

Chinese American Parents and Students Association (CAPSA)
Tutoring Program
2008-2009 COORDINATOR APPLICATION

Name: (English) _____ (Chinese) _____

School: _____ Age: _____ Grade: _____

Address: _____

Telephone: _____ Birth Date: _____ M _____ F _____

E-mail Address (Print legibly): _____

Unweighted GPA: _____ out of 4.0 (**Please attach 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 (OFFICIAL USE ONLY)
2007 – 2008		
2006 – 2007		
2005 – 2006		
200_ – 2005		

6. Statement of Reflection:

In one page, please describe (1) while at CAPSA, what needs you have addressed, who has benefitted from your action and what you have learned about yourself and (2) how you will improve our operations if you are a coordinator.

7. Selection Criteria:

- Has been a tutor/coordinator of the CAPSA tutoring program since March 2007 and earned at least **60** service hours from CAPSA as of April 5, 2008.
- Currently enrolled in ninth grade or above with an un-weighted GPA of at least **3.40** out of 4.
- Committed to attend **all** 2008-2009 CAPSA tutoring sessions and required meetings, except to attend official ACT, SAT I or SAT II exams and a maximum of **four** 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 one-page 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 April 12, 2008.
- Interviews with the selection committee will be on April 19 or April 26, 2008.
- Selection announcement will be made before May 3, 2008.
- Orientation and transition from existing coordinators are scheduled for 9:00 am on May 10, 2008.
- For more information, please contact Betty Leung at (301) 251-9280 or hangho2000@hotmail.com.

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 19, 2008: 9AM – 11:50AM ☐ April 26, 2008: 9AM – 11:30AM

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