

# Appalachian State University

Community Service Leave

Tutoring/Mentoring Option

Calendar Year 20\_\_ - 20\_\_

## Process:

1. Employee discusses the feasibility of the Community Service Tutoring/Mentoring option with his or her supervisor and receives tentative approval.
2. Employee completes Part A of the form below and delivers it to the appropriate school official who, in turn, completes Part B of the form. (see List of Watauga County school key contacts)
3. Employee returns the completed form (or asks the School to send it) to the supervisor.
4. The supervisor forwards a signed (approved) copy to Human Resource Services.

## PART A: COMPLETED BY THE EMPLOYEE

Employee Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Department \_\_\_\_\_

Full Time Yes \_\_\_ No \_\_\_ Part-time Hours/Week or % FTE \_\_\_\_\_

Number of Hours Requested for the calendar year (max. 36) \_\_\_\_\_

I have read the Community Service Leave policy and understand that such leave may be granted when it does not interfere with the operating needs of my department. I agree to keep both my supervisor and the appropriate school official informed of any changes to this agreement and my volunteer schedule. I will report all Community Service Leave hours on the monthly time sheet.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART B: COMPLETED BY SCHOOL OFFICIAL

School \_\_\_\_\_ Address: \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Contact Telephone # \_\_\_\_\_

Description of the Tutoring/Mentoring Duties:

\_\_\_\_\_  
\_\_\_\_\_

Schedule for Tutoring/Mentoring: (Time and Day) \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal or other School Authority

## PART C: COMPLETED BY EMPLOYEE'S SUPERVISOR

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature

# **Watauga County Schools**

## **Key Contacts List**

### **Tutoring/Mentoring Option of the Community Service Leave program**

<b>SCHOOL</b>	<b>NAME</b>	<b>TITLE</b>
<b>Bethel</b>	<b>Mitchell Yates</b>	<b>Principal</b>
<b>Blowing Rock</b>	<b>Larry Houk</b>	<b>Principal</b>
<b>Cove Creek</b>	<b>Annette Powell</b>	<b>Counselor</b>
<b>Green Valley</b>	<b>Donna Greene</b>	<b>Volunteer Coordinator</b>
<b>Mabel</b>	<b>Amy Miller</b>	<b>Reading Teacher</b>
<b>Hardin Park</b>	<b>Mike Sherrill</b>	<b>Assistant Principal</b>
<b>Parkway</b>	<b>Judy Greene</b>	<b>Reading Teacher</b>
<b>Valle Crucis</b>	<b>Beth Dean</b>	<b>Counselor</b>
<b>Watauga High</b>	<b>Paula Norton</b>	<b>Principal</b>

**December, 2000**

**Data provided by Watauga County Schools  
Associate Superintendent**