

Three Rivers Education Foundation Tutoring Payment Terms Confirmation Form

NAME: _____ (print) REGION: _____

To get paid by the 20th of the month following any tutoring sessions, I will do the following:
(Initial all items below to indicate your agreement and understanding.)

- _____ Complete and submit all application documents, and submit an online application;
- _____ Submit the online tutoring schedule **prior** to the first session [You will not be paid for any tutoring hours prior to the date you submit the schedule.];
- _____ Conduct the pretest during the first session of a student's attendance, and the posttest during the final week of tutoring;
- _____ Complete the monthly session completion log (one per group and month), including the total hours of tutoring, start and end times for each session, and length of the session;
- _____ Have students sign the session completion log for each session they attend;
- _____ Sign the monthly session completion log;
- _____ Complete a monthly instructional reporting form for each tutoring group and month, including a brief description of the instructional activities and the reading components addressed during each session (no signature required);
- _____ Address all 6 reading components each week;
- _____ Submit the monthly session completion log and instructional reporting form to my regional coordinator on or before the first of the month after any tutoring services occur;
- _____ Tutor only during non-duty hours (if a school employee); and
- _____ Tutor each **group** of students for only 32 hours (mid & high school, PreK) or 24 hours (elementary school), which includes time for pretest and posttest.

Note: Late or incomplete submission of the session completion log or instructional reporting form will delay your payment until the following month, but you will get paid if your information is complete.

Signature and Date: _____, _____