



Cleveland Federal Executive Board Tutoring Program Supervisor Approval Form for NASA Employees

The requirements to be a tutor are:

1. You must be a federal employee or federal retiree.
2. You must be authorized to participate by your agency employer/supervisor.
3. Each tutor will be given four hours of authorized absence* (AA) per month in order to participate during your work hours.
4. You must be willing to follow a tutoring protocol that will be covered in the orientation sessions.
5. Attending the following meetings are highly recommended and encouraged:
 - Tutor Orientation at school of choice (2.5 hours **AA granted – scheduled at end of school day)**
 - Tutor Mid-Year Meeting is a one hour Teleconferenced meeting. Meeting date and time TBA.
 - Tutor End of Year (EOY) Meeting and Ceremony (3 hours **AA granted).

**AA, or your agency’s documented approval of authorized time away, is granted (one hour covers your tutoring session and one hour travel time). You must be committed to tutoring twice a month or every other week for one hour. The success of the program depends on this commitment. **Tutor Orientation and End of Year meeting and Ceremony (EOY) are two hours in length, with an additional hour time granted for travel.*

How to join?

1. Complete this supervisor approval form and return to the FEB Tutor Program Manager or Facility Point of Contact (POC).
2. After your supervisor has signed the form, please:
 - a) Return to register on-line at <https://cleveland.feb.gov/> (preferred) or complete the paper registration form and return it to the FEB Tutor Project Manager.
 - b) Return the form to **William T. Dedula** by fax, email or mail.
3. You’re ready to tutor! We will contact you via email with the day/time for orientation.

Name (print): _____

Agency: _____

Preferred School (check one): Clark Memorial Wade Park Willson

Work Email: _____ Phone: _____

Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Return signed form to:

William T. Dedula, NASA FEB Tutor Project Manager
Address: NASA Glenn Research Center
 21000 Brookpark Road Mail Stop 7-4
 Cleveland, OH 44135
Email: William.t.dedula@nasa.gov
Phone: 216-433-3668
Fax: 216-433-3344