

Literacy Volunteers of Monmouth County

Tutor Hours Form

Tutor Name _____

Student Name _____

In the table below, please fill in the number of instructional hours that you have tutored for any given day of the month; i.e., if the tutoring session on July 1st was for 1-1/2 hrs enter 1.5 in the table under "July" month and "Date 1".

Date	Instructional Hours for the Month of		
	October	November	December
1	e.g., 1.5 hrs		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total			

Important: Tutors are required to report their student's achievements every quarter. Please select one or more from the achievement list below.

Students Achievements / Outcomes

- Entered employment
- Retained employment
- Improved employability skills
- Obtained GED
- Obtained secondary school diploma
- Entered postsecondary
- Entered Occupational skills training program
- Improved basic literacy skills
- Improved English language skills
- Met work-based student goal
- Registered to vote/voted for the first time
- Increased involvement in community activities
- Increased involvement in children's educational activities
- Attained consumer skills
- Attained wellness and healthy lifestyles
- Attained/Increased computer skills
- Other

*Travel			
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*Prep			
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Additional Comments:

*Enter total Travel and Preparation hours for the month