



Annie's Literacy Foundation

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High School Tutor Volunteer Agreement

Organization: Annie's Literacy Foundation, Inc.

Volunteer Name: _____

School: _____

Effective Dates: [Start Date]_____ to [End Date]_____

1. Service Commitment & Scholarship Tier

The Volunteer agrees to provide unpaid literacy tutoring and support services. This commitment fulfills the following **Impact Tier** (check one):

- **The Literacy Scholar:** 40 Hours (1 year of weekly tutoring).
- **The Foundation Lead:** 100 Hours (Graduation gold cord eligible).
- **The Neighborhood Hero:** 200+ Hours (**Georgia Student Service Award** eligible).

2. Roles & Responsibilities

- **Instruction:** Review assigned literacy work and provide encouraging feedback to elementary/middle school students.
- **Preparation:** Log into Google Classroom 5–10 minutes prior to sessions to review lesson plans.
- **Conduct:** Maintain a professional environment free of distractions; discuss only age-appropriate, non-sensitive topics.
- **Reporting:** Submit a weekly online feedback report detailing student progress and hours completed.

3. Professional Standards & Georgia State Law

- **Confidentiality:** The Volunteer will not disclose a student's academic or personal information to anyone outside the Foundation.
- **Mandated Reporting:** Per **O.C.G.A. § 19-7-5**, the Volunteer must complete state-required child abuse reporting training and immediately report any suspected safety concerns to Foundation leadership.
- **Neutrality:** Tutoring must occur in safe, public, or Foundation-monitored digital spaces; home-based tutoring is strictly prohibited.

4. Certification of Hours

The Foundation will act as the **Sponsor/Administrator** to certify hours. Hours must be logged within 30 days of completion to meet school district requirements.