

Chinese American Parents and Students Association (CAPSA)
Tutoring Program
Tutor Guidelines 2011-2012

1. Eligibility for tutors:
 - CAPSA member and currently enrolled in seventh grade or above
 - Unweighted GPA ≥ 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. Annual CAPSA tutor shared facility rental fee is \$20 for each tutor. CAPSA membership is free.
3. Tutoring service is provided for eligible tutees, primarily on a one-on-one basis.
4. Tutors need to dress appropriately for a teaching environment.
5. Please follow traffic regulations and use designated pathways to cross the road.
6. Tutors are required to be prompt and signed in no later than 10 am. If they have chronic attendance, tardiness or behavioral problems, they may be ineligible to continue tutoring.
7. Upon arrival, all tutors must sign in at their tutoring group area and go to their assigned seat to start tutoring.
8. Shortly before the end of each session, tutors should clean up the tutoring area and return their completed record sheets, at which time the coordinator will sign and record two hours of service for each tutor.
9. CAPSA will issue the hours accrued and sign Student Service Learning (SSL) Activity Verification forms (i.e. MCPS Form 560-51) on 12/17/11 and 5/19/12. Tutors should have completed the student information section beforehand.
10. If tutor will be late or absent, please notify the lead coordinator of his/her group as soon as possible.

Lower Elementary Group (Gr. K-2):	Lucy Tan	(301) 926-0788
Upper Elementary Group (Gr. 3-5):	Tiffany Sun	(301) 762-6635
Middle School Group (Gr. 6-8):	Jackie Kwan	(301) 315-2322
High School Group (Gr. 9-12):	Victoria Xu	(301) 838-8575
11. Reading books, dictionaries, textbooks and a variety of worksheets are available for tutors as teaching material.
12. Dates, times and location of tutoring service:

Saturday from 10 am to 12 noon	Robert Frost Middle School
	9201 Scott Drive
	Rockville, MD 20850
September 10: Registration/Interview	January: 7, 14, 21, 28
September: 17, 24	February: 4, 11, 18, 25
October: 1, 8, 15, 22, 29	March: 3, 10, 17, 24
November: 5, 12, 19	April: 14, 21, 28
December: 3, 10, 17*	May: 5, 12, 19*
13. Please contact Ms. Lily Shen at 301-869-0149 if you have any questions regarding Montgomery County Public Schools.
14. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, or contact Terry Fan, Director of the CAPSA Tutoring Program, at 301- 424-0776 or info@capsa-mc.org.
- * Holiday Party and Annual Award Ceremony will be held during the second hour on December 17, 2011 and May 19, 2012, respectively. All parents, tutors and tutees are cordially invited to attend both events.