

Ruth G. Hardman Adult Literacy Service

Dear Prospective Tutor:

Thank you for your interest in the Library's Adult Literacy Service. I hope you will decide to participate in this successful and vital program. Enclosed is a brochure and a schedule of workshop dates for your information.

If you wish to enroll in a workshop, the registration form below, the enclosed green sheet, and the Consent for Release of Background Information form should be completed and returned to our office. You can also register online at www.tulsalibrary.org/support/volunteer.

After the results of your background screening are reviewed, we will contact you to confirm your enrollment in our tutor training. You will receive written confirmation of your enrollment approximately ten days prior to the workshop's first meeting. We cannot match you to an adult learner without a background check. I can assure you that the signed release and results of the screening will be kept confidential and kept in a secure location with limited access. Please be advised that you must attend all of the sessions for a particular month in order to be a certified tutor. Because sessions fill up quickly, we ask that you indicate an alternative workshop in case your first choice is unavailable.

Please review the enclosed materials and if you have any questions, feel free to call the Literacy Office at 918-549-7400.

Sincerely,

Jennifer Armistead
Literacy Coordinator

RUTH G. HARDMAN ADULT LITERACY WORKSHOP REGISTRATION

Name: _____

Address: _____ Zip: _____

Phone: (Home) _____ (Work) _____

Email: _____

Workshop Month Desired: _____ Second Choice: _____