



## Student Application Form – Tutoring Table Program, YMCA Calgary

Tutoring Table is a **FREE** tutoring program for motivated youth, offered in partnership with the United Way of Calgary and Area.

**PLEASE ENSURE ALL AREAS ARE FILLED OUT CLEARLY.** Please complete and scan to [tutoring@calgary.ymca.ca](mailto:tutoring@calgary.ymca.ca)

<i>Subsidy (to be completed by school admin. only):</i>		<i>Yes</i>	<i>No</i>
<b>Personal Information</b>			
First Name: _____		Last Name: _____	
Gender: _____	Date of Birth (01 June 2003): _____	Age: _____	
Alberta Education Number: _____		AB Health Card #: _____	
Address: _____		Postal Code: _____	
Home Phone Number: (_____) _____		Student Cell Phone Number: (_____) _____	
Student Email Address: _____			
Parent/Guardian Name(s): _____		Relationship to student: _____	
Parent Cell Phone Number: (_____) _____		Alternative Phone Number: (_____) _____	
Parent/Guardian Email Address: _____			

### Program Information

Monday	Tuesday	Wednesday	Thursday
<input type="checkbox"/> Shawnessy YMCA (4:15 – 6:15 pm)	<input type="checkbox"/> Crowfoot YMCA (4:15 – 6:15 pm)	<input type="checkbox"/> Shawnessy YMCA (4:15 – 6:15 pm)	<input type="checkbox"/> Remington YMCA (4:30-6:30 pm)
<input type="checkbox"/> Saddletowne YMCA (4:15 – 6:15 pm)	<input type="checkbox"/> Genesis Center NE (4:15 – 6:15 pm)	<input type="checkbox"/> Saddletowne YMCA (4:15 – 6:15 pm)	<input type="checkbox"/> Crescent Heights High School (4:15 – 6:15 pm)
<input type="checkbox"/> Vivo (4:15 – 6:15 pm)	<input type="checkbox"/> Crescent Heights High School (4:15 – 6:15 pm)	<input type="checkbox"/> SE/Forest Lawn Library (4:15 – 6:15 pm)	<input type="checkbox"/> Shane Homes YMCA (4:15 – 6:15 pm)
<input type="checkbox"/> Seton YMCA (4:30 – 6:30 pm)	<input type="checkbox"/> Vivo (4:15 – 6:15 pm)	<input type="checkbox"/> Online (4:15 – 6:15 pm)	<input type="checkbox"/> Online (4:15 – 6:15 pm)
<input type="checkbox"/> Online (4:15 – 6:15 pm)	<input type="checkbox"/> Online (4:15 – 6:15 pm)		

Are you available to meet at least once a week after school for the entire semester? Yes No

How did you hear about Tutoring Table?

- |   |  |  |                                       |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Friend         | <input type="checkbox"/> Family Member             | <input type="checkbox"/> YMCA Representative     | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Teacher: _____ | <input type="checkbox"/> Guidance Counselor: _____ | <input type="checkbox"/> Currently a YMCA member | <input type="checkbox"/> Other _____  |

### School Information

Name of School: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Which tutoring semester are you applying for?  Fall Semester (Sep-Jan)  Winter Semester (Feb-Jun)

Which math course will you be taking?  Math 10-3  Math 10-C  Math 20-1  Math 20-2  
 Math 30-1  Math 30-2  Other: \_\_\_\_\_

What was the last math class you took? \_\_\_\_\_ What was your final mark (%) in that class? \_\_\_\_\_

If you need Science tutoring, which subject will you need help with: \_\_\_\_\_

What are your plans after finishing high school? \_\_\_\_\_



**Eligibility – Financial Need**

This section **must** be completed by the student or a parent/guardian. Financial status is one of the criteria for enrolment.

How many people live in your household? \_\_\_\_\_ How many of those are working adults (18 or older)? \_\_\_\_\_

Please indicate any of the following organizations you and/or your family receive assistance from:

- Calgary Housing Company
- Calgary Food Bank
- YMCA Strong Kids Fund
- City of Calgary Fee Assistance Card
- Employment Insurance
- None of the above**

Other: \_\_\_\_\_

Please indicate the total **combined yearly** income of the household:

- <\$15 000
- \$15 000 - \$25 000
- \$25 000 - \$40 000
- \$40 000 - \$50 000
- \$50 000 - \$65 000
- \$65 000 - \$75 000
- \$75 000 - \$85 000
- \$85 000 - \$100 000
- \$100 000+

**Getting to Know You – Student Questionnaire**

Why do you want to join Tutoring Table? (Check all that apply)

- Want to improve mark in math class
- Want to improve test-writing skills
- Need help getting homework done
- Want to get into university/post-secondary
- Want to meet new people/make friends
- YMCA Membership
- Get ready for diploma exam
- Different learning needs/learning disability
- Need math for chosen career
- Other: \_\_\_\_\_

Are you currently employed? No Yes

If yes, what is your main reason for working? \_\_\_\_\_

If you do not participate in Tutoring Table, can you access tutoring elsewhere?

Yes  No, because \_\_\_\_\_

Who do you go to for help, advice, or guidance (in your home, school, community)?

\_\_\_\_\_

**Additional Comments**

*Please use this space for any other information that you would like to share.*

\_\_\_\_\_

Please ensure that all areas are complete. **Incomplete applications may not be processed.**

*I/we confirm that the information provided above is complete and true.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature  
(if student is under the age of 18)

\_\_\_\_\_  
Date

**Please Note:** Completion of this application form does not guarantee a spot in the program. A YMCA staff member must enroll you over the phone into the program.

**Tutoring Table Online/In-Person Pre-Participation Agreement**



Personal Information (Please fill out student information)

ALL AREAS MUST BE FILLED OUT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/year) Email address (tutoring purpose): \_\_\_\_\_

### IMPORTANT INFORMATION FOR PARTICIPANTS, PARENTS, AND GUARDIANS

#### Communication from the YMCA Staff:

- YMCA Staff will use their YMCA issued emails or YMCA issued cell phones to communicate with students/guardians for both online and in-person tutoring formats. This also includes systems that function in association with their YMCA issued email or cell phone, such as Slack, Teams, zoom, and WhatsApp, etc.
- The Program Manager, Tutoring Supervisor, Tutoring Coordinator, and Lead Tutors are authorized to communicate with students and their guardians. Student contact information is not shared with their volunteer tutors.

#### Contacting the YMCA Staff:

- The authorized YMCA Tutoring Staff can be contacted via email during the regular office and tutoring hours.
- In the online format, students can use the chat function to communicate with their math tutors.
- When logging into the online sessions, all participants are encouraged to use their first and last names as their usernames. Nicknames or inappropriate usernames are not permitted.
- If students text a YMCA Staff member, they will get an email response with another YMCA staff CC'd into that email. Parents/guardians are also encouraged to be a part of the communication.

#### Attendance:

- Students must attend ALL tutoring sessions that they signed up for (online or in-person).
- Students must notify their lead tutor at least 8 hours ahead of the session if they are going to be absent.

#### YMCA Core Values: Respect, Honesty, Caring, Responsibility, and Inclusiveness

- Students are expected to be on time for online or in-person sessions, show respectful behaviour, be ready and willing to participate and learn, and keep their cell phone on 'vibrate' during the sessions.
- The YMCA Staff, volunteers, and participants will keep their social media accounts private from one another in the online sessions.
- When students log into the online sessions, their email account may be visible to other participants in the group, by signing this document you are confirming that this is acceptable.
- Since we commit to starting the program on time, if you have questions or feedback on the program, try reaching out to your lead tutor 10 minutes before the start of the program.
- Adhering to the YMCA Core Values, we ask that you do not screenshot, photograph, or record any part of your tutoring during online as well as in-person sessions. The sessions must remain a safe space for all, without judgment. Instances of infractions will be followed up with.
- For online sessions, we would ask that everyone in the tutoring session keep their cameras on if possible.
- Please note that the sessions may be recorded for security purposes and would not be used for any circulation without your consent.



- YMCA staff will not contact parents or guardians if students miss a scheduled YMCA tutoring session but will provide information to the authorized persons listed on the application form if they request.
- **Parents:** This is an “All in for Youth” program in partnership with the United Way of Calgary and Area. We may be sharing the number of program participants with your student’s school and the United Way, however, the participant names will remain anonymous. By signing below, you are granting us permission to share and gather this information with your child’s school and the United Way for evaluation purposes.
- **Students:** If you need assistance with program participation (online and/or in-person), basic needs (food, housing, etc.), mental health, or personal safety, please contact the tutoring supervisor- Tanzeela Naji or Youth Engagement Manager- Sonalin Bhayani ASAP. We will help you access the resources. If you have concerns about your immediate personal safety, ask us about “where we buy our clothes?” and we will contact Police on your behalf
- If you have any questions or concerns, please do not hesitate to reach out. We want to hear from you to continue improving our services and enhance your learning experience.

Participants must confirm they have read and understood all clauses. Participants under 18 years will need guardian/parental authorization to participate in Tutoring Table Program (in-person, blended, or fully online formats)

**CONSENT FORM**

I have read and understood this form. I know about the YMCA Tutoring Table program and the services provided. I believe that I / my child would benefit by participating in the online/ in-person Tutoring Table. My signature below confirms my authorization to program participation.

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Parent/Guardian’s Name (if student is under 18)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent/Guardian’s Signature (if student is under 18)

\_\_\_\_\_  
Date (DD/MM/YY)

\_\_\_\_\_  
Date (DD/MM/YY)

**Model Release Form**

YMCA Calgary  
United Way of Calgary and Area Funded Programs

YMCA Calgary is committed to keeping the information it collects from its participants private. YMCA Calgary does not rent, sell, or trade personal information.

YMCA Calgary acknowledges that the personal information collected will be subject to the *Freedom of Information and Protection of Privacy Act (Alberta)*.

I understand that for the program to evaluate its effectiveness in providing its service, certain information is required. This involves collecting participants’ information on a computer database, participants’ impact stories, and group photographs.

My information will be collected along with others receiving this service and will be used for preparing reports for funders and program evaluation. When using this information in a group, I understand that any identifying information such as my name, address, etc. will be erased.

I \_\_\_\_\_ authorize the YMCA Calgary to collect and process my personal  
(Participant’s name) information for program evaluation purposes.