



Document I: Volunteer Orientation and Training Plan

Volunteer Application Process

Persons interested in volunteering for Deaf ABE are asked to complete the online application form found on Deaf ABE's [website](#). The volunteer coordinator will then contact them to confirm their seat in the Volunteer Orientation session (described below), answer any questions or concerns, and schedule a time for the potential volunteer to observe a class (if requested).

Volunteer Training Requirements

Since most volunteers are college students fulfilling service-learning hours and are therefore short-term, Deaf ABE does not require them to attend an approved 12-hour volunteer training and they are required to work under direct supervision of a teacher, in accordance with Minnesota ABE's [Volunteer Training Standards Policy](#). If, however, a volunteer decides to stay longer than two semesters and/or participates in an internship with CSD, he/she is required to attend the [ESL Tutor Pre-service Training](#) provided by the Minnesota Literacy Council. Background checks are not required by CSD.

All new volunteers, regardless of past experience and training, must attend CSD's Deaf ABE 3-hour Volunteer Orientation before working in the classroom or CSD office. Orientations are held within the first month of each semester (usually last week of September and the first week of February). Topics covered in the orientation include:

- CSD and Deaf ABE History
- Introduction to Adult Basic Education
- Cultural awareness and understanding of deaf immigrants
- Accountability and Funding
- Working with adult learners and learners with minimal language skills
- Activity Planning
- Additional volunteer resources

Ongoing Inservice Training

All volunteers who have tutored for more than one year are required to attend or provide at least 2-hours of in-service training. Deaf ABE volunteers are referred to courses offered by the [Minnesota Literacy Council](#) to fulfill this requirement.