

# Promote Tutor.com to schools in your community using our **School Outreach Checklist**

Use this checklist along with resources from the [Tutor.com Client Resource Center](#) (CRC) for Libraries to successfully engage with schools on how students and teachers can use your Tutor.com service.

## Connecting with Teachers

- Send an email to teachers, school librarians and guidance counselors.
  - Building Awareness:** *Email to Schools* (template)
  - Printables:** *Top 10 Facts for Educators about Tutor.com* (handout)
- Provide flyers to teachers to hand out in classrooms.
  - Printables:** Choose from a variety of colorful flyers.
- Provide bookmarks to school librarians.
  - Printables:** Choose from a variety of fun bookmarks.
- Provide brochures & flyers to guidance counselors.
  - Printables:** Tutor.com brochures, *SAT®/ACT® Essentials flyer*
- Suggest that teachers offer students extra credit for trying or using the Tutor.com service. At the end of each tutoring session, students can email their session recordings to their teachers or print the transcripts. (This is an especially popular practice among English Composition teachers!)
- Printables:** Posters, flyers, and guides on *Writing Support from Tutor.com*

## Connecting with Students

- Attend Back-to-School Open Houses or Parent-Teacher Conference Nights.
  - Demo Tools:** Tutor.com Demo Videos, the Virtual Practice Classroom link, and the *Tutor.com Parent/Teacher PPT Presentation*
  - Printables:** Tutor.com bookmarks, program cards, brochures, and the *Top 10 Facts for Parents about Tutor.com* handout
- Demonstrate the service to students in their classrooms or at a school assembly.
  - Demo Tools:** *Tutor.com Student-Facing PowerPoint Presentation*
  - Printables:** Tutor.com bookmarks & program cards
- Send the Tutor.com demo video links to teachers and ask them to show them in class. For the greatest impact, focus on 6<sup>th</sup>–12<sup>th</sup> grade math and science teachers.
  - Demo Tools:** *Tutor.com Intro Video* (0:41) and *Tutor.com Demo Video* (3:51) links
- Hang flyers on bulletin boards around schools.
  - Printables:** Choose from a variety of colorful flyers and posters

## Additional Ideas

- Place an advertisement in the school newspaper and/or yearbook.
- Send program cards to the school to include with every mid-term or end-of-term report.
- Recruit your Teen Advisory Group or Board to spread the word at schools. Provide them with items to hand out to friends and classmates.
  - Printables:** Tutor.com program cards and bookmarks