CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
A+ Program Tutoring / Mentoring Requirement
FORM A

STUDENT NAME: ____________________________________________________
GRADUATION YEAR: 20_________

DATE(S) OF SERVICE: _____ / _____ / _______ TO _____ / _____ / _______
MONTH DAY YEAR MONTH DAY YEAR

NON-PROFIT AGENCY NAME: __________________________________________

AGENCY ADDRESS: __________________________________________________
STREET ADDRESS CITY STATE ZIP CODE

AGENCY CONTACT: __________________________________ PHONE #: (_________)

E-MAIL ADDRESS: ______________________________________

DESCRIPTION OF ANTICIPATED DUTIES / RESPONSIBILITIES:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________

AGENCY SUPERVISOR SIGNATURE ______________________ DATE __________

PARENT / GUARDIAN SIGNATURE ______________________ DATE __________

I agree to complete the above service with the above indicated agency supervisor to meet the A+ Program tutoring / mentoring requirement. I understand that it is my responsibility to maintain records of the dates, times, and activities of each session as well as to obtain the initials of my agency supervisor to confirm the completed tutoring / mentoring activities. I also agree to perform this service complying with the following conditions:

- All tutoring / mentoring hours must be completed at a non-profit organization.
- NO hours may not be completed at an individual’s home or a private business.
- Approval of the A+ Program Coordinator of all tutoring / mentoring hours must be granted prior to the start of such service in order for the hours to be considered for meeting the A+ Program requirement.
- A student may not miss class time to complete the tutoring / mentoring requirement.
- It is the student’s responsibility to complete and submit all forms evidencing hours to the A+ Program Coordinator.
- All forms evidencing tutoring / mentoring hours are due to the A+ Program Coordinator by May 5 of a student’s senior year.

STUDENT SIGNATURE ______________________ DATE __________
OFFICE USE ONLY

APPROVAL ______________________  REASON FOR DENIAL ________________________________________________

SUPERVISOR CONTACTED ________________________________
Students: Use this time record form to track your tutoring / mentoring hours. You must obtain approval from the A+ Program Coordinator BEFORE you begin the tutoring / mentoring experience if you wish for the completed hours to be considered for meeting the tutoring / mentoring requirement.

<table>
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<th>Date</th>
<th>Total Hours</th>
<th>Tutoring / Mentoring Activity</th>
<th>Supervisor Initials</th>
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- All summer hours are due to the A+ Program Coordinator by no later than September 1st.
- All first semester hours are due to the A+ Program Coordinator by no later than the last day of final exams preceding Christmas break.
- All second semester hours are due to the A+ Program Coordinator by no later than the last day of final exams preceding the end of the school year (or by May 5 for juniors or graduating seniors)