

California Scholarship Federation
Contract - Info Sheet

1. Each member must have 10 tutoring sessions **each semester** (try to do 5 of the 10 sessions per quarter). A session must be at least a half-hour (30 minutes) long whether a "no show" or not. Sessions are based on time, not by the number of people tutored (**tutoring two people for thirty minutes equals one session, not two**). **Students must remain in C4 for the entire 30 minute tutoring period (they cannot leave early just because they are not helping someone)**.
2. **No more than 6 of these sessions may be done off campus. The requirements for off-campus sessions are:**
 - a) Tutoring must be done at the home of the tutor or the student receiving the lesson.
 - b) **A written, dated note must be signed by a parent who was present at the tutoring session. This note should verify that the lesson lasted for at least 30 minutes and should list both the names of the tutor and the person being tutored. These notes must be turned to C4 within 2 days of the session.**
3. **On-campus sessions may be done in:**

C4 on Monday through Thursday from 2:40-3:10 pm.
In the library from 7:10 to 7:40 am. or 3:00-9:00 pm. Mon. through Thur.
(Students who tutor in the library must check in with the librarian prior to beginning the session, and they must bring in or meet someone there.
Students cannot show up and wait for someone to help).
At least 4 sessions (per semester) must be done in C4.
4. **No more than 2 of the 6 off-campus sessions may be done in the last 2 weeks of the semester.** Additionally, there is **no tutoring on the minimum days during finals week of both semesters.** All session "slips" must be **turned in by the first day of finals (each semester).**
5. Sessions do not have to be regularly scheduled (i.e. you do not have to commit to every Tuesday afternoon...), but it is recommended that you plan ahead.
6. **Seniors, there is no CSF credit given to tutoring during your free period.**
7. **Lifetime membership will be awarded to those Seniors who have attained "seal bearer" status - CSF membership for 5 semesters.** Life members wear a gold cord at graduation.

Signature _____
Date _____