



www.readottawa.org • info@readottawa.org • 616.843.1470 • 430 E 8th St #140, Holland, MI 49423

Tutor's Letter Of Commitment

I, _____ agree to be a tutor in the READ Ottawa program:
(print name)

1. I will do my best to assist my READ Ottawa learner in reaching stated goal(s).
2. I will commit both the time and the effort to meet with my learner regularly.
3. I will come prepared for each lesson.
4. I will ask when I need extra help.
5. I will inform my learner when I am going to be late, or need to cancel our meeting.
6. I understand that the learner and I are both contributing valuable time to our tutoring sessions. I agree to respect the time my learner is sharing to achieve their goal(s) and will make every effort to not cancel tutoring sessions.
7. I understand that progress monitoring is a regular, required part of this program. I agree to support the regular assessment process when requested.
8. I agree to complete and submit all of the required READ Ottawa learner and/or tutor paperwork in a timely manner when requested. I understand my failure to comply with the paperwork requirements of the program may result in a suspension of my tutoring sessions with my READ Ottawa learner.
9. I agree to notify the Pair Coordinator immediately if my READ Ottawa learner fails to comply with their commitment obligations to the program.
10. I understand that it is my responsibility to engage in ongoing tutor continuing education. Therefore, I agree to attend at least 2 READ Ottawa tutor learning circles a year.
11. I understand that I am serving as a representative of READ Ottawa. I will behave in a professional, respectful manner when fulfilling my READ Ottawa responsibilities.
12. I understand that I may lose the privilege of tutoring if I fail in my own commitment to READ Ottawa and my learner.

I show that I understand my commitment to the READ Ottawa program by my signature below:

Signature: _____ Date: _____

It is the policy of READ Ottawa to serve all individuals who are eligible for its literacy program without regard to race, national origin, color, religion, sex, sexual orientation, or gender identity.