



Literacy Volunteers
OF MARICOPA COUNTY, INC.

Tutoring Calendar

2a

Tutor _____

Hours spent tutoring _____

Student _____

Tutor's Telephone _____

Hours spent preparing _____

Month & Year _____

Reported by [] Initials _____

Travel time for month _____

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>

- Directions:**
1. Fill in date in each small box.
 2. Record on the date, hours spent Tutoring.
 3. Record on the date, hours spent in Preparation.
 4. If the lesson was cancelled, please note why.
 5. On back of form, please mention progress/problems and comments.
 6. Please notify **Matching Office** of any changes for tutor or student.

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 (602) 274-3430
 FAX (602) 274-5983

Funding requires reporting total volunteer service hours.
 Therefore, reporting hours is *mandatory*. Between the 1st and 8th of each month, either mail or phone in your monthly total of hours of tutoring, preparation and travel time.

Your student needs to be tested every 4 months.