



Marion County Literacy Council
240 SW 8th St Suite C
Ocala FL 34471
(352) 690-7323 (READ)

Karen@marionliteracy.org

“CHANGING LIVES ONE WORD AT A TIME”

Student Responsibilities Agreement

1. I agree to attend my tutor sessions on time and to complete assigned homework on a regular basis.
2. I understand that Marion County Literacy Council, Inc. (MCLC, Inc.) requires tutoring sessions to be conducted in public locations, such as libraries, churches or schools. Home tutoring is not permitted.
3. Be aware that transportation to and from tutoring sessions is your sole responsibility.
4. I agree to keep my tutor’s name and phone number, and the MCLC, Inc. business card where I can find them quickly if needed.
5. I agree to call my tutor before sessions if I expect to be late. I will call MCLC, Inc. if I cannot reach my tutor.
6. I understand that if I miss my tutor session **three times in three months** without calling my tutor, I am no longer in the program and must apply again.
7. I agree to call the MCLC, Inc. office if I have any problems with my tutor or the materials we are using in my sessions.
8. I agree to call the MCLC, Inc. office with any change of my address or phone number.
9. I am aware that I must demonstrate progress compared to my beginning assessment to remain in the program.

10. I understand that all books and materials are on loan from MCLC, Inc. and must be returned when I leave the program.
11. I understand that my assigned tutor is a volunteer. He/She may end our relationship at any time.
12. I understand that I am not charged a fee for my tutoring but that the value of a literacy volunteer is \$21.00 per hour.
13. I understand that no childcare is provided and all meetings are adults only. No attendees under 18 years of age.

I agree to abide by the policies of MCLC, Inc. and will fulfill my student responsibilities to the best of my ability. If for any reason I find I am unable to fulfill my student responsibilities, I will notify MCLC, Inc. In addition, I understand that I am entering into an at-will relationship that can be terminated at any time by MCLC, Inc. at its discretion. **I understand the MCLC, Inc. Student Responsibilities Agreement as it was read to me and I agree to comply with it.**

Name (print): _____

Signature: _____

Date: _____

Read by: _____