



## **The Ervin Academy Mentoring and Leadership Program: Tutor & Volunteer FAQ**

### **How do I contact The Ervin Academy?**

- **Office: 678-396-0639**
- **Fax: 678-394-0368**
- **Facebook: The Ervin Academy Inc.**
- **Twitter: @theervinacademy**

**When will my tutor/volunteer commitment begin?** The Mentoring Program will officially begin **Saturday, September 25, 2010.**

**When will the tutor/volunteer interview process commence?** The interview process will begin the week of August 23, 2010. Interviews will be scheduled per the availability of each tutor/volunteer candidate.

**When will the tutor/volunteer orientation sessions occur?** The orientation session is scheduled for **Saturday, September 25, 2010 from 10am – 2pm;** orientation sessions will be held on a monthly basis or as needed at Clark Atlanta University.

**(Tutors Only) When will I receive information about my student?** Your student's information will be provided on September 25, 2010 during the orientation session.

**What type of training will I receive?** All tutors and volunteers will receive: gang prevention/awareness, drug and alcohol awareness, conflict resolution, coaching and CPR training. *Note: This list is not all inclusive.*

**What is my expected commitment?** Tutors and volunteers are expected to:

- Adhere to the commitment period which is for one (1) rolling calendar year from date of acceptance. (Example: September 2010 to September of 2011)
- Weekly telephone contact with your student (**Tutors only**).
- Provide 8hours of face to face tutoring assistance to your student per month. (**Tutors only**)
- Attend each monthly field trip. The field trips will be held during each month's second Saturday meeting. (**Volunteers only**)

**When is my application due?** Your application is due within seven (7) business days of receipt. Please fax or mail your completed application to: **(678) 394-0638** or **P.O. Box 2728, Suwanee, Georgia 30024.**