

**America Reads Program at Penn State
Tutor Statement of Confidentiality and Letter of Agreement**

I _____ (student name) am aware of the necessity of respecting the confidentiality of any information regarding any of the children I am tutoring or considering tutoring at _____ (site name) for the *America Reads* program at Penn State. I will not share personal information about any child or the site with anyone other than the On-Site Supervisor and Campus Coordinator. I will not reveal the names of the children or the site during any Federal Work-Study training and discussions of tutoring experiences.

I understand that I am to abide by the standards of conduct, mode of dress, and performance standards of the *America Reads* program at Penn State as well as the those of the site in which I am tutoring. I have discussed the policies and procedures with the On-Site Supervisor and acknowledge that I understand them and agree to abide by them.

I understand that I may not transport in any vehicle (my own or the site's) any children I am tutoring or who are served by the tutoring site.

I realize that failure to comply with this agreement will result in the termination of my tutoring assignment.

I understand I am bound to this agreement even after I have discontinued my service.

Student's Signature Date

On-Site Supervisor's Signature Date

Campus Coordinator's Signature Date

SAMPLE