

Chinese American Parents and Students Association (CAPSA)
Tutoring Program
Tutor Guidelines 2010-2011

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. Tutoring service is provided for eligible tutees, primarily on a one-on-one basis.
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 sign in at their tutoring group area and 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 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 12/18/2010 and 5/21/2011. 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-2):	Amber Chen	(301) 217-0533
Upper Elementary Group (Gr. 3-5):	Kevin Chang	(301) 315-0425
Middle School Group (Gr. 6-8):	Nancy Yue	(301) 461-5143
High School Group (Gr. 9-12):	David Cao	(301) 299-2381
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:

Location: Robert Frost Middle School 9201 Scott Drive Rockville, Maryland 20850	March 19 & 26 sessions will be held in DuFief ES at 15001 DuFief Drive Gaithersburg, Maryland 20878.
Time: Saturday 10 am – 12 noon	
September 11: Registration/Interview	January: 8, 15, 22, 29
September: 18, 25	February: 5, 12, 19, 26
October: 2, 9, 16, 23, 30	March: 5, 12, 19, 26
November: 6, 13, 20	April: 2, 9, 30
December: 4, 11, 18*	May: 7, 14, 21*
13. CAPSA provides a bus ride subsidy of \$2 each week to any tutor who rides the bus to the tutoring program. Please present bus ticket for the day to the cashier to collect the bus subsidy.
14. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, call your lead coordinator, Mrs. Sujuan Shih at (301) 384-1337, or Mr. Terry Fan at (301) 424-0776 or email to info@capsa-mc.org.
- * Holiday Party and Annual Award Ceremony will be held during the second hour on December 18, 2010 and May 21, 2011, respectively. All parents, tutors and tutees are cordially invited to attend both events.