

Chinese American Parents and Students Association (CAPSA)

Tutoring Program

Tutor Guidelines

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. Tutors are committed to maintaining and improving the quality of tutoring service.
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 need to leave the school building as soon as the session dismisses at 12 noon.
7. 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.
8. Upon arrival, all tutors must sign in at their tutoring group area and go to their assigned seat to start tutoring.
9. 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.
10. CAPSA will issue the hours accrued and sign Student Service Learning (SSL) Activity Verification forms (i.e. MCPS Form 560-51) on 12/19/2015 and 5/21/2016. Tutors should have completed the student information section beforehand.
11. If tutor will be late or absent, please notify the lead coordinator of his/her group as soon as possible.

Lower Elementary School Group (Gr. K-2):	Elizabeth Hung	(650) 238-8956
Upper Elementary School Group (Gr. 3-5):	Elizabeth Chen	(240) 643-3303
Middle School Group (Gr. 6-8):	Karina Chang	(240) 743-8402
High School Group (Gr. 9-12):	Sage Chen	(240) 505-4397
Head Coordinator	Justin Wu	(301) 875-7229
12. Reading books, dictionaries, textbooks and a variety of worksheets are available for tutors as teaching material.
13. Dates, times and location of tutoring service:

Location: Robert Frost Middle School 9201 Scott Drive Rockville, Maryland 20850		
Time: Saturday 10 am – 12 noon		
Date:	September 12: Registration/Interview	January: 9, 16, 23, 30
	September: 19, 26	February: 6, 13, 20, 27
	October: 3, 10, 17, 24, 31	March: 5, 12, 19
	November: 7, 14, 21	April: 9, 16, 23, 30
	December: 5, 12, 19*	May: 7, 14, 21*
14. 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 240-505-6988 or email to info@capsa-mc.org.

* Holiday Party and Annual Award Ceremony will be held during the second hour on December 19, 2015 and May 21, 2016, respectively. All parents, tutors and tutees are cordially invited to attend both events.