



# MCS ALUMNI VOLUNTEER TUTOR PACKET

- Application
- Reference Form

## **Program Description**

The tutoring program is designed so that students can get help in understanding their coursework, keeping up their organizational skills, prepare for tests and quizzes, and develop independent study habits in four key areas: ELA, Math, Science, and History.

## **Goal/Mission**

The goal of the Student Success Center Tutoring Program is to provide free tutoring services to any student who needs support. The program was created to provide students who need some extra support in academics, organization, test preparation or study habits. Currently we do group sessions for tutoring and offer tutoring two days a week for one hour each day.

## **Guidelines & Expectations for Tutors**

1. Tutors are expected to be prompt, responsible, and reliable every day.
2. Tutors must sign in and out when coming on campus to volunteer.
3. Tutors must use adults-only bathrooms on campus.
4. Tutors will check in at 2:50pm and leave by 4:05pm.
5. Tutors are expected to arrive on time and stay for the tutoring hour (3:00-4:00).
6. Tutors are **not** to give their phone number out to MCS students.
7. Tutors are not allowed to connect with MCS students on social media accounts (Twitter, Facebook, Snapchat, Instagram, etc).
8. Tutors are never permitted to be alone with a student. An MCS teacher or staff member must always be present.
9. Tutoring time should always focus on academic support and not socializing.
10. Behavior concerns need to be addressed with Mrs. Willis, Mrs. Harrison, or another MCS teacher or staff.

# MCS Student Success Center

## Volunteer Tutor Application For MCS Alumni

Email to [cwillis@marinerscs.org](mailto:cwillis@marinerscs.org) or return to Mrs. Willis

Thank you so much for your interest in supporting students through tutoring. This is a new program at MCS that offers tutoring in four core subject areas: ELA, Math, Science, and History. If you have a desire and passion to help students meet academics goals and thrive, we invite you to pursue this volunteer opportunity.

To volunteer as an after school tutor, please complete this application. In addition to the application, provide MCS recommendation form.

Please submit this application and supporting documentation to Mrs. Willis no later than **October 14th**

<b>Name:</b>	<b>Current Level in Education:</b>
<b>Address:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Current School:</b>	

**Area of tutoring interest (check all that apply):**

☐ **Math**                      ☐ **ELA**                      ☐ **Science**                      ☐ **History**

**Available tutoring times:**

☐ **Tuesdays from 3-4pm**      ☐ **Thursdays from 3-4pm**

**Length of commitment:**

☐ **6 weeks**      ☐ **8 weeks**      ☐ **10 weeks**      ☐ **Other**

**Details:**

- Tutoring students involves assisting students with their understanding of course work, maintaining organization habits, and quiz/test review.
- Tutoring encourages independent study habits so that the students are supported in mastering the content.
- Tutoring will take place in the upstairs Tech Hub at MCS (300 Fischer Avenue, Costa Mesa, CA 92626). While there is no monetary compensation, volunteer service hours can be confirmed for the dedicated time.

**You will be contacted by Mrs. Willis upon submittal of the application and supporting documentation.**

*“Not to us, Lord, not to us but to your name be the glory, because of your love and faithfulness” Psalm 115:1*

## MCS Volunteer Tutor Recommendation Form (MCS Alumni)

Tutor applicant must submit one (1) recommendation form from a teacher who know your strengths and proficiency in the content area(s) as well as your ability to tutor.

**Student Name:** \_\_\_\_\_ **How long have you known this student?** \_\_\_\_\_

**Name of Person Recommending:** \_\_\_\_\_ **Contact Info (email or phone):** \_\_\_\_\_

**Recommended Content Area(s) appropriate for Tutoring:** \_\_\_\_\_

**To the person completing this form:** This is a confidential form. Please complete all sections and return to Mrs. Crystal Willis by fax 714.437.7976, email [cwillis@marinerscs.org](mailto:cwillis@marinerscs.org), or mail in a sealed envelope to 300 Fischer Ave Costa Mesa CA 92626. Your feedback is very important and your time is appreciated.

**Please evaluate the candidate and indicate the appropriate rating for each designated area:**

	Outstanding	Above Average	Average	Below Average	Cannot Evaluate
Mastery of Content					
Ability to apply course knowledge					
Personal Integrity					
Reliability					
Ability to relate to others					
Effective Communication					
Patience					
Ethical Conduct					
Team Orientated					
Sense of Responsibility					
Recognition of own limits					
Takes Initiative					

**Please Select One:**

\_\_\_\_\_ I highly recommend this student for a volunteer tutor position at MCS Student Success Center.

\_\_\_\_\_ I recommend this student for a volunteer tutor position at MCS Student Success Center with reservation.

\_\_\_\_\_ I do not recommend this student for volunteer tutor position at MCS Student Success Center.

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_

The above recommendation is based on my best judgment. I am willing to answer additional questions concerning this reference form.

\_\_\_\_\_  
(Signature of Person Recommending)

\_\_\_\_\_  
(Date)