



# South Lyon Area Youth Assistance

“Strengthening Youth and Families”

•1000 N. Lafayette • South Lyon, MI 48178 • 248-573-8189

Date

Teacher Name

Address

Dear \_\_\_\_\_,

Thank you for participating in South Lyon Area Youth Assistance’s Tutoring Program. We are looking forward to working with you and your student. **Please note that per the conflict of interest policy (policy 3110), teachers cannot tutor students that they directly have in their class.**

To get started we will need you to submit a copy of your teaching certificate to our office. You can email it to [slayasecretary@gmail.com](mailto:slayasecretary@gmail.com), fax it to 248-486-4067, or send it via interdepartmental mail to the Youth Assistance office. Once we receive your paperwork, we will create a Google Drive for communication going forward.

SLAYA will pay up to \$25 an hour. Any cost over that will be covered by the family, and arrangements for payment of that difference will be between the tutor and the family. Tutors will be paid monthly based on invoices submitted via Google Drive. You are asked to submit an invoice by the 7<sup>th</sup> of each month and will be paid by the 15<sup>th</sup> of each month.

You may schedule the tutoring sessions at a time and location of your choosing. Each student will receive a maximum of 10 tutoring sessions. If more funds become available, the student may apply for additional tutoring, and we will review their status at that time. If you receive tutoring reimbursement totaling \$600 or more, it will be necessary for you to fill out a W9 form for IRS/tax purposes.

If you have any questions or concerns, please feel free to call the office at 248-573-8189.

Thank you again for being part of the Tutoring Program, and we look forward to a great year!

Sincerely,

Doreen Brant  
Youth Assistance Caseworker

Sue Collins-Schroeder  
SLAYA Secretary