**Chinese American Parents and Students Association (CAPSA)**

**Tutoring Program**

**Tutor Guidelines**

1. Eligibility for tutors:
	* CAPSA member and currently enrolled in seventh grade or above
	* Unweighted GPA ≥ 3.20 and either an average or current English grade of B or better
	* No sport, talent, or extracurricular activity that will seriously conflict with his/her commitment to CAPSA
2. Annual CAPSA tutor shared facility rental fee is $20 for each tutor. CAPSA membership is free.
3. Tutors are committed to maintaining and improving the quality of tutoring service.
4. Tutors need to dress appropriately for a teaching environment.
5. Please follow traffic regulations and use designated pathways to cross the road.
6. Tutors need to leave the school building as soon as the session dismisses at 12 noon.
7. Tutors are required to be prompt and sign in no later than 10 am. If they have chronic attendance, tardiness or behavioral problems, they may be ineligible to continue tutoring.
8. Upon arrival, all tutors must sign in at their tutoring group area and go to their assigned seat to start tutoring.
9. Shortly before the end of each session, tutors should clean up the tutoring area and return their completed record sheets, at which time the coordinator will sign and record two hours of service for each tutor.
10. CAPSA will issue the hours accrued and sign Student Service Learning (SSL) Activity Verification forms (i.e. MCPS Form 560-51) on 12/14/2019 and 5/16/2020. Tutors should have completed the student information section of the form in blue or black ink beforehand.
11. If tutor will be late or absent, please notify the lead coordinator of his/her group as soon as possible.

Lower Elementary School Group (Gr. K-2): Kayden Fu

Upper Elementary School Group (Gr. 3-5): Kenny Cheung

Middle School Group (Gr. 6-8): Steven Tan

High School Group (Gr. 9-12): Justin Yixiang Zhang

1. Reading books, dictionaries, textbooks and a variety of worksheets are available for tutors as teaching material.
2. Dates, times and location of tutoring service:

Location: Robert Frost Middle School

 9201 Scott Drive

 Rockville, Maryland 20850

Time: Saturday 10 am – 12 noon

Date: September 7: Registration/Interview January: 4, 11, 18, 25

 September: 14, 21, 28 February: 1, 8, 15, 22, 29

 October: 5, 12, 19, 26 March: 7, 14, 21, 28

 November: 2, 9, 16, 23 April: 18, 25

 December: 7, 14\* May: 2, 9, 16\*

1. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, Facebook: CAPSATutoring, call your lead coordinator or contact Zhendong Chen at 301-686-4237 or email to president@capsa-mc.org.

\* Holiday Party and Annual Award Ceremony will be held during the second hour on December 14, 2019 and May 16, 2020 respectively. All parents, tutors and tutees are cordially invited to attend both events.