

Hello fellow Honors Students,

Thank you for your interest in the IV Honors Elementary Tutoring Program! We would love to have you as a tutor. You will be matched with one 5th grade student to work with for winter and spring quarters and will need to commit to tutoring twice a week for an hour each time. The students will look up to you and look forward to each of your tutoring sessions.

In order to tutor, students need to complete a *UCSB Student Match-Up Information* form, and a *Winter and Spring Schedule Preference* form. Students who have not participated before in the IV Tutoring Program will also need to complete a Live Scan form at the Santa Barbara County Sheriff's Department. If you are a returning Honors IV tutor, we will ask the school district to confirm that you've been cleared for tutoring. If your name is not in the district's records, we will get back to you and ask you to complete the Live Scan process.

If you are a new tutor, return your Match-Up form to 1117 Cheadle Hall and you will receive two copies of the Live Scan form. Complete the "Applicant Information" on both copies of the Live Scan forms. **Please print clearly, using black or blue ink.**

The following is the process for submitting the Live Scan:

1. Call the Santa Barbara County Sheriff's Department at (805) 681-4357 as soon as possible to schedule an appointment. They are often booked 2-3 weeks in advance, so be sure to make an appointment soon.
2. Bring both of the filled out Live Scan forms to the fingerprinting appointment at the Sheriff's Dept. located at 4434 Calle Real, Santa Barbara, CA 93160.
3. SB Sheriff's Department only accepts **CASH** as a form of payment, please bring cash to the appointment.
 - The rolling fee/Sheriff fee is \$14 plus an additional \$32 for the DOJ background check for a total of \$46, cash.
 - But, if you have traveled out of the state of California in the past 12 months, you will also need to have an FBI background check that will cost an additional \$17 for a total of \$63, cash.

The SB Sheriff's Department will sign both copies and will keep one copy. They will return the second copy to you as a receipt.

4. Turn in the second Live Scan copy to Alex Garcia in 1117 Cheadle Hall to receive your partial reimbursement, \$20 if you needed just the DOJ background and \$30 if you needed both the DOJ and FBI checks.

The Live Scan form must be turned in to Alex no later than 3:30 PM on **Monday, November 21st —no exceptions!**

If you have questions, please contact:

Lauren Enright
ivtutoring@ltsc.ucsb.edu or laurenenright@umail.ucsb.edu



UCSB STUDENT MATCH-UP INFORMATION

Please submit to 1117 Cheadle Hall as soon as possible, in order to obtain a Live Scan form.

Name: _____ Perm #: _____

Local Address: _____

Phone: _____ U-mail: _____

Major(s): _____ Minor(s): _____

Please list your hobbies and interests: _____

Please describe any tutoring experience you have: _____

Would you prefer to tutor a boy or a girl? _____

Do you speak any languages other than English? _____

Is there anything else you would like us to know when matching you with a student?

I, _____, will commit to tutoring for two quarters.

Signature _____ Date _____

FOR OFFICE USE ONLY

Assigned to tutor: _____

Days and times: _____

Name: _____

L&S HONORS IV TUTORING PROGRAM

WINTER AND SPRING SCHEDULE PREFERENCE:

Choose at least two days and times that you, tentatively, will be available to tutor. Consider these times when making your winter and spring schedules. The tutoring coordinator will email you late in fall quarter, asking you to commit to two days.

**Monday
3:00-4:00**

**Tuesday
3:00-4:00**

**Wednesday
3:00-4:00**

**Thursday
2:00-3:00**