

**Chinese American Parents and Students Association (CAPSA)**  
**Tutoring Program**  
**Tutor Guidelines**

1. Eligibility for tutors:
  - CAPSA member and currently enrolled in seventh grade or above
  - Unweighted GPA  $\geq 3.20$  and either an average or current English grade of B or better
  - No sport, talent, or extracurricular activity that will seriously conflict with his/her commitment to CAPSA
2. The annual CAPSA shared facility rental fee is \$20 for each tutor. CAPSA membership is free.
3. Tutors are committed to maintaining and improving the quality of tutoring service.
4. Tutors need to dress appropriately for a teaching environment.
5. Tutors are required to be prompt and sign in no later than 10 am. If they have chronic attendance, tardiness or behavioral problems, they may be ineligible to continue tutoring.
6. Upon arrival, all tutors must sign in at their tutoring group area and go to their assigned breakout rooms in the Zoom call.
7. Shortly before the end of each session, tutors should complete their record sheets, at which time the coordinator will sign and record two hours of service for each tutor.
8. CAPSA will issue the hours accrued and sign Student Service Learning (SSL) Activity Verification forms (i.e. MCPS Form 560-51) on 12/14/21 and 5/16/22. Tutors should have completed the student information section of the form in blue or black ink beforehand.
9. Reading books, dictionaries, textbooks and a variety of worksheets are available for tutors as teaching material.
10. Tutoring will be held on the Zoom call at this link:

Time: Saturday 10 am – 12 noon

For more information about our schedule please visit our website at: <https://www.capsa-mc.org/>
11. For more information, schedule changes and cancellations, please check the CAPSA website at [www.capsa-mc.org](http://www.capsa-mc.org), Facebook: CAPSATutoring, call your lead coordinator or email Melinda He at [president@capsa-mc.org](mailto:president@capsa-mc.org).