

# Chinese American Parents and Students Association (CAPSA)

## Tutoring Program

### 2011-2012 Coordinator Application

Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

School: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Required:** Must have an unweighted GPA  $\geq 3.40$  and an average or current English grade of at least B.  
Must attach a copy of your latest unofficial transcript (report card unacceptable) with this form.

**1. Preference:** Please rank the group you are interested in coordinating on the scale of 1 (high) through 4 (low):

\_\_\_ LES (Gr. K-2) \_\_\_ UES (Gr. 3-5) \_\_\_ MS (Gr. 6-8) \_\_\_ HS (Gr. 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 most significant extracurricular activities in which you have participated during school years.

Year	Name of Activity	Position

**5. Previous work with CAPSA:**

Year	Group	Position
2010 – 2011		
2009 – 2010		
2008 – 2009		
200_ – 2008		

## 6. Essay:

Please submit an essay written by you describing your most significant community service experience and how your effort and involvement have made our community a better place via email to [info@capsa-mc.org](mailto:info@capsa-mc.org). This essay should be between 300 and 500 words. Essays more than 500 words will be disqualified. Please also provide an innovative title and word count for your essay.

Would you like to automatically submit the same essay for the Carol Chen Memorial Essay Award for Community Services and give CAPSA permission to print and publish the essay in the CAPSA newsletter?

☐ Yes ☐ No

## 7. Selection Criteria:

- Has been a tutor/coordinator of the CAPSA tutoring program prior to March 2010 and earned at least **60** service hours from CAPSA as of March 19, 2011.
- Currently enrolled in ninth grade or above with an un-weighted GPA of at least **3.40** out of 4 and an average or current English grade of at least B.
- Committed to attend all 2011-2012 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 and unofficial transcript must be sealed in an envelope and hand delivered or mailed to Mr. Terry Fan at 11612 Silent Valley Lane, North Potomac, MD 20878 by April 2, 2011.
- Your essay, title and word count must be emailed to [info@capsa-mc.org](mailto:info@capsa-mc.org) by April 2, 2011.
- Interviews with the selection committee will be held on April 30, 2011 or May 7, 2011.
- The selection announcement will be made before May 14, 2011.
- A mandatory coordinator/volunteer orientation will be held from 9:15 am to 11:15 am on May 14, 2011.
- A mandatory coordinator/volunteer workshop will be held from 2 to 5 pm on August 28, 2011.
- For more information, please contact Mr. Terry Fan at (301) 424-0776 or [info@capsa-mc.org](mailto: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.

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## 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

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

☐ April 30, 2011: 9:20 am – 12:00 noon ☐ May 7, 2011: 9:20 am – 11:30 am

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