

Chinese American Parents and Students Association (CAPSA) Tutoring Program

2009-2010 Coordinator Application

Name: (English) _____ (Chinese) _____

School: _____ Age: _____ Grade: _____

Address: _____

Telephone: _____ E-mail Address: _____

Unweighted GPA: _____ out of 4.00 (**Please attach your latest unofficial transcript**)

1. Preference: Please rank the group you are interested in coordinating on the scale of 1 (high) through 5 (low):
 ____ Grades K-1 ____ Grades 2-3 ____ Grades 4-5 ____ Grades 6-8 ____ Grades 9-12

2. Language Ability: Which language other than English can you Speak, Read or Write? (Please indicate with S/R/W. i.e. S/R Mandarin, S Cantonese, S/R/W Spanish)

3. Academic Record: Please check all levels taken (current or past) for the following courses. If your school goes by a different system, please try to match with the corresponding level.

	Reg.	Pre IB/ Hon.	AP/IB		Reg.	Pre IB/ Hon.	AP/IB
Algebra 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stat./Probability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Calculus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	World History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Earth Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Extracurricular Activities: Please list up to three significant extracurricular activities in which you have participated during school years.

Year	Name of Activity	Position

5. Previous work with CAPSA:

Year	Group / Position	Number of Hours
2008 – 2009		
2007 – 2008		
2006 – 2007		
200_ – 2006		

6. Statement of Reflection:

Please attach an essay describing your community service experience and how your effort and involvement have made our community a better place. This essay should be between 300 and 500 words. Please also provide an innovative title for your essay.

Would you like to automatically submit the same essay for the Carol Chen Memorial Essay Award for Community Services? ☐ Yes ☐ No

7. Selection Criteria:

- Has been a tutor/coordinator of the CAPSA tutoring program since March 2008 and earned at least **60** service hours from CAPSA as of March 21, 2009.
- Currently enrolled in ninth grade or above with an un-weighted GPA of at least **3.40** out of 4.
- Committed to attend **all** 2009-2010 CAPSA tutoring sessions and required meetings, except to attend official ACT, SAT I or SAT II exams and a maximum of **three** other excused absences. If you foresee any sport, talent or extracurricular activities that will conflict with the CAPSA tutoring program, please do not apply for the coordinator position.
- Committed to maintain and improve the quality of tutoring service, including tutoring when there is a shortage of tutors. For more details on roles and responsibilities of the coordinator, please check <http://www.capsa-mc.org/documents.html>.
- Demonstrated leadership, organization skills, teaching abilities and teamwork.
- Successful interview with the selection committee.
- Recommendations from mentors and/or coordinators (to be collected by the selection committee).

8. Schedule:

- Completed application form, unofficial transcript, and the Statement of Reflection must be sealed in an envelope and hand delivered or mailed to Betty Leung at 10601 Tanager Lane, Potomac, MD 20854 by March 28, 2009.
- Interviews with the selection committee will be held on April 25, 2009 or May 2, 2009.
- The selection announcement will be made before May 7, 2009.
- Coordinator and parent volunteer orientation will be held from 9:15 to 11:15 am on May 9, 2009.
- The mandatory coordinator/volunteer workshop will be held from 2 to 5 pm on August 30, 2009.
- For more information, please contact Betty Leung at (301) 251-9280 or info@capsa-mc.org.

- 9. Parent Participation Required:** The applicant and one of his/her parents agree to attend and help maintain the smooth operation of the CAPSA tutoring program. If the applicant's parents cannot participate in CAPSA activities, please provide an explanation below or on a separate page.

-
- 10. Commitment:** If the applicant is unable to fulfill the assigned duties, the applicant will resign from the coordinator position.

Applicant's Signature _____ Date _____

Parent's Signature _____ Date _____

Name of Parent Participating in CAPSA Activities _____

- 11. Preferred Date for Interview:** (Please choose ALL dates that you will be available.)

☐ April 25, 2009: 9:30 am – 12:00 noon ☐ May 2, 2009: 9:15 am – 11:30 am

OFFICIAL USE ONLY:	Interview Date	Transcript	Coord. Recommendation	Selected
Date Received	Essay	CAPSA Hours	Mentor Recommendation	Group