Database Project Assistant Special Fundraising Events Volunteer
 Receptionist Special Projects / Marketing Event Committee Member
 Intern Administrative (mailings, filing etc..) Representative at Outreach Events

If interested in tutoring, please check your preferences, so we can make the best possible match:

English as a Second Language (ESL) Adult Literacy (AL) Both ESL and AL GED-level Tutor
 Low Beginner Male Student Math
 High Beginner Female Student Essay Writing

Availability

Availability is important when matching you with an appropriate volunteer opportunity, and with a student.

My day and time preferences are:

Monday from _____ to _____ Tuesday from _____ to _____ Wednesday from _____ to _____
 Thursday from _____ to _____ Friday from _____ to _____ Saturday from _____ to _____

I might be interest in conducting a special class series or workshop. Some ideas may include:

- Health Literacy, Health –related topics Computers (Word Processing, The internet, Typing)
 Financial Literacy Employability skills (Resumes, Internet Job Searching, “soft Skills”
 Applying to College, Applying for Financial Aid Other: _____

It is unlikely possible Likely ...that my ability to volunteer will be limited due to personal, family, or work priorities.

I prefer working in the following areas (indicate 1st and 2nd choices)

- Literacy Chicago’s office Loop West Side South Side North Side Other: _____

I have transportation available Car Public Transportation I can be called at the last minute to help on a project

Other Information:

Why do you want to volunteer for Literacy Chicago?

How did you learn about Literacy Chicago?

Are you, or have you been, involved in any other volunteer activities?

Is English your primary language Yes No If not, what is your primary language? _____

What other languages have you studied? (Indicate those in which you’re fluent)

List any previous teaching experiences (School, church, industries etc...)

References (Please list two other than family)

Name	Address	Phone	Relationship

Emergency Contact

Name	Address	Phone	Relationship

All tutor workshops take place on two consecutive Saturdays from 9:00am to 3:00pm at Literacy Chicago, 17 North State Street, Suite 1010, Chicago, IL 60602. Volunteers must complete both sessions before being assigned a student. There is a \$50.00 registration fee due on the first day of the training workshop to help cover the administrative and for the cost of the training materials. I hereby apply to be a volunteer for Literacy Chicago. To become a tutor I will complete the required 12 hour training program. As a tutor, I plan to volunteer for nine months or longer, and to attend two in-service workshops during this time. As a non-tutoring volunteer. I will help with projects/activities when possible. I expect no special benefits or monetary compensation for the services I donate to Literacy Chicago, to its adult learners, or to its activities.

Signature: _____ Date: _____

Please Return to: June Porter, Literacy Chicago 661 W. Lake Street, Suite 200, Chicago, IL 60602 P: 312.870.1100

