

SPRING 2008



REFERRAL CONTACT NAME:			
AGENCY NAME / ADDRESS:			
REFERRAL PHONE:		FAX:	
EMAIL:			
WEB:			

Greetings Site Administrator,

MCOL conducts three types of tutor training - Basic, GED, and ESL. One of the services we provide to those who successfully complete our tutor training is site referral. I will be polling you throughout the year to find out if you need tutors; and if you do, when and in what capacity. Many of the people who volunteer to complete the training are people who work or attend day school Monday through Friday. Informing me when and how your program utilizes tutors would be very helpful and in the end, save time and spare disappointment. Would you be so kind as to complete the short questionnaire below?

Do you need tutors? YES _____ NO _____

If yes, what type? ABE _____ GED _____ ESL _____

If ESL, what preferred languages?

If known, what days and times?

Are tutors used solely to assist teachers during class hours at your site? YES _____ NO _____

Do you need tutors for small groups? YES _____ NO _____

Will the tutor and learner, once matched, need to meet at your site? YES _____ NO _____

Can the tutor and learner, once matched, meet outside the operating hours and location of your site? YES _____ NO _____

Do you solely match tutors and learners on a "drop in" "one session" basis? YES _____ NO _____

Do you match tutors and learners to work together on a continuous basis? YES _____ NO _____

By what method/s would you prefer to be polled? FAX _____ EMAIL _____ PHONE _____ POST _____

Thank You for your attention in this matter. Christopher Strenge, Workforce Liaison – Mayor's Commission on Literacy
phone 215.686.5254 fax 215.686.5257 Free Library of Philadelphia . 1901 Vine Street . Philadelphia, PA 19103