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Tutor Timesheet

Rio Arriba Adult Literacy Program

Transforming Lives Through Literacy



TUTOR: _____

LEARNER (first name, last initial): _____

Month & year: _____

Tutoring Location: _____

Current Meeting Day(s): _____

Meeting Time: _____ **BL** _____ **ESL** _____

Tutor Activities:	One-to-one tutor time	Preparation time	Travel time	Student Initials	TOTAL VOLUNTEER TIME
Date					
Date					
Date					
Date					
Date					
Date					
Date					
Date					
Date					
Month Total					Month Total

Please round to the nearest quarter-hour. Due at end of each month--THANKS!

Progress benchmarks achieved (new job or new work duties; got a library card; wrote note in English; mastered specific concept or difficult word pattern; more confidence in reading/computer; etc.) and tutor notes: _____

Change of contact info or phone number (yours or student)? Challenges meeting with student this month?