FCSN SNTutoring Program - Tutor Guidelines (for registered tutors only)

Thank you for volunteering to tutor the special needs individuals online. Hope you have a great experience! The SNTutoring Coordinator Team will always be here to support you. To prepare for a smooth journey, here are some guidelines:

1. **Be Prepared**: Keep your student engaged with a prepared tutoring agenda/curriculum and teaching materials

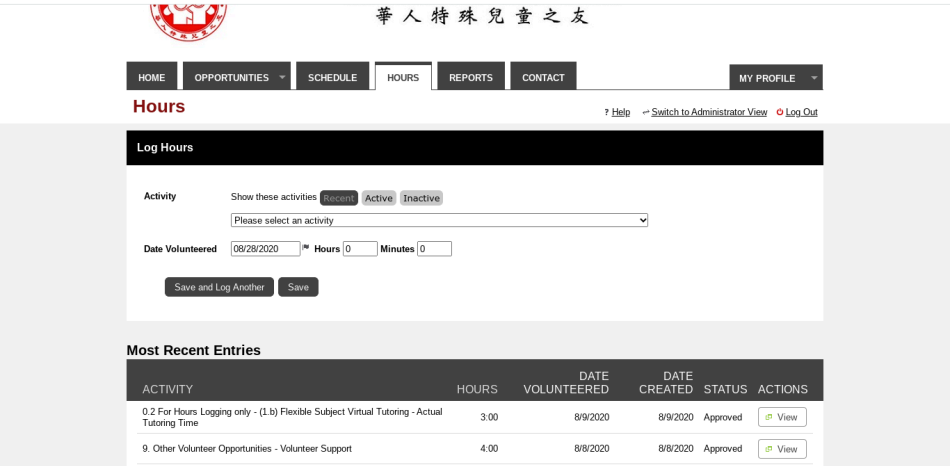
2. **Be on time**: Don't miss sessions or cancel sessions without notifying the parents prior. Start your meeting at least 2 minutes earlier to reduce the chance of students waiting and feeling confused. **Set alarms** for yourself!

3. **Confidentiality**: Must get a parent's consent if you want to record the tutoring session or take any pictures. And must not share student-related information with others.

4. **Communication**: Establish a way (i.e. email or text) to effectively communicate with the parents. Reply to parents within a day. Follow up with parents if they don't reply timely.

5. **Need support** (with communicating with parents, teaching materials, student behavior ---etc.): Contact SNTutoring at sntutoring@fcsn1996.org.

6. **Hours Logging**: Logging hours in the FCSN and Zoho database is mandatory for all volunteers. If you would like a service hours form signed or hours verified, they MUST be logged in the FCSN Volunteer Database and Zoho Database. After a student is assigned to you, you'll be allowed to log all your volunteer hours by yourself into the FCSN Volunteer Database. SNTutoring is the ONLY FCSN program where volunteers can log their own hours. Volunteer hours include class hours, preparation and communication hours. Here are instructions for hours logging on the database. In the Zoho form, only class hours can be submitted. Please submit the Zoho form within a week of your last session.



7. **Using Zoom**: Unless parents offer to set up Zoom, you are responsible for sending the parents Zoom links. Use the same RECURRING meeting link for every class to reduce confusion.

8. **Discord**: For program announcements, communication and materials sharing with other tutors, join our discord at https://discord.gg/zYfekWynxw.

9. **Materials Suggestions and Ideas:** For helpful tips, suggestions on teaching materials, and more for subjects including Arts & Crafts, Exercise, Game, Life Skills, Math, Music, Reading, and Science, reference our materials suggestions and ideas spreadsheet. Please feel free to use materials/tips recommended by other parents and tutors. If you want to contribute to our list, please fill out this form. We appreciate your support!