

Because of some past inactivity, we decided to implement a warning system to ensure that we are able to keep track of every tutor and that they are fulfilling their responsibilities! If you end up receiving two warnings, you will be **removed as a tutor**. We will be strictly enforcing these. This is mainly to ensure that students are able to receive their tutoring and no students are left behind by a tutor's inactivity. Read this entire document. But, if you just stay active and update your journals, you will be good!

Actions that lead to WARNINGS:

1. No response
 - Let us know if you are unable to respond for a certain period of time (specify how much). We understand if something occurs and you are unable to respond!
2. Failure to update journal on Notion (at least every 2 weeks)
3. Purposely not attending biweekly meetings (but this is understandable if you live in a different time zone or have other obligations)

CONSEQUENCES:

- There will a **warning sheet** displaying those who have received warnings
 - View here:
<https://docs.google.com/spreadsheets/d/1OJiUIndXv9ENUx8f92rQQ8TFIuTpJPt9DEYZdBxigjI/edit?usp=sharing>
- The maximum number of warnings you can receive is two. You will receive one for each week that you are inactive.
- You will receive your warnings through Email & Discord, so please make sure to always check! (especially Discord)
- If you go four months without receiving another warning, you will have one warning removed.
- If you are removed after two warnings, your student will be contacted and they will receive a new tutor.
- If you do not inform us about leaving the organization, or just abruptly leave, you will NOT receive any community service hours.
 - This is a reminder to let us know if you'd like to leave so we can ensure your student is still able to receive tutoring if they'd like

For most of you, this is **not an issue**, so DO NOT STRESS!! This is NOT meant to scare you. As long as you continue to stay in contact, you will be fine! :) If you have any questions, don't be afraid to give Angelina or Naznin a text or email us **Felt Initiative** !