

E1R SITE BASED CORRESPONDENCE

March 12, 2008

Tutor's Name

Tutor's Address

City, State, Zip Code

Dear _____
Tutor's Name:

Thank you for becoming an Every 1 Reads' volunteer with the Jefferson County Public School District. Your participation in this critically important educational initiative will have a beneficial impact upon student achievement while producing positive, long-term economic results for our community.

Your assignment will be as a volunteer tutor at _____
Tutoring Site, _____
Site Address, _____
Coordinator's Name is your site-based Every 1 Reads coordinator responsible for establishing initial contact and organizing a tutoring schedule arranged according to your availability. The coordinator's telephone number is _____.

You should hear from the site-based coordinator within the next week. In the event you have not been contacted within this time frame, feel free to contact Karen Mize in my office at _____. If necessary, Karen can facilitate placement for you as an Every 1 Reads tutor at your tutoring site.

Again, thanks for your interest in serving as a tutor in our Every 1 Reads initiative. Your participation represents a truly valuable contribution to our community, the Jefferson County Public School District and the students we serve.

Sincerely,

Connie Cameron

Connie Cameron
Coordinator
Volunteer Talent Center

cc: Coordinator

Coordinator: Please complete the scheduling information below. Return this correspondence by fax to the Volunteer Talent Center @ 485-3862.

Start Date: _____ Assigned Day and Time: _____