

## **Proposal for Drop-In Tutoring Program at South San Francisco Library**

This proposal seeks to establish a free, **drop-in tutoring program** at [Library Name] to provide accessible academic support to students in the local community. The program aims to improve student academic performance, boost confidence by offering convenient, on-demand tutoring in core subjects such as math, science, reading, and writing. The library's role as a community learning hub makes it an ideal venue for this initiative.

### **Background**

Academic challenges, especially in core subjects, are common barriers to student success. Many families cannot afford private tutoring, and students often lack convenient access to personalized help outside school hours. Drop-in tutoring programs have proven effective at increasing student achievement and engagement by providing flexible, supportive learning environments. Libraries, as trusted community spaces, are uniquely positioned to host such programs, leveraging their resources and accessibility. Therefore, this program aligns with the Youth Commission's goals to foster youth development and lessen inequities within our community.

### **Program Objectives**

Provide **free, drop-in tutoring** services to students aged 7-18. Focus on core academic subjects: math, science, reading, writing, and test prep. Foster a welcoming and inclusive environment, encouraging academic growth and confidence. Engage community volunteers, including high school and college students, to serve as tutors. Complement school-based academic support and increase community resource access.

### **Program Design**

#### **Schedule**

- **Day and Time:** Tuesdays and Thursdays, 4 PM to 6 PM
- **Location:** Community Room
- Sessions run weekly during the school year (September to May).

#### **Tutoring Format**

- **Drop-in:** Students come when they need help; no appointment is necessary. Tutors provide individualized or small-group assistance based on student needs. Tutors assist with homework, concept review, test preparation, and study skills.

**Subjects:** Initial focus on math and English language arts, with plans to expand based on demand.

### **Staffing and Volunteers**

**Volunteer Recruitment:** Recruit high school honor students, college students, retired teachers, and community members with subject expertise. Collaborate with local schools, universities, and community organizations for recruitment.

**Training and Support:** Provide orientation sessions on tutoring best practices, library policies, and student interaction guidelines. Supply tutors with resources such as curriculum guides, practice worksheets, and reference materials.

**Supervision:** A designated program coordinator (could be library staff or a volunteer lead) will oversee sessions to ensure safety, organization, and quality.

### **Resources and Materials**

- Library will provide space, Wi-Fi, desks, chairs, and whiteboards. Tutors will bring subject-specific materials; the program will seek donations or grants for additional supplies as needed. Laptops/tablets may be used for online tutoring tools or research.

### **Promotion and Outreach**

- Develop flyers and posters for distribution at schools, community centers, and the library
- Use social media channels (city, library, and school accounts) for announcements and reminders
- Host an initial launch event with local media coverage to raise awareness
- Engage school counselors and teachers to refer students in need.

### **Evaluation and Reporting**

- Track attendance and subjects requested to identify trends and needs.
- Collect anonymous feedback from students, tutors, and parents quarterly.
- Provide an annual report to the library and city Youth Commission summarizing impact, challenges, and recommendations for improvement.

### **Budget Considerations**

- Minimal initial costs, primarily for promotional materials and tutoring supplies. Supplies should already be at the library. May require printing.