

English Language Partners of Wisconsin, Inc.

Thank you for choosing ELPW as your service learning site!

Responsibilities for Service Learners:

- Contact Lori for a telephone interview and to sign up for dates of service. This initial interview is required before your first tutoring session. Only tutors who have interviewed before their first class will be placed with a student.
- For your first tutoring session, please arrive at 5:30pm for an orientation of materials and to read, ask questions about, and sign the tutor agreement. This half hour does not count toward your service hours.
- Classes are from 6-8pm. We authorize service hours only for 6-8pm. If you arrive late, please put the correct time on your service hours form. Example 6:15-8:00 = 1 hour 45 minutes.
- Bring your service hours form to each class. I will sign it at the end of each class. Your hours will be verified after each class, not at the end of the semester.
- You are responsible for the hours you need to complete for your classes. Please make sure you sign up for the tutoring hours accordingly. We do not give extra time for arriving early. Please note that volunteer spaces fill up quickly, so sign up for your hours early in the semester.
- If your form needs a final signature at the end of the form as well as other signatures, please have Lori sign it on the last night you tutor.
- We do not give service hours for Visitors Evening.
- No forms will be signed Visitors Evening.
- If you are short hours, please talk to your service learning program or school/ professor to complete the hours you need.
- Please fill out an evaluation after each tutoring session and turn it in to Lori at the end of each class.
- You may store your hours sheets in a folder on the tutors' counter. We are not responsible for misplaced or missing records.