



Dear Volunteer,

Thank you for inquiring about the Hillsborough Literacy Council's tutor training. Enclosed you will find some information about our program and the materials you must submit in order to register for one of our training sessions.

Founded in 1986, Hillsborough Literacy Council Inc. (HLC) is a non-profit organization affiliated with the Tampa-Hillsborough County Public Library System. We provide free one-on-one tutoring in reading and writing to adult non-readers and individual or small group English instruction to speakers of other languages.

Potential tutors in Adult Basic Literacy and ESOL (English for Speakers of Other Languages) programs must:

- Be 18 years of age
- Have a high school diploma or GED certificate
- Have a Hillsborough County Public Library card
- Have transportation
- Be willing to make a one-year commitment to the program
- Complete tutor training workshops
- Agree to tutor once or twice per week

ESOL tutors do not need to speak another language. In fact, it is best that the tutor does not speak the student's native language. This way, we can guarantee a "full immersion" situation; the student and tutor will be forced to use English to communicate.

You may register for one of our upcoming tutor training workshops by submitting the registration form. Registration is required as space is limited. When you complete the workshop, you will be assigned a student according to your schedule and preferred tutoring location. Tutoring takes place in libraries throughout the county, as well as other approved locations. After meeting with a student for at least two weeks, you should attend the Supplemental Resources Workshop as the second part of your training. At that time you will receive a certificate of training. Also, tutors are encouraged to participate in three tutor meetings per year.

Tutoring is a big commitment and one you should consider carefully before registering for a class; however our volunteers have found it to be an immensely rewarding experience. If you need more information or have any questions, please call us at 273-3650. Again, thank you for your interest in our program.

Sincerely,

Richard Zingale  
Board President

# Hillsborough Literacy Council 2010 Tutor Training Schedule

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## Volunteer Tutor Training

Become a volunteer tutor in this half-day training. Learn about the text book series and how best to teach adult learners. During the training, you will select which program you'd like to enter: Basic Literacy or English for Speakers of Other Languages (ESOL).

### 2010 Dates:

Saturdays – 10:00 a.m. to 3:00 p.m. (The library does not open until 10:00 a.m.)

**February 6**

**March 6**

**May 15**

**July 10**

**August 21**

**October 16**

### Location:

North Tampa Library, 8916 North Boulevard, Tampa, FL 33604

<http://www.hcplc.org/hcplc/liblocales/nta/>

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### Fees:

\$20 (\$15 for those 65 years and older) provides for the training supplies, tutoring resources, and a one-year Hillsborough Literacy Council membership. *Fees are non-refundable.* Scholarships are available for those unable to pay; please submit a request in writing to Juliet Douglas at [douglasis@hillsboroughcounty.org](mailto:douglasis@hillsboroughcounty.org).

### Payment Methods:

PayPal, check, money order, or cash

Make checks or money orders payable to Hillsborough Literacy Council.

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Save and email this form as an attachment to: [jensenc@hillsboroughcounty.org](mailto:jensenc@hillsboroughcounty.org), or fax the last page to 813-273-3634.

Mail registration and payment to:

Hillsborough Literacy Council

PO Box 4499

Tampa, FL 33677

**Registration and payment must be received one week prior to the training as space is limited.**

Please bring a sweater. Light refreshments will be served. Lunch is not provided.

Dates and locations of training are subject to change.

# HILLSBOROUGH LITERACY COUNCIL TUTOR TRAINING WORKSHOP REGISTRATION

DATE OF WORKSHOP REQUESTED: .....

NAME: .....  
(Last) (First) (Middle)

ADDRESS: ..... FL .....  
(Number & Street) (City) (Zip Code)

TELEPHONE: .....  
(Home) (Work) (E-mail)

HILLSBOROUGH COUNTY PUBLIC LIBRARY SYSTEM CARD NUMBER: 2-1667- .....

Hillsborough County Public Library card is necessary in order to check out literacy material. New library cards are free for Hillsborough County residents. Non-Hillsborough residents must pay an annual fee of \$100.00 to obtain a library card.

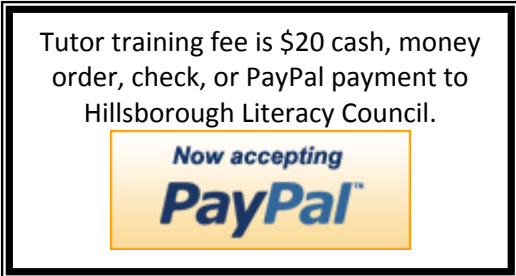
GENDER: ..... M ..... F

DATE OF BIRTH: .....

ETHNICITY: .....

HIGHEST LEVEL OF  
EDUCATION ACHIEVED: .....

PLACE OF EMPLOYMENT: .....



OCCUPATION: .....

HOW DID YOU LEARN ABOUT THE PROGRAM? .....

HAVE YOU EVER BEEN CHARGED WITH A CRIME? ..... YES ..... NO

IF YES, PLEASE LIST THE DATE AND OFFENSE:  
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For safety reasons all applications are processed through Hillsborough County Sheriff's Office.

Return this registration form and payment to:  
Hillsborough Literacy Council  
PO Box 4499  
Tampa, FL 33677  
Fax: 813-273-3634  
[jensenc@hillsboroughcounty.org](mailto:jensenc@hillsboroughcounty.org)

**For Office Use Only**  
Payment Received By: .....  
Date: .....  
Ck #: .....  
Amount: .....