

# Member Expectations

Updated August 2020

1. Complete [Minor Policy](#) AND [Background Check](#)
  - a. For the safety of the Learners and TKV Members, failure to complete these requirements will result in a temporary suspension of participation in TKV events involving children. The TKV Board will not endorse student involvement in TKV for resumes, recommendations, or class hours.
  - b. Pass the policy quiz and enroll in CMS volunteering. Submit the certificate and clearance approval email to TKV.
2. Mandatory Meeting Attendance
  - a. Regular Tutors are required to attend  $\frac{1}{2}$  member meetings.
  - b. Reserve Tutors are required to attend  $\frac{2}{3}$  meetings; however, Reserve Tutors that go above the minimum required amount will be more likely to be asked to Tutor.
  - c. To receive credit for a missed meeting, TKV Members are required to answer a follow-up question in the meeting recap email.
  - d. If you are unable to come to meetings due to scheduling conflicts, please email us in advance.
  - e. Listen, engage, and be ready to learn and grow.
3. Participation
  - a. Fill out the Membership Application (and) Tutoring Application.
  - b. Steward your role well for the benefit of the kids, families, organization partners, and yourself.
  - c. Have fun!
4. Communication
  - a. Respond to emails and meet deadlines.
  - b. Utilize GroupMe, Facebook, and Instagram.
5. Volunteering
  - a. We have events alike Parents Night Out, Rent a Puppy, fundraisers, and the Big Event coming up. Please aim to commit to volunteer as your schedule allows.
6. Dues
  - a. One time membership due of \$10.00, submitted through TKV's Venmo or in cash.
7. Tutor Program
  - a. Cancellations must be informed within 48 hours prior to the tutoring program.
  - b. Arrive 15 minutes before the start of tutoring.
  - c. Include parents in the learning process.
  - d. Prepare as necessary and be fully present and engaged.
  - e. Complete Weekly Update Form after every session.

## **Our promise to you: Expectations from the Leadership Board**

1. Support

- a. We are here for you! Always know that you can schedule a one-on-one meeting with any of our leadership board members.
2. Attentive, diligent, respectful leadership
  - a. We will work hard and thoughtfully as a team to help reach TKV's goals.
3. Communication
  - a. Responses via email within 48 hours.

**Signing this agreement means you reviewed and acknowledged the requirements that are expected to be enacted during each of your professional tutoring sessions. You understand that Tan Kap Vini strives to serve our foster care community with compassion, respect, excellence, and dedication through all of our involvement. Along with this, comes with confidentiality of the learner and the learner's family to protect the families we serve and yourself. Tutoring is a rewarding experience between learners, tutors, and parents. We are excited to have you on-board! If you have any questions, problems, or concerns please do not hesitate to contact [tankapvini@gmail.com](mailto:tankapvini@gmail.com).**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_