



Hicksville Congress of Teachers

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To: All HCT Members

From: Stephanie Sullo

Date: September 2020

Subject: HCT Referral Service

The HCT is updating its tutor referral database. When we receive a call for a tutor, an email will be sent to members on the list who meet the criteria for the request. It is up to the individual to make arrangements as to times, fees and location. We cycle through the teachers the list, to ensure that everyone will have an opportunity to earn extra money. Replies must be made within 48 hours so that we can respond to parents in a timely manner. Once we hear back from you, we will forward the parent's phone number and student information. If you are interested in being listed in our tutor database or would like to remain in our database, please complete the form and return it directly to the HCT office.

Name: _____

School: _____

Personal Email: _____

**(all referrals made via your personal email address.
We cannot use your district email.)**

Grade level and/or subjects you currently teach:

Subjects/Grades you are willing to tutor:

I will tutor in Person:

☐ Yes

☐ No

I will tutor out of Virtually:

☐ Yes

☐ No