

# TeleTutoring Instructor Sign Ups

*Follow this procedure in order to sign up for TeleTutor online sessions*

---



## Step 1: SignUp Google Form

### Basic Expectations:

- Time commitment varies between **1-3 hours per week** (that you sign up for on a *monthly basis*)
- Conduct sessions **1:1** (student:instructor)
  - Must have general knowledge of the topic
  - Students will bring their own questions or concepts to review
- Must **record your sessions** (via Zoom/Webex) and provide the recording link

within **48 hours**

- Has had or is willing to have a *background check* done

Link to sign-up→ [TeleTutors Volunteer Sign Up](#)

## Page 1: General Information

### Volunteer Tutor Sign-Up

Volunteer PHONE or ONLINE TUTOR: Since schools are out we realize a lot of students may still need homework assistance at home. To help with tutoring and social distancing we are looking for volunteers for phone or video chat tutoring to k-12 students. Tutors are needed for ALL ages in ALL subjects (especially for high school!). We will provide helpful tips to tutoring online or over the phone! You can volunteer for an hour a week, an hour a day, or more- it's up to you.

Please fill out the form below! Email [teletutors@physiocamp.org](mailto:teletutors@physiocamp.org) with any questions. Thank you!

## Page 2: Legal Waiver of Liability

### VOLUNTEER WAIVER, RELEASE, HOLD HARMLESS, INDEMNIFICATION, AND MEDIA RELEASE AGREEMENT

The intent of this Agreement is to indemnify and to release from liability Physiology Camp, Holly Ingram, the Board of Directors for the Physiology Camp and the Physiology Camp's elected and appointed officials, officers, employees, agents and other volunteers, from any liability arising from any incident or occurrence in regard to performing the tutorial services or any action that is not related to performing the tutorial services.

\*\*\*Make sure to thoroughly read & fill out the form, email us ([teletutors@physiocamp.org](mailto:teletutors@physiocamp.org)) if you have questions!\*\*\*

---

## Step 2: Background Check Verification

- Once the SignUp form is received, you will receive an email from PhysioCamp about completing your *background check*.
  - If you have already done so (for hospital volunteering, for school, etc), you will be asked to provide proof (screenshot, picture ID, etc).
  - If you need to get it done, follow the instructions in the email.

\*\*\*Please check your spam/junk folder for an email from [teletutors@physiocamp.org](mailto:teletutors@physiocamp.org)\*\*\*

- Upon submission of the verification, you will receive *another email* regarding Orientation & Training.
- 

## Step 3: Orientation & Training

All sessions will be conducted via Zoom/Webex. We require you to have access to the internet and a webcam.

\*\*\*Look out for the Instructor Training email\*\*\*

### Training Session:

- You will attend an online training session (approx. 30 mins) with a *PhysioCamp team member*
- Covers basic responsibilities, time commitment and how to run tele-tutor sessions
- Includes a *quick mock session* that will go over how to use online resources and suggestions/advice when tutoring (Powerpoints, graphics, notes, etc.)



## Step 4: How to Sign-up for Sessions

You will be paired with a tutee based on your availability for the first session. Once you are assigned a student, we will email you the *name, first session date/time, and topic*.

*\*\*\*The tutor needs to communicate with their tutee when planning future sessions \*\*\**

Once you have signed up, look out for a **confirmation email** 1 week prior to your session.

- After being matched with your tutee, you will receive an email with the **day & time**, along with the **meeting link** (Zoom/Webex)
- If you cannot attend the meeting, PLEASE email us!
- A reminder email will be sent the day before the session

---

## Step 5: Post-Session Responsibility

We require you to **record** your sessions and **upload the link** onto the Google form within **24 hours**. It is best to upload the link **immediately** after the session so that you do not forget later on.

### After Session Form - Teletutors

Please fill this out after EVERY tutoring session.  
Have url of recording ready when filling out the form.  
Email [teletutors@physiocamp.org](mailto:teletutors@physiocamp.org) with any questions.

\* Required

In this form, you will be asked when **your next session is scheduled** for with your tutee.  
*\*\*\*Please plan accordingly, if there are time conflicts, let us know in the form.\*\*\**

*\*\*\*The tutor is still required to submit a Post Session Form even if the tutee **did not attend**\*\*\**

---

**[CLICK HERE to visit our FAQs page!](#)**

**Thank you so much for your time and effort towards PhysioCamp!**

Contact us at [teletutors@physiocamp.org](mailto:teletutors@physiocamp.org) if you have any questions or concerns!