

Chinese American Parents and Students Association (CAPSA)

Tutoring Program

Tutor Guidelines 2008-2009

1. Eligibility for tutors:
 - CAPSA member and currently enrolled in seventh grade or above
 - Unweighted GPA ≥ 3.20 and 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. Tutoring service, primarily on a one-on-one basis, is provided for eligible tutees.
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 are required to be prompt and signed in no later than 10 am. If they have chronic attendance, tardiness or behavioral problems, they may be ineligible to continue tutoring.
7. Upon arrival, all tutors must: (1) sign in at their tutoring group area; (2) obtain and wear their nametags on their lapels, visible to other participants; and (3) go to their assigned seat to start tutoring.
8. Shortly before the end of each session, tutors should clean up the tutoring area and return their nametags and completed record sheets, at which time, the coordinator will sign and record two hours of service for each tutor.
9. CAPSA will issue the hours accrued and sign Student Service Learning (SSL) Activity Verification forms (i.e. MCPS Form 560-51) on 1/10/09 and 5/16/09. Tutors should have completed the student information section beforehand.
10. If tutor will be late or absent, please notify the lead coordinator of his/her group as soon as possible.

Lower Elementary Group (Gr. K-1):	Lillian Li	(301) 469-0046
Middle Elementary Group (Gr. 2-3):	Alice He	(301) 279-0820
Upper Elementary Group (Gr. 4-5):	Richard Fan	(301) 424-0776
Middle School Group (Gr. 6-8):	Kelly Shih	(301) 384-1337
High School Group (Gr. 9-12):	Kevin Hwang	(301) 309-0209

11. Reading books, dictionaries, textbooks and a variety of worksheets are available for tutors as teaching material.

12. Dates, times and location of tutoring service:

Saturday from 10 am to 12 noon	Robert Frost Middle School 9201 Scott Drive Rockville, MD 20850
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September 6: Registration/Interview	January: 10, 17, 24, 31
September: 13, 20, 27	February: 7, 14, 21, 28
October: 4, 11, 18, 25	March: 7, 14, 21, 28
November: 1, 8, 15, 22	April: 18, 25
December: 6, 13, 20*	May: 2, 9, 16*

13. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, call your lead coordinator or contact Aldrin Leung at (301) 251-9280 or info@capsa-mc.org.

* Holiday Party and Annual Award Ceremony will be held during the second hour on December 20, 2008 and May 16, 2009 respectively. All parents, tutors and tutees are cordially invited to attend both events.