

KCC

### Volunteer Math Tutoring Program Time Line

- March 30, 2017      Finalize the proposal – target age group, when, where, liability concerns
- April 3, 2017        Advertise the program and send out tutor application form
- April 20, 2017      if enough tutors are secured, send out flyers to library, community centers, markets, Korean newspaper, Facebook, KCC website. Math workbook for tutors will be ordered.
- May 10, 2017        closing application. Math workbooks for students will be ordered through Amazon.com
- May 13, 2017        Tutor Orientation 2:00 -4:00 P.M. – Executive Director, Dr. Tak and me  
(snack will be provided)
- No discrimination based on race, ability, outfit.
  - Rules in the tutoring should be informed by tutor in the first tutoring session - brainstorm what the rules should be.
  - When emergency is arise,
  - The mission of the program
  - Confidentiality
  - Q and A

Tutors will be encouraged to use [www.khanacademy.org](http://www.khanacademy.org) for reference. Math workbooks will be distributed to tutors.

Week of May 29      Tutoring starts at KCC library and classrooms. One of the KCC board member will be at KCC on Wednesday from 9:00 AM to 4:00 PM and Saturday morning. All students should leave the building after the tutoring.

Week of August 14      Last week of the tutoring (10 sessions)

Program review/ Appreciation dinner will be arranged with tutors within 2 weeks.