



Tutoring Checklist

Directions for field staff and tutors: Please read through this checklist thoroughly before you begin tutoring. *Each STEP must be completed and the packet submitted to HQ before payment for tutoring will be issued.*

STEP ONE. BEFORE TUTORING CAN BEGIN:

- The Background Check has been submitted to HQ and the tutor has been approved.
- Regional Manager has confirmed that tutoring has been approved with the natural parents and they are aware of the cost and commitment needed to complete tutoring. Ensure that the Agreement to English Tutoring is signed and completed by Natural parents and Student.
- A negotiated tutoring fee per hour has been decided upon (no more than \$25 per hour).
- Complete the **Independent Contract Letter of Agreement**.
- Complete **W9** form.

STEP TWO. DURING TUTORING:

- Complete the Ayusa **tutoring log**.
- Complete **Assessment Report** for tutored student.

STEP THREE. AFTER COMPLETION OF TUTORING:

- Each tutoring session needs to be recorded in the tutoring log and signed by the tutor and student. On the last day of each month the tutoring log and the assessment report need to be sent to Ayusa HQ for processing.
- Use the below sheet as a fax cover sheet and send to the following fax number:

415-434-5470

This fax packet should include the following: Background Check Form, W9 form, and Independent Contract Letter of Agreement. Tutoring log and Assessment Report should be submitted to the same fax number at the end of each month for payment.

FACSIMILE TRANSMITTAL SHEET

TO:

FROM:

COMPANY:

DATE:

FAX NUMBER:

TOTAL NO. OF PAGES INCLUDING COVER:

PHONE NUMBER:

STUDENT'S NAME: