

Hayward Hidden Treasures Tutoring (HTT) Program

Overview

- The purpose of the program is to provide additional educational support and encouragement to elementary school children identified as needing help academically to reach their full potential as God's treasures.
- The Hidden Treasures Ministry is a collaborative ministry outreach of The Crossing (Chinese for Christ Church of Hayward) and Cornerstone Fellowship (Livermore, CA).
- The spirit of the HTT Program is to display the love of Christ to children and their parents in selfless acts of compassion and service as modeled and commanded by Him.
- Tutoring will occur from 3-5 p.m. on Tuesdays and Fridays at Lorenzo Manor Elementary School in Hayward, CA, except during days that school is not in session.
- No more than 2 students will be assigned to each volunteer with the goal of one student per volunteer.

Volunteer Duties

- Provide individual and small group tutoring to students.
- Listen to children read, and help them use strategies provided by the program.
- Encourage students to overcome fear of text and foster a love of reading in them.

Volunteer Qualifications

- Friendly, patient, and sensitive to a diversity of students.
- Positive attitude with confident hope that God will bring victory to these children in academics and life.
- Believe, believe, believe that these kids are smart and have what it takes to be successful readers!!

Volunteer Requirements. Volunteers Must:

- Agree to serve at least one day per week for at least 3 months in order to maintain continuity, experience, and supportive relationships.
- Attend an orientation session before beginning to serve.
- Sign a Volunteer Policy & Confidentiality Agreement
- Subject to a background check through LiveScan Services
- Student volunteers must be in the 11th grade or older to serve

Volunteer Expectations. The HTT Leadership will do our best to:

- Integrate you into the team, orient you to the ministry, to provide all necessary training, to keep you updated and informed of HTT status, schedule, and changes.
- Provide a responsive point of contact to answer questions, provide direction, and receive your input.
Your HTT points of contact are Lori Campbell, e-mail: philippians1-6@comcast.net and Valene Wong, e-mail: valene.wong@yahoo.com.
- Respect and honor your skills, preferences, and suggestions.
- Provide HTT Program insurance coverage at Lorenzo Manor Elementary School.
- Prioritize a safe environment for volunteers and students.

For more information about the Hidden Treasures Ministry and its Tutoring Program, to volunteer as a tutor, or to inquire about other ways to serve these children or support the ministry, including donations of funds and/or educational materials, please contact Mark Fisher: itsmfisher@hotmail.com.

For the Kingdom of God belongs to those who are like these children. Luke 18:16b, NLT

Volunteer Policy & Confidentiality Agreement

Volunteers are critical for Hidden Treasures Tutoring (HTT)—we couldn't do it without you, which means you are a full-fledged team member of this Ministry. Please let us know if you have any questions or concerns.

I, _____ (name of volunteer), HTT Volunteer, agree to:

1. Get a background check through LiveScan Services _____
2. Attend an orientation session before beginning to serve (next training date: _____) _____
3. Commit to tutoring once a week during the school year for a 2-hour shift, with 3-month minimum requirement. _____
4. Perform my role to the best of my ability, to the glory of God, demonstrating Fruit of the Spirit (love, peace, joy, patience, kindness, goodness, faithfulness, gentleness, self-control), and striving to be more Christ-like by and through Him. _____
5. Follow HTT's policies and standards, including health and safety, in relation to staff, volunteers and students. _____
6. Meet time expectations and requirements which have been mutually agreed to and to give at least 24-hour notice so other arrangements can be made when this is not possible. _____
7. Conduct myself professionally as a teacher and appropriately as a Christian role model, including speech, demeanor, and attire: no bare shoulders or short shorts/skirts _____
8. Not be under the influence of alcohol or illegal drugs at any time at the venue or while volunteering. _____
9. Be responsible to my task supervisor, following directions, reporting on time, and not leaving until released. _____
10. Maintain the confidential information of the organization and of its students* _____

Confidentiality specifics are:

- a. **Purpose.** To protect the identity and privacy of our students. Staff and Volunteers may encounter personal and sensitive information about students. Therefore, it is very important to refrain from disclosing any information to third parties about our students to avoid causing them harm or embarrassment.
- b. **Confidential Information Disclosure.** Confidential student information should never be discussed in the presence of third parties, unless exempted below. Any files and/or documents containing confidential information should never be shared or released to third parties, unless exempted below.
- c. **Confidential Information Includes**, but is not limited to, the following:
 - 1) Identifying information about the student, including name, address or phone number
 - 2) Information relating to the student's family
 - 3) Information regarding the student's immigration status
 - 4) Information about abuse, trauma, and/or persecution experienced by the student*
 - 5) Any other information that would identify the student or potentially place the student and/or family members at risk.
- d. ***Exceptions to Confidentiality Policies** are:
 - 1) As a volunteer working regularly with students, you are considered a "mandated reporter" by the state of California. This means that, from interacting with a student, if you have reason to believe that he/she is being abused (physically, verbally, emotionally), then you are required to report it. Your report should be given to both the supervisor of HTT and to Child Protective Services.
 - 2) If you become aware of any information about the child that, in your judgment, is pertinent to his/her educational, emotional, or spiritual development or gives you concern for their physical, emotional, or spiritual well-being, it should be shared, confidentially, with your HTT Leader/HT Staff.
- e. **Terms.** By signing this Confidentiality Agreement, I agree to the highest ethical, moral, and Biblical standards and to abide by the following provisions:
 - 1) All communications between staff, volunteers, and students are confidential (unless exempted above).
 - 2) The staff or volunteer shall not disclose confidential information to a third party without the express consent to release such information by the parent/guardian of the student*.
 - 3) Keep student information confidential throughout my term as a staff or volunteer and after my volunteer status ends.

I, _____ (print name), have read all and understand all of the terms of the above Volunteer & Confidentiality Agreement and agree to abide by them. I acknowledge that failure to abide by any of them may result in the termination of my participation as a volunteer.

Signature of Staff or Volunteer

Signature of Supervisor

Date