



Policies for Off-Site Tutoring

- Volunteers are *never* allowed to transport learners.
- Volunteers are not allowed to go to the learners' homes, and vice versa.
- Not use violence or threats or carry weapons or participate in any form of sexual harassment toward Literacy Mid-South staff, tutors, learners or library staff.
- Volunteers and learners may meet at the recommended locations or a location agreed upon by the learner and tutor. The location should be no more than 15 minutes from the learners home. **Ask your learner where they would be comfortable meeting.**
- Field trips to museums, grocery stores or other learning locations are encouraged. Please keep in mind they should be free. For example, go to the museums on the free day. Please remember, volunteers are *never* allowed to transport learners.
- We recommend that wherever you meet, you do not purchase food or other items for the learner.
- We want our learners feeling comfortable at the location. Make sure you do not tutor in a crowded or open space at the location. Find a quiet corner or a small study room to use. We have included a table at the end of this document of suggested meeting places. If your learner seems uncomfortable, ask where else they would like to meet.
- Learners and volunteers may use resources available at the location. Additionally, online resources may be found at www.literacymidsouth.org. Learners and volunteers may purchase additional workbooks, etc. at the Literacy Mid-South offices. Learners are responsible for purchasing their own books.
- When meeting a learner for the first time, be sure to tell them exactly where to meet you and what you look like. A landmark at the location is best since they may have trouble reading signs.
- When tutoring off-site, be sure to leave the door open if you use a small study room.
- Each location has its own operating hours. Be sure to check the hours of the location before scheduling a tutoring session. Some locations may have scheduling requirements to book a room. Please check with that location.
- Satellite location staff does not have access to tutoring session's schedules or access to contact information for volunteers and learners.
- Volunteers are responsible for scheduling the tutoring sessions with their learner.
- We expect our volunteers to update staff regarding issues with attendance, conflicts with tutoring, learner behavior issues, challenges at satellite locations, etc.
- From time to time Literacy Mid-South staff will evaluate learner progress by measuring personal goals, benchmarks or using the T.A.B.E. assessment. Volunteers are expected to assist with this process.
- If you use social media, feel free to tag Literacy Mid-South, but please do not use your learner's name or photo without their permission. For example, use photos of the materials.

Recommended Locations:

Some smaller branches will allow you to reserve the meeting room. Study rooms at the large branches are given on a first come first serve basis.

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| Bartlett Branch | 5884 Stage Road, Bartlett, TN 38134 |
| Benjamin L Hooks Central Library | 3030 Poplar Ave, Memphis TN 38111 |
| Cordova Branch | 8457 Trinity Road, Cordova, TN 38018 |
| Frayser Branch | 3712 Argonne, Memphis, TN 38127 |
| Hollywood Branch | 1530 N. Hollywood, Memphis, TN 38108 |
| Poplar-White Station Branch | 5094 Poplar Avenue, Memphis, TN 38117 |
| North Branch | 1192 Vollintine, Memphis, TN 38107 |
| Raleigh Branch | 3157 Powers, Memphis, TN 38128 |

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| Randolph Branch | 3752 Given, Memphis, TN 38122 |
| Cherokee Branch | 3300 Sharpe, Memphis, TN 38111 |
| Cornelia Crenshaw Branch | 531 Vance Avenue, Memphis, TN 38126 |
| Cossitt Branch | 33 South Front, Memphis, TN 38103 |
| East Shelby Branch | 7200 East Shelby Drive, Memphis, TN 38125 |
| Gaston Park Branch | 1040 S. Third, Memphis, TN 38106 |
| Levi Branch | 3676 Highway 61 South, Memphis, TN 38109 |
| Parkway Village Branch | 4655 Knight Arnold, Memphis, TN 38118 |
| South Branch | 1929 S. Third, Memphis, TN 38109 |
| Whitehaven Branch | 4120 Millbranch Road, Memphis, TN 38116 |
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| Germantown Library (Reserve a room once a week) | 1925 Exeter Road, Germantown, TN 38138 |

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| DeSoto County | |
| MR Davis | 8554 Northwest Dr. Southaven, MS 38671 |
| MR Dye | 2885 Goodman Rd, Horn Lake, MS 38637 |
| BJ Chain | 6619 HWY 305 N. Olive Branch, MS 38654 |

| Recommended | Possible | Don't |
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| Libraries | Coffee Shops | Bar |
| Learner's Place of Worship | Fast Food Restaurant | Hotel/Hotel Restaurant |
| Community Centers | Tutor's Place of Worship | Restaurants that require a tip |
| | Parks (weather permitting) | Locations more than 15 minutes from the learner's home |
| | Food Courts | Anywhere too noisy or distracting |

*Always let us know when and where you are meeting.