

Bearcat Buddies

Volunteer agreement and expectations

As a volunteer tutor with the Bearcat Buddies program I understand and agree to:

1. Tutor and participate each week of the Fall Semester program from September 5, 2018 through December 7, 2018.
2. Attend required training sessions.
3. Complete a background check.
4. Notify the program support staff at least 24 hours in advance if I am unable to attend a tutoring session for any reason or be placed on probation and potentially removed from the program.
5. Be on time.
 - a. Be on time for the start of the tutoring session.
 - b. End my tutoring session with enough time to return to campus at the scheduled time.
 - c. If I drive myself, it is always my responsibility to check in with the driver of the van.
 - d. If I miss a tutoring session due to tardiness for provided transportation, I will be considered absent without notice (see 4).
6. Accept direction from GRAD staff, school faculty and staff, and Bearcat Buddies support staff.
7. Communicate any concerns as soon as possible to the appropriate program support staff.
 - a. I will not hesitate to ask questions if I am unsure of anything at any time.
 - b. I will not address any major disciplinary issues personally, but I will relay concerns to program support staff immediately.
 - c. If I am having difficulty of any kind with my tutoring relationship, I will address the issue with program support staff immediately.
 - d. If I see or hear anything in the school building that concerns me, I will notify program support staff immediately.
8. Notify program support staff immediately if anyone's safety or well-being is at risk.
9. Maintain no contact with tutee(s) outside of my tutoring time.
10. Dress appropriately for my role as a tutor at all times.
11. Complete a tutoring log and/or other required assessment tool(s) each time I tutor.
12. Represent myself and the University of Cincinnati well, and do everything necessary to uphold a high standard of service and personal conduct at all times.

If any of the items in this agreement are violated, community service hours will not be awarded.

Name: _____ UCID#: _____

Signature: _____ Date: _____