



**Family**  
**RESOURCE**  
**CENTER**  
 SHEBOYGAN COUNTY



Literacy Council

**VOLUNTEER TUTOR INTAKE FORM—*Confidential***

*The information on this form is used for local program development and for reporting to our funding sources. Information will be kept confidential. No identifying information will be shared. You will be added to our monthly tutor news e-newsletter after your New Tutor Training is complete.*

DATE \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_  Male  Female  
 Full Address \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Email \_\_\_\_\_  
 Native Language(s) \_\_\_\_\_  Read  Write  
 Other Languages \_\_\_\_\_  Read  Write  Speak

**AUTHORIZATION**

*I understand that a criminal background check will be performed by the Literacy Council of Sheboygan County, before I am accepted as a volunteer. I authorize any institution, information agency or law enforcement agency to furnish any and all related information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Any information received as a result of a background check is kept strictly confidential.*

|   |  |   |
|---|--|---|
| <p><b>ETHNIC GROUP</b><br/> <i>Circle one.</i><br/>         1. Latino (Hispanic)<br/>         2. Asian/Pacific Islander<br/>         3. African American/Black<br/>         4. American Indian/Alaskan Native<br/>         5. Caucasian<br/>         6. Multiracial</p> | <p><b>EDUCATION</b><br/> <i>Circle highest completed.</i><br/>         1. H.S. Diploma/GED<br/>         2. Some College<br/>         3. Undergraduate Degree<br/>         4. Graduate Degree<br/>         5. Doctorate</p> | <p><b>SOURCE OF REFERRAL</b><br/> <i>Circle all that apply.</i><br/>         1. TV/Radio/Newspaper<br/>         2. Friend or relative<br/>         3. School/Library<br/>         4. Employer<br/>         5. Flyer/Brochure/Catalog<br/>         6. Website (name) _____<br/>         7. Other _____</p> |
|---|--|---|

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**WHEN ARE YOU AVAILABLE? *Please check all that apply.***

*MORNING*

*AFTERNOON*

*EVENING*

| Day       | 9-10 | 10-11 | 11-12 | 12-1 | 1-2 | 2-3 | 3-4 | 4-5 | 5-6 | 6-7 | 7-8 |
|-----------|------|-------|-------|------|-----|-----|-----|-----|-----|-----|-----|
| Monday    |      |       |       |      |     |     |     |     |     |     |     |
| Tuesday   |      |       |       |      |     |     |     |     |     |     |     |
| Wednesday |      |       |       |      |     |     |     |     |     |     |     |
| Thursday  |      |       |       |      |     |     |     |     |     |     |     |
| Friday    |      |       |       |      |     |     |     |     |     |     |     |
| Saturday  |      |       |       |      |     |     |     |     |     |     |     |

**PLEASE SHARE YOUR PREFERENCES:**

- Male student       Female student
- English Language Learner       English-speaking basic literacy student
- Face-to-face       Virtual
- No preference or not sure

Tutors and students meet at their local public library or another public location.

Do you have transportation?       Yes       No

I am willing to travel to:       Elkhart Lake       Kohler       Oostburg       Plymouth  
 Random Lake       Sheboygan       Sheboygan Falls

**PLEASE TELL US ABOUT YOUR BACKGROUND AND EXPERIENCE**

Are you currently employed?      Yes\_\_\_\_      No\_\_\_\_      Retired\_\_\_\_

Employer and occupation: \_\_\_\_\_

Former occupation/employer if retired or not currently employed:  
 \_\_\_\_\_

Have you tutored or taught in the past?      Yes\_\_\_\_      No\_\_\_\_

If yes, please briefly describe: \_\_\_\_\_

Other special skills or interests? \_\_\_\_\_  
 \_\_\_\_\_

Why do you want to tutor? \_\_\_\_\_  
 \_\_\_\_\_