

# WBL/AVID INFORMATION

## AVID Tutor Candidates

You need to complete the AVID Tutor HD Minor Waiver on [www.NorthSpringsWBL.org](http://www.NorthSpringsWBL.org) (if you are under 18). All forms are located under the RESOURCES tab of the website.

Once it's completed, send an email to me ([pattersonb@fultonschools.org](mailto:pattersonb@fultonschools.org)), Ms. Pritchett ([prichettam@fultonschools.org](mailto:prichettam@fultonschools.org)), AND copy April Hardy ([hardyah@fultonschools.org](mailto:hardyah@fultonschools.org)) – make sure to include the AVID Tutor HD Minor Waiver attachment if you are under 18. Please also include the period(s) in which you are trying to tutor.

You will also have to send a copy of your driver's license or state ID.

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## STEPS

1. Before you fill out any of the paperwork, contact Ms. Pritchett. She'll have to approve you as an AVID mentor.
2. If she approves you and everyone receives your paperwork, Ms. Hardy will contact you directly to send you the online training modules. You **MUST** complete all the training modules in order to be officially employed put into the payroll system. **You can complete everything remotely, and this process will take less than 1 hour to complete.**
3. Ms. Hardy will put you in contact with Tim Marshall from Corp Temps. He will give you the proper documentation for your payroll. Complete everything he sends in order to be paid properly and on time. Email him any payroll question [tim@corporatetemps.com](mailto:tim@corporatetemps.com).
4. Once you begin your AVID tutor internship, Tim will send you directions for completing weekly timesheets and direct deposit information. Make sure your timesheet are filled out in a timely manner in order to receive prompt payment.