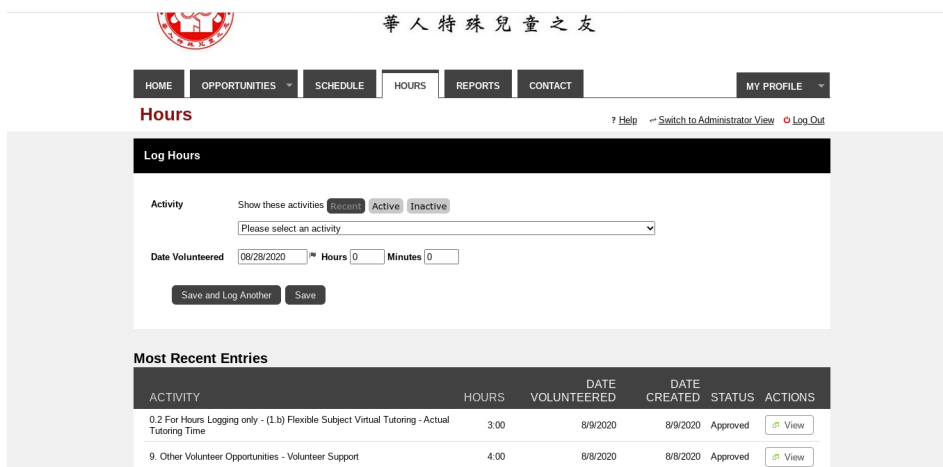


FCSN SNTutoring Program - Tutor Guidelines (for registered tutors only)

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.): Log any issues in the [Tutor Request for Support Form](#). OR 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. Please submit Zoho form within a week of your last session.



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HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Hours ? Help ← Switch to Administrator View Log Out

Log Hours

Show these activities: **Recent** Active Inactive

Please select an activity

Date Volunteered: 08/28/2020 Hours: 0 Minutes: 0

Save and Log Another Save

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
0.2 For Hours Logging only - (1.b) Flexible Subject Virtual Tutoring - Actual Tutoring Time	3.00	8/9/2020	8/9/2020	Approved	View
9. Other Volunteer Opportunities - Volunteer Support	4.00	8/8/2020	8/8/2020	Approved	View

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. **Facebook Group:** For program announcements, communication and materials sharing with other tutors, join our Facebook group at <https://www.facebook.com/groups/fcsnflexible tutoring>
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!