Capital Region Tutors

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[www.capitalregiontutors.com](http://www.capitalregiontutors.com)

[www.capitalregionmathtutors.com](http://www.capitalregionmathtutors.com)

[www.adirondackmathtutors.com](http://www.adirondackmathtutors.com)

[www.saratogamathtutors.com](http://www.saratogamathtutors.com)

[www.syracusemathtutors.com](http://www.syracusemathtutors.com)

[www.uticamathtutors.com](http://www.uticamathtutors.com)

[www.buffalomathtutors.com](http://www.buffalomathtutors.com)

The Process

1. Apply Go to [www.capitalregiontutors.com](http://www.capitalregiontutors.com) and click on the Apply to Be a Tutor button at the top of the screen.
2. Reference Checks Include at least 3 references that will attest to your character and ability to tutor at a high level. Please choose your references carefully.
3. Background Check We reserve the right to perform a background check.
4. Set Up Your One Page Website We will give you a one-page website and ask you to choose a domain name. We pay for these as long as you are making an honest attempt to find clients. We will list you on at least three of the sites above.
5. Promote Your Website
6. Accept Clients When we receive a request for you, we pass the client’s information on to you. Please contact them within 24 hours to set up the first session. Let us know that you have set up something with the client.
7. Receive Payment You are responsible for collecting payment from customers and developing policies.
8. Pay Commission Our week goes from Friday to Thursday. Each Thursday, we send out an email that asks you to list your sessions and pay commission. We collect a 35% commission on each session. (See below for incentives to reduce the commission you owe us).

Standard Rates

Individual Session - $60/hour (You make $39)

Group of 2 - $50/hour/student (You make $65)

Group of 3 - $40/hour/student (You make $78)

Group of 4 - $35/hour/student (You make $91)

As an independent contractor, you have the ability to adjust rates for special situations, offer deals and discounts, and offer free sessions as incentives. Please use the above as a starting point.

1. Incentives

To inspire our tutors to build their own business, we have created the following incentives.

A. After 50 commissionable hours beginning July 9, 2021. (You are responsible for letting us know when you hit this mark).
You will only pay commission on your first 12 hours of tutoring each week. All other hours are commission free.  Group sessions must be reported first.  Ex. If you do 20 hours of individual tutoring, you would make $39/hour for the first 12 and $60/hour for the next 8. This raises your hourly wage to $47.40.

B.  After 100 commissionable hours beginning July 9, 2021. (You are responsible for letting us know when you hit this mark).
You will only pay commission on your first 10 hours of tutoring each week. All other hours are commission free.  Group sessions must be reported first.  Ex. If you do 20 hours of individual tutoring, you would make $39/hour for the first 10 and $60/hour for the next 10. This raises your hourly wage to $49.50.

C. After 250 commissionable hours beginning July 9, 2021. (You are responsible for letting us know when you hit this mark).
You will only pay commission on your first 7 hours of tutoring each week. All other hours are commission free.  Group sessions must be reported first.  Ex. If you do 20 hours of individual tutoring, you would make $39/hour for the first 7 and $60/hour for the next 13. This raises your hourly wage to $52.65.

D. After 400 commissionable hours beginning July 9, 2021. (You are responsible for letting us know when you hit this mark).
You will only pay commission on your first 5 hours of tutoring each week. All other hours are commission free.  Group sessions must be reported first.  Ex. If you do 20 hours of individual tutoring, you would make $39/hour for the first 5 and $60/hour for the next 15. This raises your hourly wage to $54.75.

E. When our team of tutors hits 500 hours beginning July 9th, 2021 (we keep track of this), we will reduce commission to 30% until next July 5. Individual rates increase from $39 to $42.

F. When our team of tutors hits 1000 hours beginning July 9th, 2021(we keep track of this), we will reduce commission to 25% until next July 5. Individual rates increase from $39 to $45.

1. Record Your Income and Expenses As an independent contractor, you are responsible for keeping your own records and consulting your tax advisor.
2. Communicate with us regularly We want you to be able to have a long-term, successful business opportunity.

Setting Up Your Website

1. Go to [www.onepagerapp.com](http://www.onepagerapp.com).

\*Your email will be your login

\*Bill will send you your password…if he hasn’t already. Please let him know if you don’t have this info.

1. Tell Bill the domain name you want him to purchase…i.e. johnsmithtutoring.com
2. Bill will add 3 mandatory links to your page

\*A Contact Form, Submit a Testimonial, Apply to be a Tutor (Please do not delete these)

\*Bill reserves the right to add additional links that might help to build our overall business.

\*Do not add your cell phone or email. All inquiries will come through these forms.

1. Consider adding the following:

\*Your name

\*Title (i.e. Math Specialist)

\*Photo(s)…if you include a photo with a student, please ask permission to post

\*Testimonials you have received

\*Rates. Please list these standard rates.

Individual Tutoring - $60/hour

Group of 2 Tutoring - $50/hour

Group of 3 Tutoring - $40/hour

Group of 4 Tutoring - $35/hour

As an independent contractor, you may offer deals or give discounts. But please use the above as your standard rates.

Payment Process

\*A simple statement like “I accept PayPal or Venmo payments”

Special Program Offerings (if you have any)

Your educational background/certifications/degrees/awards

Your style and approach

Links to educational resources or sites

Meeting Locations (in person, virtual, phone, a local coffee shop)

\*\*\*Don’t forget to hit “Save and Close” when you are done

1. Our shared purpose is to provide outstanding supplemental educational services. Please stay away from political and/or personal agendas on your website.
2. Let us know when your site is ready! Update your site regularly.

How to Grow Your Business

You are your best advertising. In this business, word of mouth advertising is king. We believe that if we can get you one solid client, exponential growth will result. Within a year, you could have as many clients as you want for the rest of your professional career. One client tells 3 others, those 3 tell 9 others, and those 9 tell 27 others. That being said, you must be active in building your original client base. Here are some suggestions:

1. Update your website weekly.
2. Include your website in your email signature.
3. Promote your site on social media.
4. Ask your friends to share your site.
5. Set up meetings with guidance counselors or principals. Private schools are always looking for resources.
6. Ask your current clients to pass along your information.
7. Remind clients regularly about the benefits of small group tutoring. Offer a 2 for 1 deal for the first session…i.e. each student pays $30 instead of the $50 group of 2 rate.
8. Make business cards, flyers, or posters with your website on it.
9. Offer a free session to a current client if a student they recommend signs on with you.
10. Offer a small discount if a student does multiple sessions per week. Three 40 minute sessions add up to 2 hours!
11. Offer small discounts for undesirable times that might work for you: early morning, later evening, Saturday afternoon.
12. Offer small discounts for phone sessions. Some students are always on the move with sports, clubs, and family responsibilities. Having a “mentor” hold them accountable is well worth the cost for some families.

Full disclosure: It is very difficult to make tutoring your full-time job. With some work, however, it can lead to a great supplemental income.