



Lewis & Clark Literacy Council
 Ray Bjork Learning Center North Building Door 15
 PO Box 67 Helena, MT 59624
 (406) 324-2111

Adult Literacy Program Tutor/Learner Agreement

As An Adult Learner, I agree to:

- Meet with my Tutor when we are scheduled.
- Be on time for my meetings
- Be prepared for each meeting – Do extra practice activities
- Take care of the books and materials that are given to me.
- Respect the volunteer tutor, Being respectful of the tutor
 Includes calling the tutor at _____ to notify them if:
 - I will be late
 - I can't make it to a meeting or class
 - I am leaving the program

With the help of your tutor, you will identify your goals and set the pace to achieve them.

Adult Learner, initial that you understand and agree to these statements _____

As a Tutor, I agree to:

- Be on time
- Be prepared
- Help the adult learner identify his/her goals
- Use the manuals, workbooks and tutoring techniques provided by the Lewis & Clark Literacy Council.
- Be creative and use authentic materials
- Respect the adult learner, which includes calling the learner if:
 - I will be late
 - I cannot make it to the meeting or class

All volunteer tutors will participate in a minimum of 15 hours of initial training and attend in-service workshops to ensure that they have adequate skills and current information available to them.

Volunteer tutor, initial that you understand and agree to these statements. _____

The Lewis & Clark Literacy Council agrees to:

- Keep adult learner and tutor information confidential (unless learner and tutor wish to share success stories for brochure, website funding and/or advertising reasons)
- Provide a tutor for the Adult Learner
- Provide books and other materials free of charge
- Respect the tutors and adult learners
- Attempt to resolve issues or problems that may arise

Helping Adults and Their Families "Soar to New Heights" by improving their life and literacy skills

If you have any questions or concerns, please feel free to call the Lewis and Clark Literacy Council director at any time. (406) 324-2111.