

## Start-up Resources for Tutoring Programs

Whether you are starting a new tutoring program or building capacity in an existing program, the following free publications and Web sites will provide ideas and inspiration, answer common questions, and help you find the resources you need to provide high-quality tutoring to children. The LEARNS partners at the Northwest Regional Educational Laboratory (800-361-7890) and the Bank Street College of Education (800-930-5664) are also available to answer questions and provide support.

The materials below are applicable to all national service programs engaged in tutoring unless otherwise noted. Most materials are available through the National Service Resource Center at: [www.nationalserviceresources.org](http://www.nationalserviceresources.org). In all other cases, order or download information has been provided. Download additional copies of this resource list at: [www.nwrel.org/learns/resources/startup](http://www.nwrel.org/learns/resources/startup)

### New Resources for Fall 2004

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#### **CNCS/LEARNS Web-Based Tutor Training**

This interactive Web site was created to prepare national service members and volunteers to tutor elementary students in reading. Tutors can choose from three lively training paths that will build skills related to supporting struggling readers. The Web-Based Tutor Training also includes downloadable support materials featuring ready-to-use tutoring activities. On the Web at: [www.nwrel.org/learns/web-based](http://www.nwrel.org/learns/web-based)

#### **Reading for Meaning: Good Practice in Volunteer Tutoring**

The latest in the series of LEARNS Tutor Training Videos, this 22-minute video is designed to help train volunteers working with children who struggle to read fluently. The video introduces Emily, a second-grader, whose lack of fluency interferes with her reading comprehension, and includes a discussion guide with suggestions and tips for using the video to train tutors. The video is available free of charge to national service programs. To order a copy, e-mail: [nsrc-shipping@etr.org](mailto:nsrc-shipping@etr.org)

#### **Savvy Traveling: Volunteers Engaging With School Culture**

Schools have distinct cultures and volunteers entering schools and other education sites need specific skills and strategies for navigating those cultures. The new issue of *the Tutor* newsletter, provides national service members and volunteers with an overview of those strategies, along with concrete tips and examples, and highlights some of the subtle differences among different types of education settings. Download a copy at: [www.nwrel.org/learns/tutor/fall2004/fall2004.html](http://www.nwrel.org/learns/tutor/fall2004/fall2004.html)

## **National Service Start-Up Resources**

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### **AmeriCorps Program Director's Handbook**

Designed to assist program managers in a general understanding of the current law, regulations, and policies relating to AmeriCorps programs, the handbook is online at:

[www.americorps.org/resources/handbook02-03.pdf](http://www.americorps.org/resources/handbook02-03.pdf)

### **The Effective Practices Database**

Compiled by the National Service Resource Center, this database of over 500 effective practices includes research, examples, models, and tools for national service projects engaged in tutoring and other service activities. Visit the Web site at: [www.nationalserviceresources.org/epicenter](http://www.nationalserviceresources.org/epicenter)

### **Listservs**

Ask questions, post information, and share ideas and resources with peers via e-mail. Join ReadsList—with a focus on tutoring and literacy issues— or choose from a variety of lists based on the focus of your project. For descriptions and information on how to subscribe, visit:

[www.nationalserviceresources.org/resources/listservs](http://www.nationalserviceresources.org/resources/listservs)

### **National Service-Learning Clearinghouse**

NSLC supports the service learning community in higher education, kindergarten through grade twelve, community-based initiatives and tribal programs, and all others interested in service-learning techniques and methodologies. The Clearinghouse offers materials, references, referrals, and a library collection available to Learn and Serve America grantees. Visit the Web site at:

[www.servicelearning.org](http://www.servicelearning.org)

### **National Service Resource Center**

A service of the Corporation for National and Community Service, NSRC serves as a central point for sharing training and technical assistance information and resources. Access online resources, join listservs, order print publications, view the national service training calendar, and much more.

Online at: [www.nationalserviceresources.org](http://www.nationalserviceresources.org)

### **Senior Corps Operations Handbooks**

The handbooks provide ideas and suggestions for operating and managing Senior Corps projects. For the Foster Grandparent Program Operations Handbook, visit:

[www.seniorcorps.org/resources/forms/fgp\\_handbook.pdf](http://www.seniorcorps.org/resources/forms/fgp_handbook.pdf). For the RSVP Operations Handbook,

visit: [www.seniorcorps.org/resources/forms/rsvp\\_handbook.pdf](http://www.seniorcorps.org/resources/forms/rsvp_handbook.pdf)

### **Senior Corps Tech Center**

Designed to help Senior Corps programs make meaningful and effective use of technology, the Tech Center offers interactive learning units, a reference library, discussion boards, and more. Online at:

[www.seniortechcenter.org](http://www.seniortechcenter.org)

## **No Child Left Behind**

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### **New Vocabulary for Federal Programs**

This crosswalk will help you understand the correspondences and changes between the No Child Left Behind Act and its predecessor, the Improving America's Schools Act. Download a copy at: [www.nwrel.org/learns/resources/startup/crosswalk.pdf](http://www.nwrel.org/learns/resources/startup/crosswalk.pdf)

### **United States Department of Education: No Child Left Behind**

This Web site offers toolkits, guides, and other resources for parents, teachers, and supplemental service providers. Visit the site at: [www.ed.gov/nclb](http://www.ed.gov/nclb)

## **Reading and Reading Research**

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### **National Reading Panel**

Convened in 1997 to assess existing research on reading and the effectiveness of different approaches to reading instruction, the National Reading Panel issued a report in 2000 highlighting the five skills key to early literacy development: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. View the summary report at:

[www.nationalreadingpanel.org/Publications/summary.htm](http://www.nationalreadingpanel.org/Publications/summary.htm) and the entire report at: [www.nichd.nih.gov/publications/nrp/report.htm](http://www.nichd.nih.gov/publications/nrp/report.htm)

### **Put Reading First: Helping Your Child Learn to Read**

This brochure, designed for parents of young children, describes the kinds of early literacy activities that children need to experience at home and at school to help them learn to read successfully. The brochure's recommendations are based on the findings of the National Reading Panel. Download a copy at: [www.nifl.gov/partnershipforreading/publications/Parent\\_br.pdf](http://www.nifl.gov/partnershipforreading/publications/Parent_br.pdf)

### **Put Reading First: The Research Building Blocks for Teaching Children to Read**

This 58-page teacher's guide provides a framework for using the findings of the National Reading Panel in the classroom. It describes the NRP findings and provides analysis and discussion in five areas of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Download the document at:

[www.nifl.gov/partnershipforreading/publications/Cierra.pdf](http://www.nifl.gov/partnershipforreading/publications/Cierra.pdf)

## **Tutoring Program Start Up**

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### **Beyond Start-Up: Real Answers for Established Education Programs**

The new program year is under way, and you want to do more—you want to get to that elusive next level. There are untapped resources in your community and under-used energy and skill in tutors. You wonder, *What have others done to unlock all that potential?* This issue of *The Tutor* newsletter focuses on the challenges programs face as they enter a new year. Online at:

[www.nwrel.org/learns/tutor/fall2000/fall2000.html](http://www.nwrel.org/learns/tutor/fall2000/fall2000.html)

### **Built for Success: Good Practice in Volunteer Tutor Programs**

This 30-minute documentary features four tutoring projects that include community and national service volunteers from National Senior Service Corps, AmeriCorps, AmeriCorps\*VISTA and Learn and Serve America. Video portraits highlight characteristics of program success, identified through existing research and supported by professional wisdom from practitioners. Order a free copy by calling (800) 860-2684, ext. 142 or by e-mail: [nsrc-shipping@etr.org](mailto:nsrc-shipping@etr.org). Download a free *Viewer's Guide* and *Worksheets* at: [www.nwrel.org/learns/trainingopps/videos](http://www.nwrel.org/learns/trainingopps/videos)

### **Day one ... in the life of a program coordinator**

This monograph helps you identify and tackle the many components of your tutoring program's first weeks, including assessing your resources, defining goals and objectives, and involving stakeholders. It also includes a sample Memorandum of Understanding and other forms. Online at: [www.nwrel.org/learns/resources/startup](http://www.nwrel.org/learns/resources/startup)

### **Growing a Volunteer Tutor Program: Engaging Communities to Support Schools**

Developed with input from seasoned program directors, this book offers advice for surviving the critical start-up year of a volunteer tutor program. The book follows Maria Martin, a fictional program director, as she launches a volunteer tutor program in a make-believe community. Through four seasons, Maria encounters many of the challenges that arise in the real world of school-community partnerships, including finding schools willing to open their doors to tutors, recruiting volunteers, helping tutors work effectively with teachers, and providing funders with proof that the program helps children succeed. Order a free copy by calling (800) 860-2684, ext. 142 or by e-mail: [nsrc-shipping@etr.org](mailto:nsrc-shipping@etr.org).

### **Senior Corps: Volunteer Tutoring Toolkit**

Designed for RSVP and FGP projects engaged in reading tutoring, this new resource will help project directors make informed choices about placing senior volunteers at tutoring stations and ensure that volunteers are adequately prepared to serve as tutors. Look for the toolkit soon on the CNCS Web site: [www.nationalservice.org](http://www.nationalservice.org).

### **Tutoring Toolkit for AmeriCorps Program Applicants**

Designed to aid potential grantees in the application process, this toolkit provides existing programs with important information about the Corporation's requirements for programs engaged in tutoring children. Contents include: Outcomes and Performance Measurement; General Elements of Tutor Program Design; Standards for Tutors; Curricula and Tutoring Strategies; Tutor Training; and Tips and Additional Resources. Download the PDF at: [www.nwrel.org/learns/resources/toolkit/Tutoring-Toolkit.pdf](http://www.nwrel.org/learns/resources/toolkit/Tutoring-Toolkit.pdf)

## **Tutoring Activities and Curricula**

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### **Reading for Meaning: Tutoring elementary students to enhance comprehension**

In this issue of *the Tutor*, read about techniques that support students' developing abilities to read strategically and actively. The article provides overviews of key comprehension strategies supported by research; tips on using these strategies in tutoring sessions; and a model activity for each strategy. Download a copy at: [www.nwrel.org/learns/tutor/spr2004/spr2004.html](http://www.nwrel.org/learns/tutor/spr2004/spr2004.html)

### **The Power of Story Retelling**

This issue of *the Tutor* unveils the power of story retelling to support literacy development. Readers will discover how to use retelling to build comprehension and assess student progress, and be exposed to a variety of retelling activities. Download a copy at:  
[www.nwrel.org/learns/tutor/spr2003/spr2003.html](http://www.nwrel.org/learns/tutor/spr2003/spr2003.html)

### **Reading Aloud to Build Comprehension: Using a think-aloud technique to build understanding**

This issue of *the Tutor* praises the power of reading aloud and goes a step further to praise the power of thinking out loud while reading to children as a way to highlight the strategies used by thoughtful readers. Download a copy at: [www.nwrel.org/learns/tutor/spr2001/spr2001.html](http://www.nwrel.org/learns/tutor/spr2001/spr2001.html)

### **Tutoring Our Youngest Readers: Focusing on five major reading strategies**

This article will help tutors understand the meaning of each of the five skills determined by the National Reading Panel to be integral to early literacy development. Recognize learning behaviors to look for and support and enhance literacy development through fun, developmentally appropriate activities. Download a copy at: [www.nwrel.org/learns/tutor/win2002/win2002.html](http://www.nwrel.org/learns/tutor/win2002/win2002.html)

## **Tutor Selection and Training**

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### **LEARNS Training Activities**

The LEARNS partners have compiled this list of training activities designed to enliven training sessions with tutors, mentors and staff. For more information on how to adapt these activities to your specific training needs, call the LEARNS partners. Each description includes context, goals, materials, and follow-up questions. Download activities at:  
[www.nwrel.org/learns/trainingopps/training](http://www.nwrel.org/learns/trainingopps/training)

### **Starting Strong: A Guide to Pre-Service Training**

This guide was developed specifically to address the needs of AmeriCorps\*State, National, and Tribes and Territories programs in designing and delivering pre-service training to AmeriCorps members. The guide includes information on such topics as: developing a pre-service training plan/package; evaluating pre-service training; leadership and self-understanding; working effectively in groups; diversity and multiculturalism; and community-based skills. Available at:  
[www.nationalserviceresources.org](http://www.nationalserviceresources.org)

### **Training Videos**

The LEARNS partners offer a series of training videos and companion guides to enhance training for national service tutors. Videos focus on using multiple reading strategies, developing reading comprehension skills, working with English Language Learners, and elements of successful program design. Order by calling (800) 860-2684, ext. 142 or by e-mail: [nsrc-shipping@etr.org](mailto:nsrc-shipping@etr.org).

### **The Verdict is In: Trained Tutors = Increased Student Learning**

Ongoing tutor training and support is a standard expectation for volunteer programs in national and community service. But programs vary widely in what, when, and how they train tutors. This issue of *the Tutor* examines key aspects in planning and implementing a tutor training plan. Download a copy at: [www.nwrel.org/learns/tutor/sum2001/sum2001.html](http://www.nwrel.org/learns/tutor/sum2001/sum2001.html)