

ESRA ETP Tutoring Program Instructions and process for registration of tutors and schools 2023-2024

Dear In-School Coordinator,

As you know ESRA's ETP is recognized and supported by the Ministry of Education, therefore we are committed to operating in line with certain instructions and procedures. It is also very important for insurance coverage and management needs.

Please access your Terminal, with the personalized email + password: <https://bit.ly/3IQkNaZ> you received from the office.

Register Volunteers:

1. Tutors who volunteered in the previous year or in any preceding years and intend to volunteer during the 2023-2024 school year are required to complete and submit a volunteer form for each new volunteering activity they plan to engage in. Please send them this link for **Annual Registration Form for New Volunteer Position** [Registration of New Volunteer Position](#)

This form is meant for ALL ESRA volunteers registering for volunteering activities in 2023-2024.

Under "Volunteer Activity", the tutor will select ETP (English Tutoring Program) and will relate to the relevant questions regarding ETP.

*The registration form needs to be updated at the beginning of each new school year for new and existing volunteers.

2. To interested new potential volunteers, please send this link - flyer **to enroll NEW volunteer:** [You Have a Gift to Share](#) (Used for campaign to enroll new volunteers to the ETP program)

In this link to the flyer, you will find 2 options to register, one for Potential Volunteers **living in Israel** and the other for Potential Volunteers **living abroad**.

Link for **new volunteers** (potential) - [Welcome to ESRA English Tutoring Program Form Israel](#)

*Once submitted, the information will be seen in **Not Assigned** in your terminal (status Pending).

* If potential volunteers decide not to participate, please inform the office so that they can be removed from your terminal.

After the volunteer has been accept, he/she needs to register their new volunteering activity, as per the instructions in paragraph 1 above.

Access to training and resource materials on ESRA's website: <https://bit.ly/3yGkXVM> password: **ESRAETP**

Please remember, male volunteers, including those participating in online programs with children, must provide a police Certificate of Absence of Sexual Offences (ASO). Please Share the volunteer's details, and I'll provide them the required forms.

Register Schools:

To register a new school/update info of existing schools, please send **ALL** your schools the link to fill in before starting to work together, as required by the Israel Ministry of Education.

Even if the school was active in the previous year, it is necessary to complete a new registration form for the current school year.

You will receive the relevant link for your city in a separate email.

*Once submitted, the information will be seen in "School" in your terminal.

*An official letter of acknowledgment will be sent by the office, in Hebrew.

*This link must be sent at the beginning of each new school year so that the school is registered.

Please make sure that the school fills in the form so that they can start the program.

In order to ensure that the ESRA "In-School" Program is running smoothly and efficiently please be so kind as to take a few minutes at the end of **every month** to complete this google form.

https://docs.google.com/forms/d/1owJZNWTSz2n5WB8u5g4Lz9Eo4PE7P_1rmQPuLZloeWk/viewform?edit_requested=true

Good luck with the upcoming school year

If you have any further questions, contact **Irene Oliel**, at 09 950 8371 # 7 | ireneo@esra.org.il

Or Anat Schifter at admin@esra.org.il or 09 950 8371 #4