

Online Protocol: College Prep Program

Virtual Volunteering Modifications:

The central goals of the College Prep Program are to empower students through education and to help children reach their full potential, both academically and personally. This is still our mission! However, due to COVID-19, the ways in which we accomplish this may look different. We appreciate your flexibility and understanding as we overcome these challenges to continue serving the children in our community.

Out of care for the health of students and volunteers, tutoring and mentoring sessions will be conducted virtually throughout 2020. While the majority of the schedule and volunteer responsibilities remain unchanged, there are some important changes and guidelines for ensuring the success of these virtual sessions.

General Guidelines:

- The basic schedule remains the same; tutoring will take place from 5:45- 7:30 every Monday (barring excused days off).
- Sessions will be conducted via Zoom and will be recorded for the purpose of monitoring student progress and volunteer conduct.
 - Everyone will start in one meeting (link sent each week by coordinator), but then separate into individual break-out rooms that must be recorded by each volunteer individually.
 - How to record zoom sessions:
<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>
- Because of this, volunteers will need to have access to a computer/laptop and a secure internet connection in order to work with their student.
- The quota system will remain in effect, and volunteers will be expected to record the time usage within the session each week.
- If you have any questions or concerns, please contact one of the program coordinators, listed below:
 - cppalachua@chbob.org - Jessica Alvarez - CPP Alachua Coordinator
 - cppgnv@chbob.org - Mariagrazia Zavaleta - CPP Gainesville Coordinator

(Updated) Tutoring Schedule:

5:45 PM- Prepare for session through zoom:

- Join general zoom (main room), check in with coordinator, set up your work space, and review prior notes in the student's folder.

6:00 PM- Greet mentee and begin tutoring session:

- When moved into individual breakout rooms with the student, *make sure to hit record* so we can hold everyone accountable within multiple sessions.
 - It may say that it is recording already during the main session or when the coordinator is present, but please still record the breakout room sessions on your device to ensure proper supervision is possible.
- Help mentee with homework assignments, test prep, reading and mentoring as time permits (recording time breakdown in the tracker provided on the website).

7:30 PM- Finish tutoring session and review:

- Say goodbye to the student and wish them a good week!
- Students can log out directly from the breakout room session, but volunteers must return to the main session afterwards for reminders and updates from the coordinator.
- Once leaving the main zoom meeting, the video recording of the session should automatically begin downloading onto your device; please allow the file to continue converting while updating review notes.
 - Fill out tutor notes, weekly progress report and the time breakdown in the forms provided (blank forms available for download on the website).
- Within 15 minutes, send the files (recorded video of the session and updated progress forms) to the coordinator.

As always, please feel free to reach out with any questions or concerns regarding the sessions, the logistics of recording, or the student's progress. Thank you for your time and effort in helping us empower our students through education! :)