**Agreement for Volunteer Tutors**

Learners come to the Community Adult Learning Program with a variety of life experiences and backgrounds. All interactions with learners should build on the Adult Learning Principles. Adults need learning that:

* Is self directed
* Builds on their rich store of past experience and knowledge
* Helps them meet their own goals
* Is relevant
* Is practical
* Provides respect

As a volunteer tutor with [insert CALP name] you will develop a relationship with the learner(s) you work with. As a result, learner(s) may share private and personal information. In order to protect all learners’ privacy and confidentiality, [insert CALP name] volunteer tutors agree to:

* Share learner information with supervising CALP staff only when it applies to their
learning plan
* Omit names and identifying characteristics when sharing learner information with fellow tutors and other CALP staff
* Ask permission before sharing a learner’s story with anyone outside the CALP
* Keep learner information secure; return learner information to the CALP at the end of a match

When a learner asks for support outside your comfort level as a volunteer tutor, you are encouraged to discuss this matter with the program coordinator.

Please sign below if you agree.

Volunteer Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Coordinator Signature (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_