



## Cleveland Federal Executive Board Tutoring Program

### Supervisor Approval Form

#### 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 for you 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 <http://cleveland.feb.gov/> (preferred) or complete the paper registration form and return it to the FEB Tutor Program Manager.
  - b) Return the form to **Cynthia Davis** 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  Wade Park  Memorial  Willson

Work Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Supervisor Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed form to:

**Cynthia L. Davis, Cleveland Federal Executive Board Tutor Program Manager**

**Address:** Louis Stokes Cleveland VAMC  
10701 East Blvd c/o Spinal Cord Injury 128(W), Rm#: 6A-110  
Cleveland, Ohio 44106

**Email:** [Cynthia.Davis3@va.gov](mailto:Cynthia.Davis3@va.gov)

**Phone:** 216-791-3800 x 5519

**Fax:** 216-707-6403